Everest
COLLEGE

SPRINGFIELD CATALOG
2016 – 2018

Everest College, Springfield Campus
1010 W. Sunshine St.
Springfield, Missouri 65807
Phone: (417) 864-7220
Fax: (417) 864-5697

www.Everest.edu

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As of the date of the publication of this catalog, the information in this catalog is true and correct in content and policy to the best of my knowledge.

George Roedler
Director of Regulatory Affairs

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. 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."

Gregory William Weaver
Campus Director
Springfield Campus

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ABOUT EVEREST COLLEGE

ZENITH EDUCATION GROUP

Everest College is part of the Zenith Education Group, a nonprofit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. As the largest nonprofit career college system in America, we are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

THE ZENITH COMMITMENT TO STUDENTS

At Zenith Education Group, we are committed to operating with integrity and complying with laws, regulations, accreditation standards, polices and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:
1) Tell the truth about
   a. Educational program content
   b. Instructor qualifications
   c. Program enrollment requirements
   d. Cost of education
   e. Educational program financing options and obligations
   f. Program completion rates
   g. Verifiable and accessible job placement and salary information
   h. Projected lifetime earnings versus the cost of the student's education
2) Be transparent with our students, each other, our regulators and the public regarding our
   a. Ethical standards
   b. Commitment to students
   c. Program objectives and outcomes
   d. Marketing and student recruiting initiatives and materials
   e. Ongoing support for students' educational goals
   f. Accreditation and regulatory compliance
3) Provide marketing and recruiting information and materials that are
   a. Clearly written and understandable
   b. Focused on the prospective student's career goals
   c. Presented to suitable student prospects
   d. Honest about the student's responsibilities that lead to completion and placement
   e. Respectful of competing schools' programs
4) Be innovative through
   a. Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
   b. Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
   c. Continually learning and improving upon our innovative approaches
   d. Reinvesting materially in enhancing student programs
   e. Providing the student an affordable education
5) Develop transformative education models based on meaningful collaboration with
   a. Students
   b. Employees
   c. Employers
   d. Educators
   e. Program Advisory Committees
   f. Thought Leaders, Foundations and other Engaged Communities

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 businesses, 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

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.

In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

FACILITIES AND EQUIPMENT

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.

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) 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 Director to review this material.

GAINFUL EMPLOYMENT DISCLOSURES

For more important information about the educational debt, earning and completion rates of students who attended this school, please visit our website at 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. Intensive English courses are offered at a cost separate from, and in addition to, the diploma and degree programs offered. No English as a second language courses are offered by the campus.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED is required for admittance. Applicants who do not submit a diploma or recognized equivalent prior to starting classes will be required to sign an **"Attestation Regarding High School Graduation or Equivalency"** indicating they meet the school's requirements for admission.
- 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.
- Everest may allow the student to start on the basis of the student's attestation that they have obtained and will supply a POG to the campus. Everest must obtain the student's POG within 21 days of the student's start date. If the school does not obtain the student's POG within 21 days of the student's start date, the student must be withdrawn from the program.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- All admitted students are required to demonstrate academic readiness for program-level coursework at the time of enrollment. This can be done through any of the following means: SAT, ACT, ACUPLACER or COMPASS scores; recent (five years or less) high school grade point average of 2.5 or higher; or grades of C or higher in college-level English Composition and college-level mathematics. If none of these measures are available, the student is expected to demonstrate readiness by completion of an online assessment. A student may be allowed to enroll and start his or her first term or module of classes prior to demonstrating academic readiness as described herein, but a student who fails to meet this requirement may be prevented from enrolling in the next quarter or module. Note this is a one-time requirement and may not apply to re-admissions, depending upon academic evaluation at the time of re-enrollment.
- Upon acceptance into the school, applicants who are enrolling 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.
- 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.

Note: **Effective May 31, 2016, attestations will no longer be accepted, and the school will not permit a student to start classes without first receiving and approving the student's POG.**

CRIMINAL BACKGROUND SCREENING

- 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 students are subject to the same background check requirements as a new student.

ACADEMIC READINESS

All incoming undergraduate students are required to demonstrate academic readiness. Students can prove academic readiness by completing an assessment provided by the institution or by providing documentation of one of the following measures:

Recent high school academic performance within the past five years

A high school cumulative grade point average (GPA) of 2.5 or higher on a 4 point scale is accepted for assessment if the date of high school graduation is 5 years or less from date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.

SAT, ACT, or PSAT scores completed within the past five years

Scores of 460 or higher on each section of the SAT, 46 or higher on each section of the PSAT, or scores of 17 or higher in English, Reading, & Math on the ACT are accepted for assessment

Previous college experience – no time limit

General education college-level mathematics and college-level English courses taken from a national or regionally accredited institution, with a grade of C or higher may be used for assessment. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Prior success in a writing-intensive English class demonstrates readiness for writing and reading, while success in a previous math or quantitative reasoning class demonstrates readiness for math. Review and approval of previous college experience to be completed by office of the Registrar.

College placement scores from another institution within past five years

COMPASS, ACCUPLACER, or other standardized test scores demonstrating college readiness in each of the three areas of math, writing, or reading are accepted for assessment

INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS

International students must meet all admission requirements as stated in the school catalog. Campuses may not admit international students without an I-17 Petition approved through the Student and Exchange Visitor Program (SEVP).

Additionally, international students must:

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a. Bank letter verifying student's available funds (self-sponsoring).
  b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c. Form I-134 if sponsor is not a citizen or legal permanent resident of the U.S.
  d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee to the Department of Homeland Security.
- International students must meet the same programmatic entrance requirements as domestic students.

Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

Refugees and Asylees - Refugees and asylees must provide documentation of their refugee/asylee status (e.g., confirmation of USCIS receipt of Form I-589, I-94, etc.), meet the general admission requirements, and provide proof of English proficiency prior to admission.

Online Students - Foreign students who apply for an online program and who intend to complete their studies without entering the United States must meet the general admission requirements and provide proof of English proficiency prior to admission.

Undocumented Resident Aliens - Undocumented resident aliens who graduated from a United States high school are not considered international students for purposes of this policy, and may be admitted as cash paying students provided that they meet all admission requirements.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student

- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for diploma and undergraduate programs are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS	ELS
Score:	45 Internet Based 133 Computer Based 450 Paper Based	60	5.0	Completion of Level 107

Note: Intensive English Studies Students - Students lacking the required English proficiency may be admitted and enrolled in the appropriate Intensive English course as stated in the school catalog so long as all other international admission requirements are met. Such students must successfully complete the Intensive English course.

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.

MAXIMUM CLASS SIZE

To provide instruction and training, classes are limited in size. The maximum class size is 24 students. Lab classes will be smaller in compliance with any programmatic accreditation requirements.

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:
1. Accreditation of the institution;
2. The comparability of the scope, depth, and breadth of the course to be transferred; and
3. 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).

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.

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.

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@zenith.org.

ONLINE COURSE REQUIREMENTS

Online courses are offered at the campus through the Online Division of Zenith 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. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. 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, 8, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

Mac Systems
Mac OS X 10.7 or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Safari 7 or higher, 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.

Grade	Point Value	Meaning	Percentage Scale
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 modular programs.
**For modular 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%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, 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 all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. 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%

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

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%

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%

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).

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%
96-144	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	AP 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, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will 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:
- 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. The (10) calendar days should exclude schedule breaks and Holidays.

