



**ALTIERUS**<sup>™</sup>  
CAREER COLLEGE

**HENDERSON**  
2017 – 2019

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**ALTIERUS**<sup>™</sup>  
CAREER COLLEGE

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The contents of this catalog and any addendum to this catalog, as well as other school bulletins, or announcement are subject to change without notice and such changes will not negatively affect currently enrolled students.

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.

A handwritten signature in black ink, appearing to read "George Roedler". The signature is stylized and cursive.

George Roedler

Director of Regulatory Affairs

## **CAMPUS DIRECTOR'S MESSAGE**

We would like to welcome you to Altierus Career 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 Nevada 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 Altierus. 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.

The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

Dr. Nicole Hudson Roper  
Campus Director & Academic Dean

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# ABOUT ALTIERUS CAREER COLLEGE

## ZENITH EDUCATION GROUP

Altierus Career 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. 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, provide honest, accurate advertising and complying with laws, regulations, accreditation standards, policies 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:

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

## MISSION

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

- The utilization of effective technology and teaching methods.
- The presentation of relevant career focused educational programs.

- Ongoing collaboration with business, employers and professional associations in the design, delivery and evaluation of effective programs.
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

## **OBJECTIVES**

In order to assure continued fulfillment of its mission, Altierus Career College has established the following goals and objectives:

1. Altierus Career College will continually improve its educational process at all levels and seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study.
2. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision making, and individual expression of opinions.
3. Altierus Career College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
4. By providing positive role models, emotional support, and opportunities to develop new and beneficial relationships, Altierus Career College shall strive to develop mature citizens who contribute to their communities.
5. Altierus Career College will assist graduates in securing career-related employment.

## **SCHOOL HISTORY**

Altierus Career College was founded by Betty Krolak in 1979 under the name Krolak Business Institute. Barbara A. and E. T. Paulus purchased the Institute in December of 1980 and incorporated it under the name of TO-Ba Corporation. The Institute was granted a license to grant Associate's degrees on January 7, 1986, and the Institute's name was changed to Las Vegas Business College. The College was acquired by Rhodes Colleges, Inc. on October 17, 1996. At that time, the name of the institution was changed to Las Vegas College. Las Vegas College opened a branch campus, located in Henderson, Nevada, in 2003. The main campus moved in 2005 to the Henderson branch. The name of the college was changed to Everest College on August 10, 2009.

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. In August 2017, Everest College changed its name to Altierus Career College.

## **FACILITIES AND EQUIPMENT**

Altierus Career College occupies a 50,000 square foot facility, housing its classrooms, labs and administrative offices. Students have access to modern technology supporting their training. The facility is handicap accessible and free student parking is available.

The school, the facilities it occupies and the equipment it uses comply with all federal, state, and local, ordinances and regulations, including those related to fire safety, building safety and health.

## **LEARNING RESOURCE CENTER**

The learning resource center 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, audio-visual materials and digital resources to support its curriculum. The learning resource center is staffed with trained professionals to assist in the research needs of students and faculty, and it is conveniently open to meet class schedules.

## **ACCREDITATIONS, LICENSURE AND APPROVALS**

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) 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 is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780.
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges (ACCSC) is located at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at [www.accsc.org](http://www.accsc.org).
- Licensed by Nevada Commission on Postsecondary Education.
- The curriculum of the Associate of Applied Science Degree in Nursing program is approved for state licensure by the Nevada State Board of Nursing.
- The Nursing education program is accredited by the Accreditation Commission for Education in Nursing.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

- Notice to students and prospective students: The Paralegal program at Altierus Career College, Henderson has been placed on student achievement show-cause by their accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS), due to material noncompliance with its placement rate standard of 60%.

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

**Note: Altierus is in the process of transitioning its primary accreditation to a new national accrediting body, and expects that process to be complete in early 2017.**

Currently, Altierus is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associates, bachelors and masters degrees. However, as of December 12, 2016, ACICS is no longer recognized by the Department of Education. ACICS is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780.

Altierus has 18 months following the December 12, 2016 loss of its Department-recognized accrediting agency (i.e., until June 12, 2018), to find a new accrediting agency to maintain eligibility to receive funds under Title IV, HEA program. If Altierus does not obtain accreditation within that 18 month period, the institution would no longer be eligible to receive funds under Title IV, HEA programs. As noted above, Altierus anticipates accreditation under a new accrediting body well before this 18 month deadline.

Any student who has a complaint relating to Title IV eligibility or administration, the quality of education received at Altierus, or otherwise relating to the accreditation standards of its former accrediting agency can submit that complaint to the School directly and/or to any of the following: The Department of Education's Student Complaint website; the Nevada Commission on Postsecondary Education at 8778 S. Maryland Pkwy, Suite 115, Las Vegas, Nevada 89123.

#### **GAINFUL EMPLOYMENT DISCLOSURES**

For more information about the educational debt, earning and completion rates of students who attended this school, please visit our website at [www.altierus.edu/disclosures](http://www.altierus.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. No English as a second language courses are offered by the campus.

### REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized high school graduation equivalent is required for admittance.
- Applicants are informed of their acceptance status within 15 days after all required information is received and the applicants' qualifications are reviewed.
- 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.

### ADMISSIONS REQUIREMENTS FOR NURSING PROGRAM

- High School Diploma or a High School Equivalency Diploma
- Passing a designated nursing entrance test(s)
- Writing an essay as assigned and graded by the Nursing Department
- Completing a personal interview with the Nursing Department
- Passing a criminal background check and/or fingerprinting /drug screening

#### **Prior to clinical the following need to be completed:**

- Physical exam by a licensed practitioner
- Proof of current immunizations as required by clinical agencies
- Current CPR-BLS card
- Copy of Health Insurance card or signed waiver

**Note:** The policies in the Nursing Handbook will supersede all other Altierus policies and procedures as outlined in this catalog.

### CRIMINAL BACKGROUND SCREENING

- Students enrolled in certain programs will 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 trades fields.
- Students may not be enrolled if the background check identifies items such as a criminal conviction, pending case, or unresolved deferral/diversion that the School considers likely to negatively impact the student's chances of employment.
- 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 AND DISTANCE EDUCATION COUNSELING AND READINESS

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

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

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

If evidence of Academic Readiness cannot be provided as described above, the student must take the required assessment. For degree and diploma students, with the exception of Nursing Associate Degree and Practical Nursing programs, the *MyReadinessTest*, a non-proctored, web-based assessment of fundamental math, reading, and writing skills must be taken.

### Academic Readiness Interventions

Students scoring below 70% on the *MyReadinessTest* (MRT) must meet with an advisor who will place students in the specific intervention based on program of study and modality, prior to enrollment.

### Distance Education Online Readiness

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

### Retaking Assessments

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

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

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

## ACADEMIC READINESS FOR NURSING PROGRAMS

All Nursing Programs require administration of a Health Education Systems Inc. (HESI) Exam. The Health Education Systems Inc. (HESI) is a practice exam intended on preparing nursing students to eventually take the National Council Licensure Examination (NCLEX).

### **Nursing, Associates of Applied Science Degree**

Applicants must achieve a 75% or higher on each content area of the HESI exam (vocabulary, grammar, reading comprehension and math) to be considered for entrance to the Associate Degree Nursing Program.

Each applicant is allowed three attempts at the HESI A2 test.

If applicant fails 1-2 sections and is within 10 points of the required minimum, they can retest on those sections at the next available test date.

If applicant fails more than 2 sections or score is more than 10 points from the minimum requirements, they are required to remediate and can test at testing date for next cohort.

If the applicant has taken and failed the HESI A2 three times, the applicant will not be considered for enrollment.

### **Nursing, Associate in Science Degree**

Applicants must achieve a 75% or higher on each content area of the HESI exam (vocabulary, grammar, reading comprehension and math) to be considered for entrance to the Associate Degree Nursing Program.

If first time test taker fails (below 75%), must wait 7 days to retest.

If second time test taker fails (below 75%), must wait 90 days to retest.

If third time test taker fails again, must wait a year to retest.

### **Practical Nursing Diploma Program**

Applicants must achieve a 75% or higher on each content area of the HESI exam (vocabulary, grammar, reading comprehension and math) to be considered for entrance to the Practical Nursing Program.

Applicants may repeat the HESI entrance exam to achieve a higher score.

If a first time tester fails at 50% or greater, can retest immediately.

If a first time tester fails at less than 50%, must wait 90 days to retest.

If a second time tester fails at less than 50%, must wait a year to retest.