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:
  o Students must receive the notification by the first day of the term; and
  o 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:
  o Students must receive the notification by the third (3) calendar day of the next module; and
  o 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 this 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.

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. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the APP.

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 (2nd) 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 in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. 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

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. 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.

Veterans Affairs (VA) Students are not eligible for VA funding for repeating passed coursework, or more than one attempt at repeating failed coursework.

ADD/DROP POLICY (DEGREE PROGRAMS ONLY)

Continuing students may register for classes prior to the start of the 12-week term. Once the term has started, students may add or drop courses during the add/drop period without academic penalty upon obtaining approval from Academic administration and the Student Finance office.

The taking of attendance of new and re-entering students who enroll during the add/drop period will begin the first scheduled class session following the student's enrollment. The add/drop period for full term (12-week) courses is the first 14 calendar days of the term, excluding holidays. For either the six-week 1 or six week 2 courses, the add/drop period is the first seven calendar days of the course, excluding holidays.

Students who enroll in a 12-week course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be unregistered from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14th calendar day of the 6-week course, or be dropped from the course.

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 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

Mini-Term Courses

The registration period for six-week 2 mini-term courses occurs well in advance prior to the start of the six-week 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming six-week 2 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 six-week 2 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 14th calendar day of the mini-term, or be dropped from the course.

Impact of Add/Drop on Financial Aid Calculation

Adding or dropping a course may impact a student's enrollment status and the amount of financial aid for which the student is eligible. If the student adds or drops a course, Student Finance office will advise the student of the financial consequences. Student Finance Support and Student Accounts will process any adjustments to a student's charges or financing due to adding or dropping courses.

For 6-week 2 courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the courses by the close of business on day 14 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, new students registered for a class must attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance

The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

Make-Up Attendance

In clock hour modular programs, students may choose to, or be required to, make-up attendance. Make-up attendance can occur only outside of regularly-scheduled class time, and the quantity of make-up attendance per module cannot exceed the quantity of absence in that module. Make-up attendance must be completed by 14 calendar days after mod end, and make-up work must be related to the module in which the absence occurred.

Make-up time will be measured in 30-minute blocks of time, and must be monitored by Academics staff and approved by the Director of Education/Academic Dean. Qualified make-up attendance activities include, but are not limited to, taking/re-taking quiz or test, facilitated review or study, group project, study group, hands-on practice, lab check-offs, and completion of assignments.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- 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.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Percentage Absence Rule

Diploma 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

Degree Programs

For students who have not previously violated the attendance policy:

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

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

When a student violates the applicable percentage absence rule, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:
- 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.

Failure to comply with one or more of the three requirements will result in the student being 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:
1. The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
2. The date the student violates the published attendance policy;
3. 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, that there is a reasonable expectation that the student will return, 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), temporary disability, personal reasons, or other reasons such that

the campus determines that an LOA is in the student's best interest. However, an LOA will not be granted for any of the following reasons:

a) The courses that the student needs are not available;
b) The courses that the student needs are available, but the student declines to take them;
c) An externship/internship site is not available for the student;
d) A student is unable to pay tuition;
e) The student is failing a course(s); or
f) To delay the return of unearned federal funds.

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur 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 the Academic Dean or Director of Education determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Re-Admission Following a Leave of Absence

1. Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
2. 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.
3. The date the student returns to class is normally scheduled for the beginning of a module.
4. 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).

Return from a Leave of Absence

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. A student who goes on leave prior to the end of a module/term will receive a grade of "L" (leave). The course(s) with a grade of "L" will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest does not generally 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.

Failure to Return From a Leave of Absence

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

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
- The LOA could also affect the student's:
  o Loan repayment terms, including the exhaustion of some or all of the student's grace period
  o Rate of progress
  o Maximum time frame for completion

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

a. 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.
b. 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.
c. Students requesting a withdrawal from school must complete a financial aid exit interview.
d. 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
A student may submit an appeal based on one of three adverse determinations:
- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:
- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:
- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

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

Final grade appeals must be submitted by the:
- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:
- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

Attendance Violation Appeals

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:
- Percentage Absence (program or term) - post positive attendance ("present") within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class after the violation (for an online course, post attendance by the Sunday date immediately following the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

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) Violation Appeals

SAP appeals must be submitted by the:
- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the tenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:
- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see Satisfactory Academic Progress and Retaking Coursework Policy).

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.

FINANCIAL GOOD STANDING

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:
- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
    - $2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
    - $5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:
- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:
- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

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.

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 the 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, all monies paid will be refunded.

After the applicant has signed the Agreement, the applicant may request cancellation in accordance with the "CANCELLATION PERIOD" section of the Agreement. A 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. 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 date that the student provides to The School official notification of his or her intent to withdraw. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education in writing to provide official notification, including the official date and reason, of their intent to withdraw. 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 purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

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 equals the number of scheduled hours (clock-hour programs) or days (credit-hour programs) completed up to the withdrawal date divided by the total number of hours (clock-hour programs) or days (credit-hour programs) in the payment period or term. For credit-hour programs, any scheduled 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 equals 100% minus the percentage of earned aid; the difference is multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

Return of Unearned Title IV Funds

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) is required to repay the difference between the amount of unearned aid and the amount returned by the School. If the student's portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than $50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period or period of enrollment. (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 Financial Aid Department 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 Competitiveness 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 student may be due a post withdrawal disbursement. If the Return calculation determines that the student is due a post-withdrawal disbursement, upon the permission of the student (or parent, if a Federal PLUS loan), the institution may seek to disburse the corresponding loan funds. Any post withdrawal disbursement 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 may 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.

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. With the student's (or parents, if a Federal PLUS loan) permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment)
2. Return to the student.

Effect of Leaves of Absence on Returns

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 day 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 POLICY

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 this 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 those students who terminate their training before completing the period of enrollment (i.e. students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. 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:

2. Determine the total charges for the period of enrollment.
3. Divide this figure by the total number of calendar days in the period of enrollment.
4. The answer to the calculation in step 2 is the daily charge for instruction.
5. 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.
6. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.
6. **TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE NON-TITLE IV REFUNDS**
   Non-Title IV 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.

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 institutional 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 institutional 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 loan made under any title IV program, not have obtained loan amounts that exceed annual or aggregate loan limits made under any title IV loan program, not have property subject to a judgment lien for a debt owed to the United States, and not be liable for a grant or Federal Perkins loan overpayment.;
8. Have a high school diploma or its equivalent or have completed homeschooling at the secondary level as defined by state law.
9. Not be enrolled in either an elementary or secondary school;
10. Satisfy the title IV program specific loan requirements
11. Have not been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV program funds, unless eligibility has been regained.
12. If previously convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining title IV program funds, has completed repayment of such assistance

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.

- 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.

Federal Work Study

The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study.

FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. **Please contact your Student Finance representative for more information.**

Requirements for FWS Students

Students must meet all eligibility criteria required for receipt of federal aid, including:

- Maintaining satisfactory academic progress (SAP)

- Maintaining at least half-time enrollment

Additional requirements include:
- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

GRANTS AND SCHOLARSHIPS

Zenith American Dream Scholarship

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after **August 24, 2015** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream Scholarship of $5,000 per academic year.**

To be eligible a student must:
- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship winners

The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus Director or other campus official.

Selection criteria will include:
1. Written reference from a leader in the community
   a. Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
2. Review of the Written or Video Essay submitted
   a. Logical interpretation of the subject and adherence to topic
   b. Originality, Innovation and Creativity
   c. Adherence to overall guidelines and deadlines applicable

Obtaining scholarship funds

The scholarship will be credited on a student's account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Renewing the scholarship

Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must **maintain satisfactory progress and a grade point average of 2.0 or above.**

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and

future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover the amount of calculated EFC in excess of $500, plus any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment

Timeliness of his/her financial aid application

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.

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
U.S. Military Service Member – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist	50% of tuition
Veteran – veteran using VA or other military education benefits	10% of tuition
Military Spouse – spouse of active-duty military personnel serving in the Armed Forces	10% of tuition
Military spouse or dependent – spouse or dependent using military education benefits	10% of tuition
Other – 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.

1. The Montgomery GI Bill–Active Duty:
    http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf
2. The Montgomery GI Bill–Selected Reserve:
    http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf
3. Dependents' Educational Assistance Program (DEA):
    http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf
4. Veterans' Educational Assistance Program (VEAP):
    http://www.gibill.va.gov/pamphlets/ch32/ch32_pamphlet.pdf
5. Reserve Educational Assistance Program (REAP):
    http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf
6. The Post-9/11 GI Bill:
    http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf
7. U.S. Army:
    http://www.goarmy.com/benefits/education.jsp
8. U.S. Navy:
    http://www.navy.com/navy/joining/education-opportunities.html
9. U.S. Air Force:
    http://www.airforce.com/opportunities/enlisted/education
    or http://www.airforce.com/opportunities/officer/education
10. Marine Corps:
    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.

CIVIL RIGHTS COMPLIANCE

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Title VI of the Civil Rights Act of 1964, all as amended from time to time. The Campus President has been designated as the Civil Rights Coordinator and will coordinate the efforts of Everest to comply with all relevant civil rights 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 Civil Rights Coordinator. The student will meet with the Civil Rights Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Civil Rights 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 Civil Rights 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. Once the student has self-disclosed a disability and it has been verified and appropriate accommodation(s) suggested the Campus President (the Civil Rights Coordinator) will work with the student to determine how the accommodation(s) can be provided. The accommodation(s) will depend on the needs of the particular student and the accommodation(s) suggested or recommended, and can include but are not limited to the following examples: extended time on exams, quiet environment for testing, a reader for exams, oral exams, note taker/faculty notes, Ebooks/Software reader, and ASL interpreter.

If the request for an 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 Civil Rights Coordinator with a new accommodation form marked appeal.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Civil Rights Coordinator for all disability-related complaints and all other complaints alleging discrimination carried out by employees, other students, or third parties. The Civil Rights 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 Civil Rights 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 Civil Rights 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 Civil Rights 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 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 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 Civil Rights 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@zenith.org. 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@zenith.org.

CODE OF STUDENT CONDUCT

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

To this end, Everest Code of Student Conduct 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 Campus Director (or designee) is responsible for appropriately conducting, recording and enforcing the outcome of all disciplinary matters. In addition the Campus Director is responsible for notifying the student of the alleged violation in writing, any sanction to be imposed, provide the student with available information about the violation, and notify the student of his/her right to appeal.

Conduct Affecting On-Campus Safety

Everest will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

11. Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
12. Theft
13. Vandalism or misuse of the school's or another's property
14. Harassment or intimidation of others, including bullying or cyberbullying
15. Endangering yourself or others, infliction of physical harm
16. Any other behavior deemed inappropriate by the school

Conduct Affecting Student Learning

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

o Cheating, plagiarism, fabrication or other forms of academic dishonesty
o Falsifying, or altering documents; misusing documents, funds, or school property
o Disruptive actions, including:
   o Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
   o Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
o Failure to comply with school policies or directives
o Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

Limitations on Students with Pending Disciplinary Matters

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

o Graduate or participate in graduation ceremonies; or
o Engage in any other school-related activities determined by the school

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

matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

Inquiry by the Campus Director

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 that does not Result in Suspension or Dismissal

If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Resulting in Suspension or Dismissal

If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:
1. The conduct resulting in the suspension or dismissal;
2. The specific penalty being imposed;
3. The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

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:
1. Harassment;
2. Libel or slander;
3. Fraud or misrepresentation;
4. Any use that violates local, state/provincial, or federal law and regulation;
5. Disruption or unauthorized monitoring of electronic communications;
6. Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
7. Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
8. Violations of licensing agreements;
9. Accessing another person's account without permission;
10. Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
11. The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
12. Providing information about or lists of Zenith users or students to parties outside Zenith without expressed written permission;
13. Downloading, or storing company or student private information on portable computers or mobile storage devices;
14. Making computing resources available to any person or entity not affiliated with the school;
15. Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
16. Academic dishonesty as defined in the Code of Student Code;
17. Use of Zenith logos, trademarks, or copyrights without prior approval;
18. 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 is required by Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part Sec. 106.9.not to discriminate on the basis of sex in the educational programs and activities which it operates. Everest strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any Everest campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

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 Zenith 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 Director (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus Director 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:
1. Appear in person, but is not required to appear
2. Submit a written statement
3. Respond to evidence and question the statements of others
4. Invite relevant witnesses to testify on his/her behalf
5. 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:
1. Affirm the finding and sanction imposed by the Campus Director (or designee)
2. Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
3. 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 Grievance Procedure

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the Campus Director. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at studentservices@zenith.org. A student filing a grievance will not be subject to adverse or unfair actions by any school official as the result of initiating the grievance.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council 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 Council. 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

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

Missouri Attorney General's Office
Consumer Protection Unit
P.O. Box 899
Jefferson City, MO 65102
Toll Free in Missouri: (800) 392-8222
Phone: (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 typically includes a person employed by the institution in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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. Students who are current with their financial obligation to the campus, and students who owe the campus an outstanding balance of $1,500 or less, may obtain an official transcript by submitting a completed Transcript Request Form to the campus Registrar. Students who have outstanding balances above $1,500 may receive an unofficial copy of their transcript.

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

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 Director, student advisor or instructor. The Campus Director is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus Director 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 31st 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 Director. 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 1st 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 10 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.

TUTORING

Tutoring is available to students as needed; a student needing tutoring should talk to their instructor or program director to set it up.

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

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

DIPLOMA PROGRAMS

BUSINESS ACCOUNTING
Diploma Program
12 Months– 48 Quarter Credits

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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 Quarter Credits
SLS	1105	Strategies for Success	4
CGS	2060C	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
		Total Quarter Credits Required For Graduation	**48**

DENTAL ASSISTANT
Diploma Program
33 Weeks – 760 Hours, 48 Quarter Credits

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, operatory 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 Quarter Credits
Module A	Dental Office Emergencies and Compliance	80	6
Module B	Dental Radiography	80	6
Module C	Dental Specialties	80	6
Module D	Operatory 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
	Program Totals:	**760**	**48**

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			

Major Equipment: Air Compressor, Amalgamators, Autoclave, Automatic and Manual Processing Equipment, Dental Unit and Chairs, DXXTR Manikins, Handpieces, Model Trimmers, Model Vibrators, Oral Evacuation Equipment, Ultrasonic Units, X-ray Units, Water Retrieval Manikins