Documentation that a nursing associate degree or Practical Nursing student has met the applicable requirements above must be retained and present in the student's file prior to enrollment.

# ACADEMIC POLICIES

## ALTIERUS REGULATIONS

Each student is given access to an electronic school catalog, which sets forth the policies and regulations under which the institution operates. Prior to signing an enrollment agreement, enrolling student will be provided with an electronic copy or print copy of the catalog to read and understand. 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.

Altierus 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

Altierus 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 practice.

## MAXIMUM CLASS SIZE

To provide instruction and training, classes are limited in size. The maximum class size is 24 students. Lab classes have a maximum of 24 students unless required to be smaller in compliance with any programmatic accreditation requirements.

## OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture.
- Students in all 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. Homework and out-of-class assignments will be evaluated by faculty.

## TRANSFER OF CREDIT FOR NURSING PROGRAM

- Any course considered for transfer must have a grade of "C" or above.
- Science Courses: Anatomy and Physiology I & II and Microbiology with a lab. If an applicant has taken Anatomy and Physiology I & II and received a grade of 'C' or better and scores at least 80% on the HESI admission test A & P section, they can transfer in A&P I & II Theory and Lab.

## TRANSFER OF CREDIT INTO ALTIERUS

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

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

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam or military training, Altierus 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
- Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) years of completion.
- 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.

## Required Grades

For diploma 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 associate's 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, Altierus 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**

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

### **Transfer Credit for Proficiency Examination**

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Altierus may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Campus Director or Academic Dean.

### **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. No more than 25% of the units required for a degree shall be awarded for prior experiential learning. Procedures for applying for credit through experiential learning are available in the Campus Director or Academic Dean's office.

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

The transferability of credits earned at Altierus 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 Altierus to determine if the credits or degree, diploma or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### **Transfer to Other Altierus Locations**

Students in good standing may transfer to another Altierus 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 Altierus 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.

### **Altierus Consortium Agreement**

The Altierus Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Altierus campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Altierus campus location through the Consortium Agreement (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the Altierus Consortium Agreement are available in the Campus Director or Academic Dean's office.

### **Transfer Center Assistance**

Any questions regarding the transfer of credit into or from Altierus should be directed to the Central Registrars Office at (877) 727-0058 or email [transfercenter@zenith.org](mailto:transfercenter@zenith.org).

## ONLINE PROGRAMS AND COURSE REQUIREMENTS (LINEAR PROGRAMS ONLY)

Online courses are offered for residential students at the campus. There are no separate admissions requirements to take a course online. To participate in an online course, the only prerequisite is to complete the online orientation before taking the first of any online courses offered. Online courses have the same course objectives and learning 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:

PC, Windows 7 or newer  
Mac OS X 10.6 or newer, min 1GB of Ram

Supported Browsers Include:  
Internet Explorer 11  
Safari 9-10  
Chrome  
Firefox

Minimum Internet Speed of 512kbps

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.

## 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	Technical Programs Scale	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-90	100-92	100-90
B	3.0	Very Good	89-80	91-84	89-80
C	2.0	Good	79-70	83-76	79-70
D*	1.0	Poor	69-60	75-68	N/A
F**	0.0	Failing	59-0	67-0	69-0
Fail	Not Calculated	Fail (for externship/internship)			
Pass	Not Calculated	Pass (for externship/internship or thesis classes only)			
L	Not Calculated	Leave of Absence (allowed in modular programs only)			
EL	Not Calculated	Experiential Learning			
IP	Not Calculated	In Progress (for externship/internship or thesis courses only)			
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%.

\*\*\* Calculated as an attempt for nursing students per the nursing handbook

1 The Florida Department of Health requires a minimum passing grade of 75% for the Dental Assistant Program

### 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
PF	N	N	N
PP	N	N	N
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
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 Altierus
- 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 AND ACADEMIC PROGRESS (SAP/AP)

Students must maintain Satisfactory Academic Progress (SAP) and adequate academic progress (AP) in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor, federal and state regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory and adequate 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/AP

Satisfactory academic progress is measured for all students at the end of each payment period. Academic progress is measured for all diploma students every eight weeks.

SAP and AP are evaluated as outlined in the tables below. 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 or AP NOT MET status. Students not meeting SAP or AP will be issued a SAP or AP Not Met letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their programs and potentially lose eligibility for federal financial aid. An academic appeal will be required for those students whose academic progress is not met.

## Satisfactory Academic Progress Tables

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48)				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not met if CGPA is below	SAP Not Met if Rate of Progress is Below
12-17	2.0	0.667	N/A	N/A
24-29	2.0	0.667	N/A	N/A
30-35	N/A	N/A	2.0	0.667
36-41	2.0	0.667	N/A	N/A
48-72	N/A	N/A	2.0	0.667

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not met if CGPA is below	SAP Not Met if Rate of Progress is Below
12-17	2.0	66.67%	N/A	N/A
24-29	2.0	66.67%	N/A	N/A
30-35	N/A	N/A	2.0	66.67%
36-41	2.0	66.67%	N/A	N/A
48-53	2.0	66.67%	N/A	N/A
54-90	N/A	N/A	2.0	66.67%

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96)				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16 (1st Term)	2.5	N/A	66.67%	N/A
1-144	N/A	2.0	N/A	66.67%

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192)				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16 (1st Term)	2.5	N/A	66.67%	N/A
1-228	N/A	2.0	N/A	66.67%

### 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 are not offered.

### Academic Guidance

A non-SAP status identifying students with a CGPA of a 2.5 to 2.0 and providing a student with information or guidance that can lead to improvement of the student's Cumulative Grade Point Average (CGPA) and Rate of Progress (ROP) toward program completion, including informing that failure to improve may result in unsatisfactory academic progress, a dismissal from the program and potential loss of Financial Aid (FA) eligibility. Students will receive notification of their status after final grades post and will be contacted by the students' academic team to discuss appropriate Academic Guidance. In addition, diploma students who have a CGPA below a 2.0 at the end of modules 1, 3, and 7 will receive the notification and will be placed on an Academic Plan.

## **Academic Probation**

For diploma students, at the end of each Academic Progress evaluation period the student's AP status is calculated. Academic Progress Not Met is assigned to a student who falls below the required academic progress standards (CGPA, ROP, or MTF) for the program. Students will be notified with an AP NOT MET letter indicating that they will be placed on an academic plan and 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. If the appeal is accepted the student is placed on Academic Probation and is put on an Academic Plan to exceed 3 mods or 3 terms.

## **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.

## **Financial Aid Warning**

The Campus Director or Academic Dean (or designee) must provide the written notice of FA Warning status to all degree students who earn a (CGPA) of 2.5 or below while attempting their first 16 credits. Note that students can only remain in FA Warning for one term.

- Students must receive the notification by the first day of the term;
- Must be advised within seven (7) calendar days (excluding Holidays) after the term start; and
- Student will complete the Academic Advising Questionnaire

## **Financial Aid Probation**

At the end of each term following a SAP evaluation, students with a SAP NOT MET 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. If the appeal is accepted the student is placed on Financial Aid Probation and is put on an Academic Plan not to exceed 3 mods or 3 terms.

## **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 Plan. 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 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 Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Plan when evaluated at the end of each evaluation period on the Plan which is not to exceed 3 mods or 3 terms.

## **Academic Plan**

Students on AP Probation, FA Probation or students in a modular program during non- SAP/AP modules with a CGPA of below a 2.0 must agree to the requirements of an Academic Plan if he/she can meet the CGPA/ROP standards as outlined in the catalog within 3 mods/terms. If not the students shall be dismissed from the institution. Each student shall receive a copy of his or her Plan. A copy of each student's Plan shall be kept in the student's permanent academic file.

The Plan may extend over one (1) or multiple terms not to exceed 3 mods/terms. At the end of the first evaluation period on the Plan, the student will meet with the Academic Dean (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 Met status, and the student's Plan 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 requirements will be set and the student will be placed manually into (S)AP Meeting Plan Status and will adhere to the subsequent term requirements of the Plan.

If at the end of any SAP or AP evaluation period on the Plan 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 Plan.

Students who have violated their AP Probation or 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 Plan, the student will meet with the Campus Director/Academic Dean of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting the Plans requirement(s) must be completed no later than the first (1<sup>st</sup>) calendar day of the module or term.

### **SAP MET Status**

If the student has met the requirements of a one-term plan, the student must be in SAP MET status and the student's Academic Plan shall be considered fulfilled and closed. The student will be provided with either a Return to Academic Good Standing Letter.

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

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

### **AP/SAP Not Met Status and/or Dismissal**

If on a multi-term plan, it is likely the student will remain AP or 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 AP Plan requirements are met, will be manually assigned (S)AP Meeting AP Plan status and continue on the Plan. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Campus Director or Academic Dean (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 degree 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 diploma programs:
  - Students must receive the notification by the third (3) business 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 and Academic Progress (SAP/AP) standing.

## **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 fourteenth 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 Plan and the student will be placed on FA probation.

## **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.

## **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.

## **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 Financial Aid 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 21<sup>st</sup> calendar day of the term or the 14<sup>th</sup> 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 14<sup>th</sup> 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. For any six-week courses, the add/drop period is the first seven calendar days of the course, excluding holidays and scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21<sup>st</sup> calendar day of the term or the 14<sup>th</sup> calendar day after enrollment, or be dropped from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14<sup>th</sup> calendar day of the 6-week course, 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.

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

### **Effects of Add/Drop on Financial Aid Calculation**

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

In order for six-week 2 mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the six-week 2 mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

### **ATTENDANCE POLICY**

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

### **Establishing Attendance/Verifying Enrollment**

Campus Faculty must take attendance each class session beginning with the first day of scheduled classes.

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period begins with 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. 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.

### **Consecutive Absence Rule**

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty must notify the Executive Director (or Academic Dean/Campus Director) 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 the next scheduled class after the violation and must post positive attendance the next scheduled class after the violation (for an online course, post attendance within five calendar days after the date of violation).
  2. File an appeal within five (5) calendar days after the date of violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the requirements listed above 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.

### **Diploma Programs:**

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

<b>Percentage</b>	<b>Action Taken</b>
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:

<b>Percentage</b>	<b>Action Taken</b>
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:

<b>Percentage</b>	<b>Action Taken</b>
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:

<b>Percentage</b>	<b>Action Taken</b>
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

### **Violations of Percentage Absence Rules**

When a student violates the applicable percentage absence rule, the faculty will notify the Executive Director (Academic Dean/Campus Director) 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 after the date of violation;
  3. Have perfect attendance while the appeal is pending.

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

### **Date of Withdrawal**

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

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

### **Date of Determination (DOD)**

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

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14<sup>th</sup> calendar day after the LDA.

### **Attendance Records**

The computer attendance database is the official record of attendance. On the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

### **LEAVE OF ABSENCE POLICY**

Altierus 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 (for program with 200 hours or more but less than 600 hours, the total number of days of leave granted may not exceed 60 calendar days), 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, an LOA will not be granted for any of the following reasons:

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

## Leave Of Absence Requests

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave.

For approved LOA requests in diploma programs, the student starting leave prior to the end of a module will receive a grade of "L" (Leave). The course will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance. For degree students, an LOA can only begin once the 12 week term has ended.

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 Executive Director or Academic Dean/Campus Director 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 (10<sup>th</sup>) calendar day of the leave.

## Re-Admission Following a Leave of Absence

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

## Extension of a 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 Campus Director or Academic Dean provided:

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

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

## Failure to Return From a Leave of Absence

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return.

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.

The academic consequences of failing to return from an LOA will be explained to the student by the Academic Dean or Director of Education prior to the beginning of the leave. Consequences include the effect on the student's:

- Loan repayment terms including the grace period
- Rate of progress
- Maximum time frame for completion

## Possible Effects of Leave of Absence

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

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

## EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students 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 Campus Director or Academic Dean to approve the time remaining to complete the externship.

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

## **WITHDRAWAL PROCEDURES**

- Students who intend to withdraw from school are requested to notify the Campus Director or Academic Dean by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about re-entry.

## **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 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 Education and Training**

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period.

### **Benefit Overpayments**

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be returned to the VA.

### **Academic Standards for Students Receiving VA Benefits**

Student receiving Veterans education benefits are subject to the same academic standards (e.g., SAP, attendance, etc.) applicable to all students at the schools. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

## **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 Violations Appeals Policy**

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 session after the violation (for an online course, post attendance within five calendar days after 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.

### **Faculty Academic Freedom**

Altierus respects the academic freedom of faculty to function as scholars in the interpretation and application of theories and ideas, within the context of Altierus’s mission, policies, and procedures. Altierus further supports the right of faculty to be active participants in the development and evaluation of curriculum, creation of assessment standards, and other academic matters.

## FINANCIAL INFORMATION

### STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Altierus 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. Altierus may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

### TUITION AND FEES

Tuition and fee information can be found in the "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. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. 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 AND EQUIPMENT

Textbooks and workbooks are sold through the bookstore in accordance with Altierus policies. At the time of issuance, textbooks become the responsibility of the students. Altierus 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. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement.

### 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 Financial Aid Office.

### 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 Financial Aid 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.

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

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

**CANCELLATION POLICY:** You may withdraw your enrollment agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided in the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to [withdrawals@zenith.org](mailto:withdrawals@zenith.org), or providing an oral withdrawal notice to phone number (888) 236 9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

a. The student applicant will also be returned all monies paid if:

1. The school rejects the applicant;
2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
3. The school cancels the student's program.

### **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from the school are requested to notify the office of the Campus Director or Academic Dean by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Campus Director or Academic Dean 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 REFUND 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 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. 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 days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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

The school must return the lesser of:

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

The student (or parent, if a federal PLUS loan) 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 grants overpayment is greater than \$50; and (2) only the extent that the grant amount exceeds 50% of the original amount received for the payment or period of enrollment.

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 postwithdrawal 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 postwithdrawal 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.

### **Title IV Credit Balances**

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

1. 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.

### **Time Frame 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.

### **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.

## REFUND POLICIES

### Institutional Pro Rata Refund Calculation and Policy

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

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

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

If a refund is owed pursuant to the above calculation the School shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- a. Date of cancellation by a student of his or her enrollment
- b. Date of termination by the School of the enrollment of the student
- c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence
- d. Last day of attendance of a student, whichever is applicable.

In applying this Policy:

- a. The period of a student's attendance is measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- b. The period of time for the training program is the period set forth in the enrollment agreement.
- c. Tuition is calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

If The School fails to furnish the training program agreed upon in the Enrollment Agreement, The School shall refund to the student all the money the student has paid.

### 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.

### TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE NON-TITLE IV REFUNDS

Refunds will be issued within 15 calendar days of either the date of determination or from the date that the applicant was not accepted by the school, whichever is applicable.

### EFFECT OF LEAVE 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.

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

### **Newly Admitted Students**

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

### **Continuing Students**

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

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

### **Continuing Modular Diploma Students**

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

### **Student Financing Options**

The school 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 for those who qualify 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 have the following:

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

### **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 Financial Aid 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: <https://studentaid.ed.gov/sa/>

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Stafford Loans (FSL)
- Federal Stafford Direct Loans (DL)
- Federal Parent Loan for Undergraduate Students (PLUS)
- William D. Ford Federal Direct Loan Program

## GRANTS AND SCHOLARSHIPS

### Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Altierus 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 July 25, 2016 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 demonstrated financial assistance needed, and institutional grant funding availability.

The grant may be used to cover 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. Successful and unsuccessful applicants will be notified within 45 days of the grant application submission date by the Campus Director or other campus official.

### 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
- Be eligible to receive federal Title IV financial aid.

### 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

### Altierus American Dream Scholarship

The Altierus American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Altierus institution. The program features a limited number of scholarships available at each campus for new students.

### New Students

New students who first enroll in an Altierus institution on or after **September 18, 2017** and were referred by a leader in the local community are eligible to apply for the **Altierus American Dream New Student Scholarship up to \$2,000**.

### To be eligible a student must:

- Be independently recommended (not student-solicited) by a leader in the student's community
- Complete an essay answering the question "How will Altierus Help Me Fulfill My American Dream?" – see guidelines
- Meet application guidelines and deadlines

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 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:

- Written reference from a leader in the community
  - 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.
  - Community leader providing reference must certify that the student is being recommended on the leader's own initiative, and that the student did not solicit the recommendation.
- Review of the Written Essay submitted

- Logical interpretation of the subject and adherence to topic
- Originality, Innovation and Creativity
- Adherence to overall guidelines and deadlines applicable

### **Scholarship Funds**

Altierus American Dream Scholarships 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).

The scholarship will be credited on a student's account upon award of the scholarship. Scholarships are non-transferable and cannot be exchanged for cash. Scholarships 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.