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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 in the dental environment. Students practice step-by-step instrument decontamination and operatory disinfection utilizing approved sterilization agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students will become certified in CPR for the Healthcare Provider and be instructed on how to manage emergencies that may occur in the dental office. 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. Pharmacology in the dental office is introduced for a basic understanding in this area. Students are also introduced to basic anatomy and tooth morphology. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module B – Dental Radiography   **6 Quarter Credits**
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 radiation safety 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 periapical and bitewing x-rays using the bisecting and parallel techniques and are performed on a patient simulator manikin. Students process film using an automatic processor or digital radiology. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films understanding and following the ALARA concept. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Toward the end of the module, students explore front office techniques using the Dentrix software. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

Module C – Dental Specialties   **6 Quarter Credits**
In this module, students study skills performed by the dental assistant in the specialty areas of Dental Implants, Endodontics, Periodontics, Oral and Maxillofacial Surgery and Pedodontics. Additionally, procedures for the administration of topical and local anesthetics are discussed. Students practice acquired skills on training manikins (Typodonts), passing instruments, setting up the operatories and manipulating materials. Related dental terminology is studied as well as basic anatomy of the head and teeth. Students are introduced to the history and dental profession highlighting dental ethics. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

Module D – Operatory Dentistry   **6 Quarter Credits**
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, liners, bases and other bonding systems are presented. Students practice required procedures such as placement, wedging and removal of Tofflemire retainers and other matrices. Procedures to include placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins are also practiced. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

Module E – Laboratory Procedures   **6 Quarter Credits**
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 will learn the various dental cements used for prosthodontics and their proper manipulation techniques. Students are introduced to the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Students are introduced to front office procedures utilizing related front office software. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

Module F – Dental Anatomy and Orthodontics   **6 Quarter Credits**
This module focuses on orthodontics as a specialty as well as dental anatomy and general human anatomy. 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. HIPAA regulations are introduced with emphasis on protection of patient's privacy and how dental health professionals must follow these regulations. Students also discuss job readiness and explore marketing themselves for future employment. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module.Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

Module G – Dental Health   **6 Quarter Credits**
In this module the specialty area of periodontics are studied with an emphasis in preventive dentistry and nutrition. Students will receive a foundational understanding of dental caries. Related areas of dental sealants and fluorides are presented. Coronal polish theory and procedures are taught and practiced on manikins. Pit and fissure sealants theory and procedures are taught and practiced on typodonts. Students are introduced to basic anatomy

of the head and teeth. Students are introduced to oral pathology which includes oral cancers and various oral lesions. HIV/AIDS is covered with an emphasis on understanding the causes, modes of transmission, and the practice of universal standard precautions. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

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. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program
33 Weeks – 760 Hours, 48 Quarter Credits

V 1

The objective of the Medical Administrative Assistant Program is 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. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-10 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

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 21st century medical office environment.

Module	Module Title	Total Hours	Total Quarter 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
	Program Total	**760**	**48**

Major Equipment: Student Personal Computers, Student SVGA 14" Monitor, Student Printers, Vital Signs Kit

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, as well as skills to operate in an electronic health record, 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 medical administrative assistant so that you can advance in your career. They also become familiar with 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

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 become familiar with 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-10 codes. Students continue to build upon basic techniques of vital signs and study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, 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

Module C – Medical Insurance   **6 Quarter Credits**

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 & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn 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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module D – Insurance Plans and Collections   **6 Quarter Credits**

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. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, 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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module E – Office Procedures   **6 Quarter Credits**

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 also become familiar with disability income insurance and legal issues affecting insurance claims. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn 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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module F – Patient Care and Computerized Practice Management   **6 Quarter Credits**

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 continue to build upon basic techniques for taking patients vital signs. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module G – Dental Administrative Procedures   **6 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 40.0

Module X – Medical Administrative Assistant Externship   **6 Quarter Credits**

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. Prerequisite: Modules A-G. Lecture Hours: 0.0 Lab Hours 0.0 Other Hours: 200.0

MEDICAL ASSISTANT
Diploma Program
41 Weeks – 920 Hours, 60 Quarter Credits

V 2

The Medical Assistant Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study 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.

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. Students study 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.

Note: Graduates from a Medical Assistant program that is accredited by either ABHES (Accrediting Bureau of Health Education Schools) or CAAHEP/MAERB (Commission on Accreditation of Allied Health Education Programs/Medical Assisting Education Review Board) are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), CMA Exam (Certified Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams. Candidates who pass the exam are considered Registered Medical Assistants (RMA), Certified Medical Assistants (CMA), National Certified Medical Assistants (NCMA), or Certified Clinical Medical Assistants (CCMA) depending on which certification exam they take.

Graduates of campuses where the Medical Assistant program is not accredited by either ABHES or CAAHEP/MAERB, but are institutionally accredited are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams.

Module	Course Title	Total Hours	Total Quarter Credits
Module MAINTRO	Introduction to Medical Assisting	80	6
Module A	Integumentary, Sensory Systems, Patient Care and Communication	80	6
Module B	Skeletal and 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 and Electrocardiography	80	6
Module E	Urinary, Blood, Lymphatic and Immune Systems with Laboratory Procedures	80	6
Module F	Pediatrics, Geriatrics, Endocrine and Reproductive Systems	80	6
Module G	Nervous System, 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
	PROGRAM TOTAL:	**920**	**60**

Major Equipment: Actar D-fib CPR Trainer, Deluxe Nurse Training Baby, Male & Female, Intramuscular Injection Simulator, Heart Cutaway Model, Mr. Plain Skeleton, Reinforced Support, HeartStart AED Trainer FR2, Autoclave w/o Auto Door, Blood Pressure System, Macro w/ Wall Board, Blood Pressure Unit Standard Adult DLX, Exam Table Top, Shadow Grey, Hydrocollator, IV Pole Mobile 2 hooks with 4 caster base

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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

MODULE A – Integumentary, Sensory Systems, Patient Care and Communicationl   6 Quarter Credits
Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears and the integumentary system. Students will have an opportunity to perform front office skills related to records management, appointment scheduling, telephone screening, and processing mail. 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) and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students will transfer patients from a wheelchair, measure weight and height, perform eye screening tests, 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 practice using an electronic health record. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard. 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

MODULE B – Skeletal and 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. Students learn the procedures for disinfecting and sterilizing medical office equipment, along with assisting with minor surgical procedures and wound care. Students learn how to calculate medication dosages and the principles and various methods of administering medication. Basic pharmacology concepts and terminology are studied, along with the uses, classification and effect of common medications and related federal regulations. Students gain knowledge of basic anatomy and physiology of the skeletal and muscular systems, 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 will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard.   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

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. 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, check-writing procedures, and collection procedures essential to the successful operation of the medical office. 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 will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard. 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

MODULE D – Cardiopulmonary Systems, Vital Signs and Electrocardiography   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 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 will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard.