Scholarship funds will be disbursed on a pro-rata basis per pay period, and will be limited, per pay period, to the amount by which tuition, books, and fees exceed the amount of Title IV and other funds available, such that application of the scholarship cannot create a credit balance or otherwise result in a stipend paid to the student.

### **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 campus seeks 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**

As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in components of the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. 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. Applications may be requested from the Admissions Office.

**Eligibility:** Applicants must meet entrance requirements for their 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:**

<b>Member Status</b>	<b>Military Scholarship Amount</b>
<b>U.S. Military Service Member (All Programs)</b> – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard and Reservists	50% of tuition
<b>Military Spouse</b> – spouses of active-duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force and US Coast Guard	10% of tuition
<b>Veteran</b> – veteran using VA education benefits	10% of tuition
<b>Military Dependents</b> – using VA education benefits	10% of tuition

**Veteran's Assistance Programs**

The VA administers education programs for veterans and their eligible dependents. The VA determines student eligibility and assists students with utilizing these benefits. For information about U.S. Departments 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>. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill (Chapter 33)  
[http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
- Transfer of Post-9/11 GI Bill Benefits to Dependents (TEB)  
[http://www.benefits.va.gov/gibill/post911\\_transfer.asp](http://www.benefits.va.gov/gibill/post911_transfer.asp)
- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program)  
[http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)
- Montgomery GI Bill – Active Duty (Chapter 30)  
[http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)
- Montgomery GI Bill – Selected Reserve (MGIB-SR / Chapter 1606)  
[http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)
- Veterans Educational Assistance Program (VEAP / Chapter 32)  
<http://www.benefits.va.gov/gibill/veap.asp>
- Reserve Educational Assistance Program (REAP / Chapter 1607)\*  
<http://www.benefits.va.gov/gibill/reap.asp>
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35)  
[http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)
- National Call to Service Program (NCS)  
[http://www.benefits.va.gov/gibill/national\\_call\\_to\\_service.asp](http://www.benefits.va.gov/gibill/national_call_to_service.asp)
- Vocational Rehabilitation (Chapter 31)  
[http://www.benefits.va.gov/vocrehab/eligibility\\_and\\_entitlement.asp](http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp)

\*Only applies to existing recipients through 2019

## **ADMINISTRATIVE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

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

### **DISABILITY**

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

### **DISABILITY ACCOMMODATION PROCEDURE**

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

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

### **DISABILITY GRIEVANCE PROCEDURES**

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

When a complaint is filed, the Section 504/ADA Coordinator or Campus Director or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus Director 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 Zenith 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 Zenith 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. Altierus makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus Director 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](mailto: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](mailto:StudentServices@zenith.org).

## **CODE OF STUDENT CONDUCT**

Altierus seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All Altierus 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, Altierus 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 recording and enforcing the outcome of all disciplinary matters.

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

Altierus and WyoTech 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:

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

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 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:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
  - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - 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
- Failure to comply with school policies or directives
- 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:

- Graduate or participate in graduation ceremonies; or
- 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 Campus Director (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus Director (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus Director (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:

- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- 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**

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

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

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

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

A student whose conduct is determined to be in violation of this policy may be immediately suspended. 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.

## **COPYRIGHT POLICY**

It is the intention of Altierus 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 disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

## **SEXUAL HARASSMENT POLICY**

Altierus 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. Altierus 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 Altierus 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 Campus Director. Students dismissed from the school 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, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

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

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

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

The Student Conduct Committee shall:

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

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

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

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

### **RECORD OF DISCIPLINARY MATTER**

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. Veteran's Administration).

### **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.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Council for Independent Colleges and Schools or 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 Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247 4212  
[www.accsc.org](http://www.accsc.org)

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002  
(202) 336-6780, (202) 842-2593 (fax)  
[www.acics.org](http://www.acics.org)

Students may also contact and file a complaint with Commission on Postsecondary Education from the following mailing address.

Commission on Postsecondary Education  
8778 S. Maryland Pkwy, Suite 115  
Las Vegas, Nevada 89123  
Phone: (702) 486-7330

### **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 Altierus promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

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

Registrar shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

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

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

Altierus is committed to the protection of student education information. Altierus does not publish a student directory, however Zenith may disclose appropriately designated "directory information" without a student's written consent, unless the student has advised Zenith to the contrary. Altierus expressly limits its designated directory information to students' names, addresses, phone numbers, graduation dates, programs of study, degrees, diplomas, certificates, dates of attendance and honors/awards received. A student who wishes to opt-out of the disclosure of this information must obtain a Directory Information 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. Altierus maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records are maintained on campus for five years. Additionally, electronic transcripts are maintained permanently on campus.

## **TRANSCRIPT AND DIPLOMA RELEASE**

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Altierus is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to <http://www.altierus.org/alumni> or by contacting the Registrar office for assistance. Transcripts will be delivered electronically to the student's destination of choice if:

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

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

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

## **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, Altierus has established policies regarding campus security.

Altierus 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.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Director (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus Director (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus Director (or designee) in a timely manner. The Campus Director (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

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: <https://www.fbi.gov/scams-and-safety/sex-offender-registry>.

## **DRUG-FREE SCHOOLS POLICY**

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

Altierus 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 Campus Director or Academic Dean 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**

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

## **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Altierus 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)). Altierus is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

## **FACULTY ACCESSIBILITY**

Students may reach out to faculty outside of course regular schedule hours for any academic or course advising. The student and instructor can set up a time to meet before or after and through any sort of technology such as email, text or phone call throughout the period during which the course is offered. All instructors distribute their email and phone number contact information on the first day of every module or term to all students.

## **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**

Altierus does not provide health services.

### **HOUSING**

Altierus does not provide on campus housing. If you need assistance in locating suitable housing, please reach out to your advisor for options.

### **STUDENT ADVISING**

Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress and attendance. 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.

### **ALTIERUS CARE PROGRAM**

The Altierus 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.altieruscares.org> or call (888) 852-6238.

### **PLACEMENT ASSISTANCE**

Altierus 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. Altierus 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.

### **TEMPORARY CAMPUS CLOSING WEATHER**

To provide continued services to students, it is Zenith's policy that all schools remain open according to their regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of a Zenith campus. In the event it becomes necessary for a location to temporarily close students will be notified using a notification software/system. Zenith will communicate site closures, delayed start, and early close. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. The system will send notice via landline, cell phone—audio and text, and email. All students are required to keep their contact information current in CampusVue at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make up hours and be required to attend or be marked absent.

## PROGRAMS OFFERED

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

**Diploma Programs with Externships** – The total program length could be longer than the length indicated in the description of the diploma programs in this catalog. Externship schedules are determined by the student and the externship site, thus externship schedules are variable. To complete the program in the timeframe indicated, the student would have to schedule the externship for forty (40) hours per week. Students scheduling their externship for less than forty (40) hours per week will take more time to complete the program. All students are expected to complete their externship within approximately 120 days.

## MODULAR PROGRAMS



### **MEDICAL ADMINISTRATIVE ASSISTANT**

*Diploma Program*

33 Weeks - 760 Hours, 48 Credit Units

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 21<sup>st</sup> century medical office environment.

<b>Module Code</b>	<b>Module Title</b>	<b>Clock Hours</b>	<b>Quarter Credits</b>
Module HCIN	Introduction to Healthcare Profession	80	6
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 Procedures	80	6
Module X	Medical Administrative Assistant Externship	200	6
<b>Total</b>		<b>760</b>	<b>48</b>

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

#### **MODULE HCIN - Introduction to the Healthcare Profession**

**6 Quarter Credits**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Clinical Lab Hours 40. Prerequisite None.

#### **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 in your new job 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: HCIN. Lecture Hours 40. Lab Hours 40.

<b>Module B - Patient Processing and Assisting</b>	<b>6 Quarter Credits</b>
<p>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: HCIN. Lecture Hours 40. Lab Hours 40.</p>	
<b>Module C - Medical Insurance</b>	<b>6 Quarter Credits</b>
<p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office &amp; insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, 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: HCIN. Lecture Hours 40. Lab Hours 40.</p>	
<b>Module D - Insurance Plans and Collections</b>	<b>6 Quarter Credits</b>
<p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. 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 HCIN. Lecture Hours 40. Lab Hours 40.</p>	
<b>Module E - Office Procedures</b>	<b>6 Quarter Credits</b>
<p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will 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 HCIN. Lecture Hours 40. Lab Hours 40.</p>	
<b>Module F - Patient Care and Computerized Practice Management Procedures</b>	<b>6 Quarter Credits</b>
<p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students continue to build 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 HCIN. Lecture Hours 40. Lab Hours 40.</p>	
<b>Module X - Medical Administrative Assistant Externship</b>	<b>6 Quarter Credits</b>
<p>Upon successful completion of modules HCIN – F, 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. Prerequisites Lecture Hours 0. Lab Hours 0. Externship Hours 200.</p>	



## MEDICAL ASSISTANT

*Diploma Program*

41 Weeks - 920 Hours - 60 Credit Units

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.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, ambulatory care providers, clinics, urgent care centers, and insurance providers. This diploma program prepares graduates to fill entry-level positions.

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 Code	Module Title	Clock Hours	Quarter Credits
Module HCIN	Introduction to the Healthcare Profession	80	6
Module A	Integumentary, Sensory, and Nervous 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 Externship	200	6
<b>Total</b>		<b>920</b>	<b>60</b>

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

**MODULE HCIN - Introduction to the Healthcare Profession****6 Quarter Credits**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: None.

**MODULE A - Integumentary, Sensory Systems, Patient Care and Communication****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. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: HCIN

**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. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: HCIN.

**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. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: HCIN.

**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. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: HCIN.

**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. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: HCIN.

**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. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: HCIN.

**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. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: HCIN.

**MODULE H - Health Insurance Basics, Claims Processing and Computerized 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. Lecture Hours: 40 Clinical Lab Hours: 40. Prerequisite: HCIN.

**MODULE X - Medical Assistant 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. Lecture Hours: 00. Lab Hours: 00. Externship Hours: 200. Prerequisite: HCIN, Completion of Modules A-H.



## MEDICAL INSURANCE BILLING AND CODING

*Diploma Program*

33 Weeks - 760 Hours, 48 Credit Units

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Insurance Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will learn diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding Program is a 760 clock hour/48.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module HCIN and continuing in any sequence until all seven modules have been completed. After the HCIN Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship. This consists of 200 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Module Code	Module Title	Clock Hours	Quarter Credits
HCIN	Introduction to the Healthcare Profession	80	6
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	80	6
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6
MIBPC	Practicum –OR–	200	6
MIBXT	Externship		
<b>Total</b>		<b>760</b>	<b>48</b>

Major Equipment: Windows 2010, Microsoft Office 2010, ClaimGear v.8.4.0, Keyboarding Pro 6, Student Personal Computers (Pentiums with at least 256 MB memory, 8 GB HDD, CD ROM, Mouse), Student SVGA 14" Monitors, Student Printers: Instructor Personal Computer (Pentium with at least 256 MB Memory, 8 GB HDD, CD ROM, Mouse), Instructor Monitor

<p><b>HCIN Introduction to the Healthcare Profession</b></p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/ADIS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: None.</p>	<p><b>6 Quarter Credits</b></p>
<p><b>Module MIBCL – Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</b></p> <p>This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms.</p>	<p><b>6 Quarter Credits</b></p>

Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN Lecture Hours: 40 Lab Hours: 40

**Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System 6 Quarter Credits**

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology 6 Quarter Credits**

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment

of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System** **6 Quarter Credits**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems** **6 Quarter Credits**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology** **6 Quarter Credits**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing

approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.**

**Module MIBPC – Practicum (selected campuses) 6 Quarter Credits**  
 Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 200 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 100 and 200 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. **Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.** Practicum Hours: 0. Lab Hours: 0. Other Hours: 200

**Module MIBXT – Externship 6 Quarter Credits**  
 Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour unpaid externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 100 and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. **Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.** Lecture Hours: 0. Lab Hours: 0. Externship Hours: 200

## DEGREE PROGRAMS



### **BUSINESS ADMINISTRATION**

*Associate of Science Degree*  
24 Months - 96 Credit Units

The Associate of Science programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of elective cluster that will comprise the balance of the courses in the major. The following is a description of the Business Administration elective cluster.

**Business Administration:** The Business Administration elective cluster 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 Name	Quarter Credits
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
CGS	2060C	Computer Applications	4.0
<b>Associate's students choose 8 units from below:</b>			
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
CGS	2501C	Applied Word Processing	4.0
CGS	2573C	Applied Spreadsheets	4.0
MTB	1103	Business Math	4.0
<b>TOTAL QUARTER CREDIT HOURS:</b>			<b>18.0</b>
<b>Major Core Requirements</b>			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
BUL	2131	Applied Business Law	4.0
MAN	1030	Introduction to Business	4.0
MAN	2021	Principles of Management	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
<b>Additional Major Core Requirements: Business Administration Elective Cluster</b>			
FIN	1103	Introduction to Finance	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	2305	Customer Relations and Servicing	4.0
<b>Choose 2 of the following courses:</b>			
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introduction to Managerial Accounting	4.0
<b>TOTAL QUARTER CREDIT HOURS:</b>			<b>48.0</b>
<b>General Education Requirements</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra**	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
PSI	201	U.S. and Nevada Constitution	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS:</b>			<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>

\*Course not offered online



## NURSING

Associate of Applied Science Degree  
24 Months – 108 Credit Units

The Associate of Applied Science Degree, Nursing program, will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

Course #	Course Name	Lecture Hours	Lab Hours	Intern/Ext Hours	Total Contact	Total Credits
BSC1085	Anatomy and Physiology I	40.00			40.00	4
BSC2085L	Anatomy and Physiology I Lab		40.00		40.00	2
MAT1033	College Algebra	40.00			40.00	4
SLS1115	Strategies for Nursing Success	30.00			30.00	3
BSC1086	Anatomy and Physiology II	40.00			40.00	4
BSC2086L	Anatomy and Physiology II Lab		40.00		40.00	2
NUR1020	Fundamentals of Nursing I	20.00	20.00		40.00	3
ENC1101	Composition I	40.00			40.00	4
NUR1145	Pharmacology of Nurses I	15.00			15.00	1.5
NUR1027	Fundamentals of Nursing II	20.00			20.00	2
NUR1027L	Fundamentals of Nursing II Clinical		20.00	45.00	65.00	2.5
MCB2000	Microbiology and Infection Control	40.00			40.00	4
MCB1000L	Microbiology Lab		40.00		40.00	2
PSY2012	General Psychology	40.00			40.00	4
NUR1150	Pharmacology of Nurses II	20.00			20.00	2
DEP2000	Developmental Psychology	40.00			40.00	4
NUR1210	Nursing Care of Adult Client I	40.00			40.00	4
NUR1211L	Nursing Care of Adult I Clinical		20.00	90.00	110.00	4
NUR1440	Maternal Child Nursing	40.00			40.00	4
NUR1441L	Maternal Child Nursing Clinical		20.00	90.00	110.00	4
ENC1102	Composition II	40.00			40.00	4
PSI201	U.S. and Nevada Constitution	40.00			40.00	4
NUR2212	Nursing Care of Adult II	40.00			40.00	4
NUR2212L	Nursing Care of Adult II Clinical		20.00	90.00	110.00	4
SYG2001	Principles of Sociology	40.00			40.00	4
NUR2513	Mental Health Nursing	30.00			30.00	3
NUR2513L	Mental Health Nursing Clinical			60.00	60.00	2
NUR2350	Nursing Care of Adult III	30.00			30.00	3
NUR2245L	Nursing Care of Adult III Clinical		20.00	90.00	110.00	4
NUR2611	Contemporary Nursing in Community Setting	30.00			30.00	3
NUR2611L	Contemporary Nursing in Community Setting Clinical			60.00	60.00	2
NUR2881	Nursing Leadership and Management	30.00			30.00	3
NUR2890L	Nursing leadership and Management Clinical			60.00	60.00	2
NUR2965	NCLEX Review	20.00			20.00	2
<b>Program Totals</b>		<b>765.00</b>	<b>240.00</b>	<b>585.00</b>	<b>1590.00</b>	<b>108</b>

## COURSE DESCRIPTIONS

This institution uses the following course numbering system:

- 100-2999 – Lower division (first and second year) courses

Students enrolled in Diploma and Associate's degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