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

MODULE E – Urinary, Blood, Lymphatic and Immune Systems with 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 learn essential medical terminology related to the body systems and topics introduced in the module. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn the skills involved in organizing and writing a paper. Students will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard. 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

MODULE F – Pediatrics, Geriatrics, Endocrine and Reproductive Systems   6 Quarter Credits
Module F covers anatomy, physiology, and functions of the endocrine and reproductive systems, along with medical terminology associated with these systems. Students learn how to assist with prenatal and gynecologic examinations, including common laboratory and diagnostic tests. Students learn about child growth and development, including techniques for interacting with children. Techniques for obtaining height and weight measurements, administering injections, obtaining urine samples, and checking vital signs in infants and children are discussed. 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 will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard. 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

MODULE G – Nervous System, Law and Ethics, Psychology and Therapeutic Procedures 6 Quarter Credits
Module G covers anatomy, physiology, and functions of the nervous system, along with medical terminology associated with this system. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. An introduction to the health care system and the medical office is given. 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. They study how to maintain equipment and inventory. Students are introduced to patient and employee safety practices. Medical office computerization, security, and computer ergonomics are discussed. Students study and practice communication and listening skills. They explore patient expectations, personal boundaries, cultural influences, and how to establish caring relationships. Medical law and ethics in relation to health care are discussed, including HIPAA, HITECH, and advance directives. 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 learn how to apply heat and cold applications and how to use ambulatory aids. Students will practice using an electronic health record. 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

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 Workers' Compensation and Disability insurance. This module covers the format of the ICD-10-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 into an electronic medical record, 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

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 Quarter Credits

V 1

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.

Course Number		Course Title	Associate Degree Total Quarter Credits	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4	
CGS	2060C	Computer Applications	4	
SLS	1321	Career Skills and Portfolio Development	2	
Associates students choose 8 credits from the following:				
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	
		TOTAL QUARTER CREDITS		18
MAJOR CORE REQUIREMENTS				
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	
Choose two courses from the following:				
CGS	2510C	Applied Spreadsheets	4	
FIN	1103	Introduction to Finance	4	
ACG	2178	Financial Statement Analysis	4	
MAN	2021	Principles of Management	4	
		TOTAL QUARTER CREDITS		48
GENERAL EDUCATION CORE REQUIREMENTS				
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	
		TOTAL QUARTER CREDITS		30
TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION				96

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

APPLIED MANAGEMENT (BAM)
Bachelor of Applied Management Degree Program
48 Months – 192 Quarter Credits

V 1.2

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 Quarter Credits
College Core				
CGS	2060C	Computer Applications	4	
MAN	2031	Let's Talk Business	2	
		Total College Core:		**6**
Major Core				
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	
Additional Major Core			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.				
		Total Major Core:		**92**
GENERAL EDUCATION				
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	
		General Education Electives**	24	
Must include at least one course from each of the following subject areas:				
		Communications/Humanities		
		Math/Science		
		Social Science		
		TOTAL GENERAL EDUCATION CREDITS:		**54**
		ELECTIVE REQUIREMENT**	**40**	**40**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION:		**192**

*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 Quarter Credits

V 1

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 Quarter Credits	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4	
CGS	2060C	Computer Applications	4	
SLS	1321	Career Skills and Portfolio Development	2	
College Core Continuation: Select 8 credits from the following courses				
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	2501C	Applied Word Processing	4	
		Total College Core Requirements		**18**
MAJOR CORE REQUIREMENTS				
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	
Choose 2 of the following courses:				
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	
		Total Major Core Requirements		**48**
GENERAL EDUCATION CORE REQUIREMENTS				
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	
		Total General Education Requirements		**30**
TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION				**96**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

COMPUTER INFORMATION SCIENCE (AAS)
Associate of Applied Science Degree program
24 Months – 96 Quarter Credits

V 2.1

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 Quarter Credits	
College Core Requirements				
SLS	1105	Strategies for Success	4	
SLS	1321	Career Skills and Portfolio Development	2	
CGS	2060C	Computer Applications	4	
Choose one of the following courses:				
CEN	1056	Project Development	2	
OST	1149L	Keyboarding	2	
MAN	2031	Let's Talk Business	2	
SLS	1505	Basic Critical Thinking	2	
		Total Quarter Credits:		**12**
Major Core Requirements – Programming Concentration				
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* *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).			8	
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	Programming Languages – Java I	4	
COP	2805C	Programming Languages – Java II	4	
COPP	2280C	Computer Programming – C# I	4	
COPP	2281C	Computer Programming – C# II	4	
		Programming Major Core:		**52**
Approved Electives				**8**
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.				
General Education Requirements				
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	
		Total Quarter Credits:		**24**
		Total Quarter Credits Required for Graduation:		**96**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

COMPUTER INFORMATION SCIENCE (BS)
Bachelor of Science Degree program
48 Months – 192 Quarter Credits

V 2

The Bachelor of Science degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Course Number	Course Name	Bachelor's Degree Quarter Credits	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills and Portfolio Development	2.0	
CGS 2060C	Computer Applications	4.0	
Choose one of the following courses:			
CEN 1056	Project Development	2.0	
OST 1149L	Keyboarding	2.0	
MAN 2031	Let's Talk Business	2.0	
SLS 1505	Basic Critical Thinking	2.0	
	Total Quarter Credits:		12.0
Major Core Requirements – Programming Concentration			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1110C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
COP 2000C	Programming Concepts	4.0	
CGS 2505C	Fundamental Programming Techniques	4.0	
CIS 2321	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0	
COP 2170C	Computer Programming – Visual Basic I	4.0	
COP 2171C	Computer Programming – Visual Basic II	4.0	
COP 2224C	Computer Programming – C++ I	4.0	
COP 2228C	Computer Programming – C++ II	4.0	
COP 2250C	Computer Programming – Java I	4.0	
COP 2805C	Computer Programming – Java II	4.0	
COPP 2280C	Computer Programming – C# I	4.0	
COPP 2281C	Computer Programming – C# II	4.0	
Required Upper Division Courses:			
CIS 3345	Database Concepts I	4.0	
COP 3764C	Structured Query Language	4.0	
COP 4724C	Database Application Development	4.0	
CIS 3615	Designing Secure Software	4.0	
CIS 3303C	Object-Oriented Analysis and Design	4.0	
CTS 4107	Survey of Operating Systems	4.0	
CIS 4329C	Senior Project – Systems Analysis and Design	4.0	
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0	
	Programming Major Core:		92.0
	*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).		

Approved Electives			32.0
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. 8 credits of the Approved Electives must be upper-division courses.			
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2017	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
SYG 2000	Principles of Sociology	4.0	
AMH 2030	20th Century American History	4.0	
ECO 3007	Macroeconomics	4.0	
ECO 3028	Microeconomics	4.0	
STA 2014	Statistics	4.0	
SOP 4005	Social Psychology	4.0	
CPO 4004	Global Politics	4.0	
ENC 3211	Report Writing	4.0	
	Total Quarter Credits:		**56.0**
	Total Quarter Credits Required for Graduation:		**192.0**

PARALEGAL (AAS)
Associate of Applied Science Degree program
24 Months – 96 Quarter Credits

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; and 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.

Course Number		Course Title	Associate Degree Total Quarter Credits	
COLLEGE CORE REQUIREMENTS				
CGS	2060C	Computer Applications	4	
SLS	1105	Strategies for Success	4	
SLS	1321	Career Skills and Portfolio Development	2	
CGS	2501C	Applied Word Processing	4	
		Total College Core Requirements		**14**
MAJOR CORE REQUIREMENTS				
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	
		Total Major Core Requirements		**40**
The Associate's student will select 8.0 credits from the following list:				
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	
		Total Requirements		**8**
GENERAL EDUCATION CORE REQUIREMENTS				
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	
		Total General Education Requirements		**34**
Total Quarter Credits Required for Graduation				**96**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

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.