<p><b>ACG 2021 - Introduction to Corporate Accounting</b>            This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisites: MAN 1030. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>ACG 2178 - Financial Statement Analysis</b>            This course provides a practical application of financial statement analysis used in decision making. Students will explore the annual report, develop financial analytical skills, evaluate the operational performance of a company, and make future projections. Prerequisites: ACG 2021 or APA 2121. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>APA 2111 - Principles of Accounting I</b>            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.</p>	<b>4.0 Quarter Credits</b>
<p><b>APA 2121 - Principles of Accounting II</b>            Continuation of financial accounting with a focus on retail and corporations. Includes accounting and reporting for a merchandising company, net realizable value of accounts receivable, inventory methods, notes receivable, capital assets including intangible assets, notes payable, bonds payable, and equity transactions, preparing statement of retained earnings and cash flow statement, and performing basic financial statement analysis techniques. Prerequisites: APA 2111. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>APA 2161 – Introduction to Managerial Accounting</b>            This course examines managerial accounting concepts. Topics include: cost behavior, job order costing, process costing, standard cost systems, variable and absorption costing methods, budgeting, cost-volume-profit analysis, and capital investment decisions. Prerequisite: APA 2121. Lecture Hours: 40. Lab Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>BSC 1085 - Anatomy and Physiology I</b>            This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Theory Hours: 40 Lab Hours: 0. Prerequisites: None Co-requisites: BSC 2085L.</p>	<b>4.0 Quarter Credits</b>
<p><b>BSC 1086 - Anatomy and Physiology II</b>            This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Theory Hrs: 40 Lab Hrs: 0. Prerequisite: BSC 1085, BSC 2085L Co-requisite: BSC 2086L</p>	<b>4.0 Quarter Credits</b>
<p><b>BSC 2085L - Anatomy and Physiology I Laboratory</b>            This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Theory Hrs: 0 Lab Hours: 40. Prerequisites: None Co-requisite: BSC 1085</p>	<b>2.0 Quarter Credits</b>
<p><b>BSC 2086L - Anatomy and Physiology II Laboratory</b>            This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Theory Hours: 0 Lab Hours: 40. Prerequisite: BSC 1085, BSC 2085L Co-requisite: BSC 1086</p>	<b>2.0 Quarter Credits</b>
<p><b>BUL 2131 - Applied Business Law</b>            This course provides students with essential information specific to the nature of law and the functions of the judicial system within a business environment. Students will examine and review the legal characteristics of sole proprietorships, partnerships, and corporations. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.</p>	<b>4.0 Quarter Credits</b>

<b>CGS 2060 - Computer Applications</b>	<b>4.0 Quarter Credits</b>
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. Prerequisite: None. Lecture Hours: 30. Lab Hours: 20.	
<b>CGS 2501 - Applied Word Processing</b>	<b>4.0 Quarter Credits</b>
This course expands students learning of word processing software. Students will explore the program and practice creating documents for academic and business settings. Emphasis will be placed on using and creating templates, developing documents, building forms, properly formatting documents such as letters and memorandums, and integrating document collaboration techniques. Additionally, hands-on applications will be learned to prepare students to use word processing software as a marketable skill in a work environment. Prerequisite: CGS 2060C. Lecture Hours: 30. Lab Hours: 20.	
<b>CGS 2573C - Applied Spreadsheets</b>	<b>4.0 Quarter Credits</b>
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2060C. Lecture Hours: 30. Lab Hours: 20.	
<b>DEP 2000 - Developmental Psychology</b>	<b>4.0 Quarter Credits</b>
This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Theory Hours: 40 Lab Hours: 0. Prerequisites: None	
<b>ENC 1101 - Composition I</b>	<b>4.0 Quarter Credits</b>
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, communication, unity, and coherence of central idea and supporting material. Theory Hours: 40 Lab Hours: 0. Prerequisites: None	
<b>ENC 1102 - Composition II</b>	<b>4.0 Quarter Credits</b>
This course builds on the writing process and rhetorical strategies, including argumentative rhetoric, while devoting attention to critical thinking, and documentation of research and resources. Students will use a variety of research approaches and rhetorical strategies to compose an essay and other written communications. Theory Hours: 40 Lab Hours: 0. Prerequisite: ENC 1101.	
<b>EVS 1001 - Environmental Science</b>	<b>4.0 Quarter Credits</b>
This course covers environmental issues and illustrates the importance of environmental science in students' daily lives. The relationship between humans and the environment is explored to demonstrate to students their role in the state of the environment. Environmental issues such as invasive species, climate change, pollution, and corrective actions will be studied. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.	
<b>FIN 1103 – Introduction to Finance</b>	<b>4.0 Quarter Credits</b>
The Introduction to Finance course explores the significant principles involved in personal finance and the manner in which finance is connected to decision-making throughout life. The real-world applicability and career-impacting decisions of personal and business finance will be explored. Specific concepts related to financial planning will be introduced, including; insurance, banking, credit, and investments. Prerequisites: MAN 1030. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>LIS 2004 - Introduction to Internet Research</b>	<b>2.0 Quarter Credits</b>
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Prerequisite: None. Lecture Hours: 10. Lab Hours: 20.	
<b>MAN 2021 - Principles of Management</b>	<b>4.0 Quarter Credits</b>
The Principles of Management course provides an overview of the four functions of management, with an emphasis on real-world situations and current events. Upon completion of this course, students will understand and apply management fundamentals across several different industries. Specific attention is paid throughout the course to career readiness. Prerequisites: MAN 1030. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>MAN 2031 - Let's Talk Business</b>	<b>2.0 Quarter Credits</b>
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lecture Hours: 20 Lab Hours: 0.	

<b>MAN 2300 - Introduction to Human Resources</b>	<b>4.0 Quarter Credits</b>
This Introduction to Human Resources (HR) course will introduce a broad range of topics associated with Human Resources Management (HRM) from the perspective of the HR professional, the manager, and the employee. HRM encompasses several functions including the recruitment, selection, and maintenance of a qualified, motivated, and productive workforce. Through real-world, applicable assignments and activities, students will learn how effective performance of these functions requires understanding of planning, job analysis, recruitment, selection, employee development, performance appraisal, compensation, benefits, safety, and labor relations. Prerequisites: MAN 1030. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>MAN 2727 - Strategic Planning for Business</b>	<b>4.0 Quarter Credits</b>
This Strategic Planning for Business course focuses on the exploration of the elements of a successful organization including an analysis of the internal environment, processes, external environment, and strategic decision making. Emphasis will be placed on management decisions and actions, strategic considerations, organizational structure and design, marketing and sales of tangible goods and/or services. The impact of the micro/macro external environments will also be analyzed and evaluated. Prerequisites: MAN 2300, MAR 1011, FIN 1103, APA 2121 or ACG 2021. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>MAR 1011 - Introduction to Marketing</b>	<b>4.0 Quarter Credits</b>
This Introduction to Marketing course reviews the fundamentals of the marketing process. Students will examine the factors that influence buyers in multiple markets with respect to product, price, promotion, and distribution. Emphasis will be placed on application and decision-making needed to succeed in today's competitive business environment. Prerequisites: MAN 1030. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>MAR 2305 - Customer Relations and Servicing</b>	<b>4.0 Quarter Credits</b>
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisites: MAR 1011. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>MAT 1033 - College Algebra</b>	<b>4.0 Quarter Credits</b>
This course is the study of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations and emphasizes critical thinking and problem-solving skills. Theory Hours: 40 Lab Hours: 0. Prerequisites: None	
<b>MATP1023 – Quantitative Reasoning</b>	<b>4.0 Quarter Credits</b>
This course will introduce students to the skills needed to think critically, make informed decisions, provide reason from evidence, and become numerically literate to understand how numbers are used to communicate in their everyday lives. Emphasis is placed on real world, open-ended exercises that involve reading, writing, calculating, synthesizing, and clearly explaining results using quantitative information. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0. (Substitute course for MAT1033 College Algebra for students taking Online courses.)	
<b>MCB 1000L - Microbiology Laboratory</b>	<b>2.0 Quarter Credits</b>
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Theory Hours: 0 Lab Hours: 40. Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L	
<b>MCB 2000 - Microbiology and Infection Control</b>	<b>4.0 Quarter Credits</b>
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Theory Hours: 40 Lab Hours: 0. Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L	
<b>MTB 1103 - Business Math</b>	<b>4.0 Quarter Credits</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0.	
<b>NUR 1020 - Fundamentals of Nursing I</b>	<b>3.0 Quarter Credits</b>
In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Altierus nursing program, as well as the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The student learns about the NV Board of Nursing Rules and Regulations, Nurse Practice Act and how that applies to nursing practice in NV. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Theory Hours: 20 Lab Hrs: 20. Prerequisites: BSC 1086, BSC 2086L, MAT 1033 Co-requisite: SLS 1115	

<b>NUR 1027 - Fundamentals of Nursing II</b>	<b>2.0 Quarter Credits</b>
<p>This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Students also learn about legal implications of nursing practice, safety and definition and reporting of sentinel events. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory and in area health care facilities. Theory Hours: 20 Lab Hours: 0. Prerequisite: NUR 1020 Co-requisite: NUR1027L</p>	
<b>NUR 1027L - Fundamentals of Nursing II Clinical</b>	<b>2.5 Quarter Credits</b>
<p>This course is a continuation of the concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Procedures related to basic human needs are taught, demonstrated and practiced in class and in area health care facilities. Theory Hours: 0 Lab Hours: 20. Other Hours: 45. Prerequisite: NUR 1026 Co-requisite: NUR 1027</p>	
<b>NUR 1145 Pharmacology of Nurses I</b>	<b>1.5 Quarter Credits</b>
<p>This course is designed to provide nursing students with the pharmacology basics in understanding medications as it applies to nursing process, pharmacological principles, lifespan and cultural factors. The student will then gain knowledge in how drugs affect the cardiovascular, renal, gastrointestinal, dermatologic, ophthalmic and otic systems and how to utilize the nursing process to provide safe drug administration. Theory Hours: 15 Lab Hours: 00. <b>Prerequisites:</b> BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, MAT 1033, SLS 1115, NUR 1026, MCB 2000, MCB 1000L <b>Corequisites:</b> NUR 1027 and NUR 1027L</p>	
<b>NUR 1150 Pharmacology of Nurses II</b>	<b>2.0 Quarter Credits</b>
<p>This course builds on Pharmacology I. The nursing student continues to build knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problems of the central and autonomic nervous systems, endocrine system, respiratory system, anti-infective and anti-inflammatory, and immune and biologic modifiers and chemotherapeutic drugs. The student learns modifiers of predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and commonly do occur, and application of nursing process in drug therapy. Theory Hours: 20. Lab Hours: 0. Prerequisites: BSC 1085, BSC 2085L, BSC 1086m BSC 2086L, MAT 1033, SLS 1115, NUR 1027, MCB 2000, MCB 1000L, NUR 1145, NUR 1027, NUR 1027L <b>Corequisites:</b> NUR 1210 and NUR 1211L</p>	
<b>NUR 1210 - Nursing Care of the Adult Client I</b>	<b>4.0 Quarter Credits</b>
<p>This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Theory Hours: 40 Lab Hours: 0. Prerequisites: NUR 1026, NUR 1027, Nur 1027L, NUR 1145 Co-requisites: NUR 1150</p>	
<b>NUR 1211L - Nursing Care of the Adult Client I Clinical</b>	<b>4.0 Quarter Credits</b>
<p>The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisites: NUR 1026, NUR 1027, NUR 1027L Co-requisites: NUR 1210</p>	
<b>NUR 1440 - Maternal Child Nursing</b>	<b>4.0 Quarter Credits</b>
<p>This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and the family are integrated. Theory Hours: 40 Lab Hours: 0. Prerequisite: NUR 2213, NUR 2212L Co-requisites: NUR 1441L, NUR 2611</p>	
<b>NUR 1440L - Maternal Child Nursing Clinical</b>	<b>4.0 Quarter Credits</b>
<p>The clinical portion of the Maternal and Child course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisite: NUR 1210L Co-requisites: NUR 1440</p>	
<b>NUR 2212 - Nursing Care of the Adult II</b>	<b>4.0 Quarter Credits</b>
<p>This course builds on the course content of NUR 1210 and focuses on the nursing care of adults/geriatric clients with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Theory Hours: 40 Lab Hours: 0. Prerequisites: NUR 1210, NUR 1150 Co-requisites: NUR 2212L</p>	

<b>NUR2213L - Nursing Care of the Adult II Clinical</b>	<b>4.0 Quarter Credits</b>
The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisites: NUR 1211L Co-requisites: NUR 2212	
<b>NUR 2350: Nursing Care of Adult III</b>	<b>3.0 Quarter Credits</b>
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Theory Hours: 30 Lab Hours: 0. Prerequisites: NUR 2212 Co-requisites: NUR 2513, NUR 2245L	
<b>NUR 2245L: Nursing Care of Adult III Clinical</b>	<b>4.0 Quarter Credits</b>
The clinical portion the Advanced Nursing Care course integrates and applies the theory learned by focusing on providing complex care to clients in various age groups in specific clinical sites. Students may work with a nurse preceptor, as available, in specific clinical areas. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisites: NUR 2212, NUR2213L, NUR2611, NUR2615L Co-requisites: NUR 2350	
<b>NUR 2245L - Advanced Nursing Care Clinical</b>	<b>4.0 Quarter Credits</b>
The clinical portion the Advanced Nursing Care course integrates and applies the theory learned by focusing on providing complex care to clients in various age groups in specific clinical sites. Prerequisites: NUR 2212, NUR 2213L Co-requisites: NUR 2350 Lecture Hours: 0 Lab Hours: 20 Clinical Hours: 90	
<b>NUR 2513 - Mental Health Nursing</b>	<b>3.0 Quarter Credits</b>
This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Theory Hours: 30 Lab Hours: 0 Other Hours: 0 Prerequisites: NUR 2212, NUR2213L, NUR2611, NUR2615L Co-requisites: NUR 2350, NUR2515L	
<b>NUR2515L- Mental Health Nursing Clinical</b>	<b>2.0 3.0 Quarter Credits</b>
The clinical portion of the Mental Health Nursing course applies the theory learned in class to clinical experience in various mental health agencies, long-term care facilities and other agencies where the student will receive experience with clients experiencing alterations in mental health. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Theory Hours: 0 Lab Hours: 0 Clinical Hours: 60 Prerequisites: NUR 2212L Co-requisites: NUR 2513	
<b>NUR 2611 - Contemporary Nursing in Community Settings</b>	<b>3.0 Quarter Credits</b>
This course focuses on the nursing role in the community with the emphasis on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Theory Hours: 30 Lab Hours: 0 Other Hours: 0 Prerequisites: NUR 2213L Co-requisites: NUR 2615L, NUR 1440	
<b>NUR 2611L - Contemporary Nursing in Community Settings Clinical</b>	<b>3.0 Quarter Credits</b>
This clinical portion of the Contemporary Nursing in Community Settings course integrates the theory learned and applies it in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Prerequisites: NUR 2244, NUR 2245L, NUR 2513, NUR 2513L. Co-requisites: NUR 2611. Theory Hrs. 0 Lab Hrs. 0 Clinical Hours: 90	
<b>NUR 2615L - Contemporary Nursing in Community Settings Clinical</b>	<b>2.0 Quarter Credits</b>
This clinical portion of the Contemporary Nursing in Community Settings course integrates the theory learned and applies it in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Theory Hrs. 0 Lab Hrs. 0 Clinical Hours: 60 Prerequisites: NUR 2212, NUR2213L Co-requisites: NUR 2611	
<b>NUR 2881 - Nursing Leadership and Management</b>	<b>3.0 Quarter Credits</b>
This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. Theory Hours: 30 Lab Hours: 0 Other Hours: 0 Prerequisites: NUR 2515, NUR 2350 Co-requisites: NUR 2890L	
<b>NUR 2881L - Nursing Leadership and Management Clinical</b>	<b>2.0 Quarter Credits</b>
The clinical portion of the Nursing Leadership and Management course integrates the theoretical aspects of the course in a variety of settings. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. Because of the growing importance of long term care, students will be encouraged to seek experiences in these settings as well. Theory Hours: 0 Lab Hours: 0 Clinical Hours: 60.0 Prerequisites: NUR 2513, NUR 2245L Co-requisites: NUR 2881	

<b>NUR 2965 - NCLEX Review</b>	<b>2.0 Quarter Credits</b>
Focus of this course is to review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab. Theory Hrs. 20 Lab Hrs: 0 Clinical Hrs: 0 Prerequisites: NUR 2513, NUR 2350 Co-requisites: NUR 2881	
<b>OST 2335 - Business Communications</b>	<b>4.0 Quarter Credits</b>
Practical written communication skills for business are studied in this advanced course. This course also includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus in on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1102. Lecture Hours: 40. Lab Hours: 0.	
<b>POS 2041 - American National Government</b>	<b>4.0 Quarter Credits</b>
A study of the Constitutional structure and dynamics of the American federal system; included is an examination of the current structure, organization, power, and procedures of the American national government. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0.	
<b>PSI 201 – U.S. and Nevada Constitution</b>	<b>4.0 Quarter Credits</b>
This course covers the U.S. Constitution, governmental issues and defines the Constitution's supremacy over all other law in the United States. In addition, the history, government, and Constitution of the State of Nevada are presented in detail. This course also illustrates how Nevada's Constitution falls under the umbrella of the Federal government. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>PSY 2012 – General Psychology</b>	<b>4.0 Quarter Credits</b>
This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Theory Hours: 40 Lab Hours: 0 Other Hours: 0 Prerequisites: None.	
<b>SBM 2000 - Small Business Management</b>	<b>4.0 Quarter Credits</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisites: MAN 2021, FIN 1103, MAR 1011. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>SLS 1105 - Strategies for Success</b>	<b>4.0 Quarter Credits</b>
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. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.	
<b>SLS 1115 - Strategies for Nursing Success</b>	<b>3.0 Quarter Credits</b>
This course is designed to prepare students for transitions in their nursing education and life. The course includes introduction to the College and its resources, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Theory Hours: 30 Lab Hours: 0. Prerequisites: BSC 1086 and 2086L, Mat 1033	
<b>SLS 1321 - Career Skills and Portfolio Development</b>	<b>2.0 Quarter Credits</b>
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hours: 20. Lab Hours: 0.	
<b>SLS 1505 - Basic Critical Thinking</b>	<b>2.0 Quarter Credits</b>
This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hours: 20. Lab Hours: 0.	
<b>SPC 2017 - Oral Communications</b>	<b>4.0 Quarter Credits</b>
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.	