ACG 2021 – Introduction to Corporate Accounting	**4 Quarter Credits**

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. Prerequisites: APA 2121. Lecture Hours: 40.0 Lab Hours: 00.0

ACG 2178 – Financial Statement Analysis	**4 Quarter Credits**

The basics of financial statement analysis in directing a firm's operations are covered in this course. The student 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. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0

ACG 2551 – Non-Profit Accounting	**4 Quarter Credits**

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. Prerequisites: ACG 2021. Lecture Hours: 40.0 Lab Hours: 00.0

ACG 3073 – Accounting for Managers	**4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

ACO 1806 – Payroll Accounting	**4 Quarter Credits**

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. Prerequisites: APA 2111. Lecture Hours: 40.0 Lab Hours: 00.0

AMH 2030 - 20th Century American History	**4 Quarter Credits**

A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social, and diplomatic developments including the Populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights, and feminism. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0;

AML 2000 – Introduction to American Literature	**4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

APA 2111 – Principles of Accounting I	**4 Quarter Credits**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0

APA 2121 – Principles of Accounting II	**4 Quarter Credits**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing. Prerequisite: APA 2111. Lecture Hours: 40 Lab Hours: 0

APA 2141 – Computerized Accounting   **4 Quarter Credits**
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. Prerequisites: APA 2121. Lecture Hours: 30.0 Lab Hours: 20.0

APA 2161 – Introductory Cost/Managerial Accounting   **4 Quarter Credits**
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. Prerequisites: APA 2121. Lecture Hours: 40.0 Lab Hours: 00.0

BUL 2131 – Applied Business Law   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

CEN 1056 – Project Development   **2 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 20.0 Lab Hours: 00.0

CET 1605C – Network Routing I   **4 Quarter Credits**
This course introduces the knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network using Cisco hardware. The course includes topics on the operation if IP data networks, LAN switching technologies, IPv6, IP routing technologies, IP services, network device security, and basic troubleshooting. Prerequisite: CNT 1003C. Lecture Hours: 30 Lab Hours: 20

CET 2607C – Network Routing II   **4 Quarter Credits**
This course expands upon the topics covered in Network Routing I, enhancing the student's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. The course includes topics on LAN switching technologies, IP routing technologies, IP services, troubleshooting, and WAN technologies. Prerequisite: CET 1605C. Lecture Hours: 30 Lab Hours: 20

CGS 1280C – Computer Hardware Concepts   **4 Quarter Credits**
In this course, students will be introduced to a variety of hardware components and their related functions in personal devices (desktops, laptops, tablets, mobile devices). Topics discussed in the course include diagnosing, troubleshooting, installing and repairing hardware, network connection, and associated devices. By the end of this course, students will be able to demonstrate how to connect and trouble shoot external devices, explain the functions of different hardware platforms and operating system software, describe various processor types, optimize a PC's performance with the correct RAM choice, support various peripherals through hardware and software diagnostics, and maintain the local area network hardware. This course also provides preparation for the hardware content of the CompTIA A+ certification. Prerequisite: None. Lecture Hours: 30 Lab Hours: 20

CGS 2060C – Computer Applications   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 30.0 Lab Hours: 20.0

CGS 2501C – Applied Word Processing   **4 Quarter Credits**
This course introduces students to word processing programs. Students will explore a word processing program and practice creating documents for academic and business settings. While creating these documents, students will perform various tasks within the word processing program, helping them to become comfortable using the program. Prerequisite: CGS 2060C. Lecture Hours: 30 Lab Hours: 20

CGS 2510C – Applied Spreadsheets   **4 Quarter Credits**
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. Prerequisites: CGS 2060C. Lecture Hours: 30.0 Lab Hours: 20.0

CIS 2321 – Systems Development Life Cycle   **4 Quarter Credits**
This course provides 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. Prerequisites: None. Lecture Hours 40.0 Lab Hours: 0.0

CIS 3303C - Object-Oriented Analysis and Design   **4 Quarter Credits**
This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CIS2321 and COP2170C or COP2224C or COP2250C or COPP2280 or COPP2280C Lecture Hours: 30.0; Lab Hours: 20.0

CIS 3345 - Database Concepts I   **4 Quarter Credits**
This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CIS2321 Lecture Hours: 40.0; Lab Hours: 00.0

CIS 3615 - Designing Secure Software   **4 Quarter Credits**
This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation- Level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CIS3303 and COP2171C or COP2228C or COPP2281 or COP2805C Lecture Hours: 40.0; Lab Hours: 00.0

CIS 4328C - Senior Project: Systems Implementation and Integration   **4 Quarter Credits**
This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher- Level programming languages such as C++, Visual Basic, or Java will be used. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CIS3303C and Senior Standing Lecture Hours: 30.0; Lab Hours: 20.0

CIS 4329C - Senior Project: Systems Analysis and Design   **4 Quarter Credits**
This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CIS3303C and Senior Standing Lecture Hours: 30.0; Lab Hours: 20.0

CJE 1770 – Crime Scene Photography II   **4 Quarter Credits**
Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will be able to comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property. Prerequisite: None Lecture Hours: 40 Lab Hours: 0

CJE 1772 – Crime Scene Photography II   **4 Quarter Credits**
Upon successful completion of the course, the students will be able to understand the basic theory behind crime scene photography. Students will be able to properly photograph bodies and wounds. They will understand the use of ALS photography and the issues involved with special photographic situations. The students will also gain a basic understanding of the legal issues involved with digital imaging as well as the underlying theory behind macro/comparative photography. Prerequisite: CCJ 1020 Lecture Hours: 40 Lab Hour: 0

CNT 1003C – Computer Networking Fundamentals   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 30.0 Lab Hours: 20.0

COP 2000C – Programming Concepts	**4 Quarter Credits**

This course provides the student with an introduction to the fundamentals of computer programming and program design. Students are introduced to structured and object-oriented programming concepts in a language independent manner. Students will explore basic programming terminology and concepts, specific control structures, and object oriented design. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0

COP 2170C – Computer Programming – Visual Basic I	**4 Quarter Credits**

This course provides an introduction to the Visual Basic programming language. Students develop an executable program that utilizes an interactive graphical-user interface in the Windows Environment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: COP 2505C. Lecture Hours: 30.0 Lab Hours: 20.0

COP 2171C – Computer Programming – Visual Basic II	**4 Quarter Credits**

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. Prerequisites: COP 2170C. Lecture Hours: 30.0 Lab Hours: 20.0

COP 2224C – Computer Programming – C++ I	**4 Quarter Credits**

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. Prerequisites: COP 2505C. Lecture Hours: 30.0 Lab Hours: 20.0

COP 2228C – Computer Programming – C++ II	**4 Quarter Credits**

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. Prerequisites: COP 2224C. Lecture Hours: 30.0 Lab Hours: 20.0

COP 2250C – Programming Languages – Java I	**4 Quarter Credits**

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. Prerequisites: COP 2505C. Lecture Hours: 30.0 Lab Hours: 20.0

COPP 2280C – Computer Programming – C# I	**4 Quarter Credits**

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. Prerequisites: COP 2505C. Lecture Hours: 30.0 Lab Hours: 20.0

COPP 2281C – Computer Programming – C# II	**4 Quarter Credits**

This course is a continuation of COPP 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. Prerequisites: COPP 2280. Lecture Hours: 30.0 Lab Hours: 20.0

COP 2505C – Fundamental Programming Techniques	**4 Quarter Credits**

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. Prerequisites: COP 2000C. Lecture Hours: 30.0 Lab Hours: 20.0

COP 2805C – Programming Languages – Java II	**4 Quarter Credits**

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. Prerequisites: COP 2250C. Lecture Hours: 30.0 Lab Hours: 20.0

COP 3764C - Structured Query Language   4 Quarter Credits

This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high- Level programming languages are discussed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CIS3345 Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP 4724C - Database Application Development   4 Quarter Credits

This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: COP2228C or COP2805C or COPP2281 or COP2171C Lecture Hours: 30.0; Lab Hours: 20.0

CPO 4004 – Global Politics   4 Quarter Credits

A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological economic factors. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CTS 1110C – Computer Operating Systems   4 Quarter Credits

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. Prerequisites: CGS 2060C. Lecture Hours: 30.0 Lab Hours: 20.0

CTS 4107 - Survey of Operating Systems   4 Quarter Credits

This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CTS1110C Lecture Hours: 40.0; Lab Hours: 00.0

ECO 3007 – Macroeconomics   4 Quarter Credits

This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0

ECO 3028 – Microeconomics   4 Quarter Credits

This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENC 1101 – Composition I   4 Quarter Credits

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

ENC 1102 – Composition II   4 Quarter Credits

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. Prerequisites: ENC 1101. Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.

ENC 3211 - Report Writing   4 Quarter Credits

Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ENC1102 Lecture Hours: 40.0; Lab Hours: 00.0

EVS 1001 – Environmental Science   4 Quarter Credits

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

FIN 1103 – Introduction to Finance   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

HSS 4400 – Communications and Technology Security   **4.0 Quarter Credits**
This course introduces the students to the world of high technology security. Topics include risk assessment and vulnerability, planning for attacks, business continuity planning, recovering from attacks, and the dangers from attacks. Network computer security best practices are also covered. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0

LIS 2004 – Introduction to Internet Research   **2 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 10.0 Lab Hours: 20.0

MAN 1030 – Introduction to Business   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 2021 – Principles of Management   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 2031 – Let's Talk Business   **2 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 20.0 Lab Hours: 00.0

MAN 2300 – Introduction to Human Resources   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 2604 – Introduction to International Management   **4 Quarter Credits**
This course is a comparative study of international management thoughts and practices. Special attention is paid to the transferability of these practices across border lines. Prerequisite: None Lecture Hours: 40 Lab Hours: 0

MAN 2727 – Strategic Planning for Business   **4 Quarter Credits**
Designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MAN 1030, APA 2121. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 3100 – Human Relations in Management   **4 Quarter Credits**
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. Prerequisites: MAN2021. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 3344 – Principles of Supervision   **4 Quarter Credits**
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. Prerequisites: MAN 2021. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 3554 – Workplace Contingency and Continuity Planning   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 4302 – Management of Human Resources	**4 Quarter Credits**

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. Prerequisites: MAN 2300 or MAN 3100. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 4501 – Applied Management Senior Capstone Experience	**4 Quarter Credits**

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. Prerequisites: MAN 2021. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 4701 – Business Ethics	**4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

MAN 4734 – Contemporary Management	**4 Quarter Credits**

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. Prerequisites: MAN 2021. Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.

MAR 2305 - Customer Relations and Servicing	**4 Quarter Credits**

Explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0

MAR 1011 – Introduction to Marketing	**4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

MAR 2141 – Introduction to International Marketing	**4 Quarter Credits**

This course examines the basic principles of marketing as an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011 Lecture Hours: 40 Lab Hours: 0

MAR 3310 – Public Relations	**4 Quarter Credits**

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. Prerequisites: MAR 1011. Lecture Hours: 40.0 Lab Hours: 00.0

MAT 1033 – College Algebra	**4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

MTB 1103 – Business Math	**4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

OST 1149L – Keyboarding	**2 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 00.0 Lab Hours: 40.0

OST 2335 – Business Communications	**4 Quarter Credits**

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. Prerequisites: ENC 1102. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 1003 – Introduction to Paralegal   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 1105 – Legal Research and Writing I   **4 Quarter Credits**
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. Prerequisites: PLA 1003. Lecture Hours: 30.0 Lab Hours: 20.0

PLA 2106 – Legal Research and Writing II   **4 Quarter Credits**
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. Prerequisites: PLA 1105. Lecture Hours: 30.0 Lab Hours: 20.0

PLA 2203 – Civil Procedure   **4 Quarter Credits**
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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2273 – Torts   **4 Quarter Credits**
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. Prerequisites: PLA1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2363 – Criminal Procedure and the Constitution   **4 Quarter Credits**
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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2423 – Contract Law   **4 Quarter Credits**
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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2433 – Business Organizations   **4 Quarter Credits**
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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2460 – Bankruptcy   **4 Quarter Credits**
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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2483 – Introduction to Administrative Law   **4 Quarter Credits**

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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2600 – Wills, Trusts and Probate   **4 Quarter Credits**

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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2610 – Real Estate Law   **4 Quarter Credits**

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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2631 – Environmental Law   **4 Quarter Credits**

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. Prerequisites: PLA1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2763 – Law Office Management   **4 Quarter Credits**

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. Prerequisites: PLA1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2800 – Family Law   **4 Quarter Credits**

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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

PLA 2930 – Contemporary Issues and Law   **4 Quarter Credits**

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. Prerequisites: PLA 1003. Lecture Hours: 40.0 Lab Hours: 00.0

POS 2041 – American National Government   **4 Quarter Credits**

A study of the constitutional structure and dynamics of the American federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0

PSY 2012 – General Psychology   **4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

SBM 2000 – Small Business Management   **4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

SCC 3004 – Private Investigations I   **4 Quarter Credits**

The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Prerequisite: None Lecture Hours: 40 Lab Hours: 0

SLS 1105 – Strategies for Success   **4 Quarter Credits**

This course is designed to equip students with tools and techniques for reaching their goals. The course includes an introduction to the college and its resources and provides insights to the thinking process and how it affects actions. Students will be actively involved in learning how to unlock their potential as they embark on their educational journey. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0

SLS 1321 – Career Skills and Portfolio Development   **2 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 20.0 Lab Hours: 00.0

SLS 1505 – Basic Critical Thinking   **2 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 20.0 Lab Hours: 00.0

SLS 3130 - Principles and Applications of Adult Learning   **4 Quarter Credits**

This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain - as they relate to the adult learning process. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0

SOP 4005 - Social Psychology   **4 Quarter Credits**

Many aspects of human interaction are investigated in this course including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: PSY2012 Lecture Hours: 40.0; Lab Hours: 00.0

SPC 2017 – Oral Communications   **4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 00.0

STA 2014 – Statistics   **4 Quarter Credits**

This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: MAT1033 Lecture Hours: 40.0; Lab Hours: 00.0

SYG 2000 – Principles of Sociology   **4 Quarter Credits**

A study of cultural heritage, of the cultural influences of human nature and personality, and of social interaction. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 00.0

TAX 2000 – Tax Accounting   **4 Quarter Credits**

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. Prerequisites: None. Lecture Hours: 30.0 Lab Hours: 20.0

ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:	
Everest College • Arlington (Mid Cities), TX • Atlanta West, GA • Chesapeake, VA • Colorado Springs, CO • Everett, WA • Fort Worth South, TX • Henderson, NV • Springfield, MO • Tacoma, WA • Thornton, CO • Woodbridge, VA **Everest University** • Tampa, FL • Largo, FL • Orange Park, FL • South Orlando, FL	**Everest Institute** • Austin, TX • Gahanna, OH • Houston (Bissonnet), TX • Houston (Hobby), TX • Norcross, GA • San Antonio, TX • Southfield, MI • South Plainfield, NJ • Tigard, OR **WyoTech** • Blairsville, PA • Daytona Beach, FL • Laramie, WY

STATEMENT OF OWNERSHIP

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

1 Imation Place
Building 2
Oakdale, MN 55128

ECMC Group	
Directors	**Officers**
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I. King Jordan	
James McKeon	
Jack O'Connell	
Maurice Salter	

ADMINISTRATION

ADMINISTRATION	
Gregory Weaver	Campus Director & Academic Dean
Trisha Littell	Director of Career Services
Wendy Woosley	Director of Student Success

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)
Quarter-Based Programs, Tuition per Credit Hour per Term				
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
Diploma Programs				
Dental Assistant	33 Weeks	48	$11,571	$940
Medical Administrative Assistant	33 Weeks	48	$10,925	$1,976
Medical Assistant V2.0	41 Weeks	60	$12,292	$2,214
Tuition for linear effective January 28, 2016 Tuition for modular effective February 8, 2016 Book Price effective for diploma program starting January 1, 2016 and after Proficiency Challenge Exam (per credit hour): $20.00 Experiential Credit Folder Evaluation Fee (per course): $25.00				

Estimated Local transportation costs for student driving to classes can be up to about $40-$50 per week. ($.55 x about 81 miles per week) Transportation costs for students using public transportation will vary by location and type.

All students enrolled or enrolling in a degree program with an academic year start date of February 2, 2016 or later will be assessed a technology fee of $150.00 per academic year. All new students enrolling in a diploma program will be assessed a lab fee of $150.00 per academic year. Academic years consisting of externship hours only will not be assessed the $150 lab fee.

These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or

2. **Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.)

Note: Students re-entering the same program version within 180 days from their NSLDS withdrawal date will be charged at the cost per credit/quarter reflected on the enrollment agreement from the most recent prior period of enrollment.

For students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

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

FLAT TERM RATE 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	$247.20	$4,944.00
	19	$260.21	$4,944.00
	18	$274.67	$4,944.00
	17	$290.82	$4,944.00
	16	$312.13	$4,944.00
12 - 15	15	$247.20	$3,708.00
	14	$264.85	$3,708.00
	13	$285.23	$3,708.00
	12	$309.00	$3,708.00
8 - 11	11	$322.09	$3,543.00
	10	$354.30	$3,543.00
	9	$393.67	$3,543.00
	8	$442.88	$3,543.00
Less than 8	7	$494.00	$3,458.00
	6	$494.00	$2,964.00
	5	$494.00	$2,470.00
	4	$494.00	$1,976.00
	3	$494.00	$1,482.00
	2	$494.00	$988.00
	1	$494.00	$494.00
Effective January 28, 2016 NOTE: For students who are enrolling in school at the mini-term, tuition is $2,472.00. Thereafter, students are subject to the tiered quarterly tuition rate.			

QUARTER-BASED CALENDARS

Academic Year 2015 - 2016				
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	1	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

Academic Year 2016 - 2017				
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

Dental Assistant, Medical Administrative Assistant, and Medical Assistant Mod Early Morning, Morning, Afternoon and Night 2016	
Start Dates	End Dates
3/24/2016	4/20/2016
4/21/2016	5/18/2016
5/19/2016	6/16/2016
6/20/2016	7/18/2016
7/19/2016	8/15/2016
8/17/2016	9/14/2016
9/15/2016	10/12/2016
10/13/2016	11/9/2016
11/10/2016	12/9/2016
12/12/2016	1/23/2017

Holiday/ Student Breaks 2016 - 2017		
Holiday/ Student Break	Start Date	End Date
Memorial Day	5/30/2016	5/30/2016
Independence Day	7/4/2016	7/4/2016
Labor Day	9/5/2016	9/5/2016
Thanksgiving Holiday	11/24/2016	11/27/2016
Christmas Break	12/24/2016	1/1/2017
Martin Luther King Day	1/16/2017	1/16/2017

OPERATING HOURS

Office:	
8:00 am – 8:00 pm	Monday – Thursday
8:00 am – 5:00 pm	Friday
9:00 am – 1:00 pm	Saturday
School:	
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

APPENDIX A

Statement on Sexual Misconduct Response and Prevention

Scope
This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

Definitions
Campus Security Authority - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:

Clery Act - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C.Section 1092(f); 34 C.F.R. Part 668.46

Consent - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

Domestic Violence – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabiting or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Rape - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

Sexual contact - is the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

Sexual assault - is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

Sexual harassment - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or colleague's employment; or (2) Submission to or rejec-tion of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreason-ably interfering with the colleague/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

Sexual misconduct - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people

involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Stalking - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Code of Student Conduct- standards of behavior expected of all accepted or enrolled students.

Title IX Coordinator - The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

Title IX - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

VAWA Incident – an incident in relation to domestic violence, dating violence, and stalking

Reporting of Crimes
In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.
All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith Education Group reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

Options for Reporting and Confidentially Disclosing Sexual Violence
Zenith encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim's confidentiality.
- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX[1] Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus Director and the Regional Vice President of Operations.

[1] Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr. Robert Boggs or Tinamarie Aguilar, send your concerns to TitleIXquestions@zenith.org. You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

The Options

  A.   Privileged and Confidential Communications
  •   Professional and Pastoral Counselors Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

  B.   Reporting to Responsible Employees

A "responsible employee" is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.
When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The Campus Director is the School's responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond
If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

  o whether there have been other sexual violence complaints about the same alleged perpetrator;
  o whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  o whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  o whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:
- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred;

increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

At Zenith schools, the Campus Director shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus Director the Regional Vice President of Operations will act as the Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

Take Back the Night and other public awareness events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

Off-campus Counselors and Advocates.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Campus Security Authority
The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offences (e.g., Campus Director, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

Sexual Offences[2] Reporting and Disciplinary Procedures
Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement

authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

[2] "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Disciplinary Action
All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a "preponderance of the evidence" standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School's prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim's academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;
- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

Violence against Women
Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Campus Community Safety is Primary

The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Victim Confidentiality

The School will use its best efforts to ensure that:
- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and

- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

State-Specific Statements

Virginia

Child Abuse and Neglect Reporting
Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.

The Department of Social Service's toll-free child abuse and neglect hotline is 1-800-552-7096.
Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: http://www.ncsl.org/research/human-services/redirect-mandatory-rprtg-of-child-abuse-and-neglect-2013.aspx

Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service's website at:
http://www.dss.virginia.gov/family/cps/index2.cgi.

Pennsylvania

Sexual Offences[3] Reporting and Disciplinary Procedures

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, "Sexual Violence Education at Institutions of Higher Education" by providing a sexual violence awareness education program which provides:
- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
- Information relating to risk education and personal protection;
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
- The possibility of pregnancy and sexually transmitted diseases;
- Introduction of members of the educational community from:
  o Campus policy or security and local law enforcement;
  o Campus health center, women's center and rape crisis center;
  o Campus counseling service or any service responsible for psychological counseling and student affairs;
- A promise of discretion and dignity;
- A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.

[3] "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.