**SYG 2001 - Principles of Sociology****4.0 Quarter Credits**

In this course students are introduced to the scientific study of society. Students will take a comprehensive look at social structure, institutions and interactions to better understand the influence of social constructions within the parameters of a society's defined culture. Students are challenged with the task of analyzing the world around them through a sociological lens and applying sociological themes and concepts to social problems and issues of inequality. Over the course of this class, students will think critically about the ways in which societal processes and organizations shape the diverse forms of human life found around the world. Prerequisites: ENC 1101 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0

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<p><b>Altierus Career Education</b></p> <ul style="list-style-type: none"><li>• Southfield, MI</li><li>• South Plainfield, NJ</li></ul>	

\*School in teach out

## 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:

111 Washington Avenue South  
Minneapolis, MN 55401

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James E. Murray (Emeritus Dir.)	
Robert A. Stein (Emeritus Dir.)	

## ADMINISTRATION

Administration	
Dr. Nicole Hudson Roper	Campus Director & Academic Dean
Alicia Dodd	Manager of Financial Aid
Susan Holm	Interim Program Chair- Nursing
Ryan Miller	Director of Student Success
David Dolbow	Director of Career Services

## CATALOG SUPPLEMENT

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

## TUITION AND FEES

Program	Program Length	Credit Units	Per Unit Cost	Tuition	Textbooks and Equipment (estimated)
<b>Diploma programs</b>					
Medical Administrative Assistant	33 weeks	48	N/A	\$15,109	\$2,266
Medical Assistant	41 weeks	60	N/A	\$14,500	\$2,437
Medical Insurance Billing and Coding	33 weeks	48	N/A	\$14,504	\$2,378
<b>Degree programs</b>					
	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	
Business Administration*	24 months	96	Flat-Term Rate	\$579 per term	
Nursing	24 months	108	\$37,800 350/unit	\$675 per term	
Medical Assistant tuition cost effective August 14, 2017 Tuition for modular and linear effective January 11, 2016 *Enrollments are no longer accepted in this program					

All students enrolled or enrolling in a degree program with an academic year start date of February 1, 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 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.); or
3. **Re-entering degree students who are re-entering within 180 days**

**For re-entering diploma 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**

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.

<b>Associate Programs except Nursing</b>		
<b>Number of Credits Enrolled In</b>	<b>Credit Load</b>	<b>Cost Per Quarter</b>
16 or more	20	\$5,273.00
	19	\$5,273.00
	18	\$5,273.00
	17	\$5,273.00
	16	\$5,273.00
12 - 15	15	\$4,120.00
	14	\$4,120.00
	13	\$4,120.00
	12	\$4,120.00
8 - 11	11	\$3,955.00
	10	\$3,955.00
	9	\$3,955.00
	8	\$3,955.00
Less than 8	7	\$3,458.00
	6	\$2,964.00
	5	\$2,470.00
	4	\$1,976.00
	3	\$1,482.00
	2	\$988.00
	1	\$494.00
Effective January 11, 2016		

## ACADEMIC CALENDARS

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

### QUARTER-BASED PROGRAMS

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	23	2016
	To:	January	2	2017
Classes Resume		January	3	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

Academic Year 2017 - 2018				
Summer Term Starts		July	10	2017
Summer Term Add/Drop Deadline <b>6 Week 1 Courses</b>		July	16	2017
Summer Term Add/Drop Deadline <b>12 Week Courses</b>		July	23	2017
Mini-Term Starts		August	21	2017
Mini-Term Add/Drop Deadline		August	27	2017
Labor Day Holiday*		September	4	2017
Summer Term Ends		October	1	2017
Fall Break	From:	October	2	2017
	To:	October	8	2017
Fall Term Start		October	9	2017
Fall Term Add/Drop Deadline <b>6 Week 1 Courses</b>		October	15	2017
Fall Term Add/Drop Deadline <b>12 Week Courses</b>		October	22	2017
Mini-Term Starts		November	20	2017
Thanksgiving Day Holiday*	From:	November	23	2017
	To:	November	26	2017
Mini-Term Add/Drop Deadline <b>6 Week 1 Courses</b>		November	30	2017
Winter Holiday	From:	December	23	2017
	To:	January	1	2018
Classes Resume		January	2	2018
Fall Term Ends		January	7	2018
Winter Term Starts		January	8	2018
Winter Term Add/Drop Deadline <b>6 Week 1 Courses</b>		January	14	2018
M.L. King Jr. Birthday Holiday*		January	15	2018
Winter Term Add/Drop Deadline <b>12 Week Courses</b>		January	22	2018
Presidents' Day*		February	19	2018
Mini-Term Starts		February	20	2018
Mini Term Add/Drop Deadline		February	26	2018
Winter Term Ends		April	1	2018
Spring Vacation	From:	April	2	2018
	To:	April	8	2018
Spring Term Starts		April	9	2018
Spring Term Add/Drop Deadline <b>6 Week 1 Courses</b>		April	15	2018
Spring Term Add/Drop Deadline <b>12 Week Courses</b>		April	22	2018
Mini-Term Starts		May	21	2018
Mini Term Add/Drop Deadline		May	27	2018
Memorial Day Holiday*		May	28	2018
Spring Term Ends		July	1	2018
Independence Day Holiday		July	4	2018
Summer Vacation	From:	July	2	2018
	To:	July	8	2018
*Holiday not applicable for online courses				

## MODULAR PROGRAMS

<b>Allied Health Modular Programs</b> Medical Administrative Assistant Medical Assistant Medical Insurance Billing and Coding <b>2017 - 2018</b>	
Start Dates	End Dates
1/9/2017	2/3/2017
2/6/2017	3/3/2017
3/6/2017	4/2/2017
4/10/2017	5/7/2017
5/8/2017	6/4/2017
6/5/2017	7/2/2017
7/10/2017	8/6/2017
8/7/2017	9/3/2017
9/5/2017	10/1/2017
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

<b>Holidays/Student Breaks</b> <b>Weekday</b> <b>2017 - 2018</b>		
Holidays/Student Breaks	Start Date	End Date
Presidents Day	2/20/2017	2/20/2017
Student Break	4/3/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Student Break	7/3/2017	7/9/2017
Student Break	10/2/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019

## MINI-TERMS

<b>Winter Term 6w1</b> <b>2016 - 2017</b>
Winter term 6w1 start: 1/11/16 Add/Drop: 1/19/16 6w1 ends: 2/21/16
Winter 2017 6w1 start: 1/9/17 Add/drop: 1/16/17 Ends: 3/12/17

<b>Spring Term 6w1</b> <b>2016 - 2017</b>
Spring 6w1 start: 4/11/16 Add/drop: 4/18/16 Ends: 5/22/16
Spring 2017 6w1 start: 4/10/17 Add/drop: 4/17/17 Ends: 6/11/17

## ADMINISTRATION AND FACULTY

<b>Administrative Staff</b>		
Dr. Nicole Hudson Roper	Campus Director & Academic Dean	
Ryan Miller	Director of Student Success	BA, University of Nevada, Las Vegas MBA, Altierus University
Open	Community Relations Representative	
<b>Education</b>		
Timothy Dilloo	Senior Registrar	Business AS, Altierus Career College
Paolina Taglienti	Librarian	MS.ED, Long Island University MLS, Queens College BA, University of Delaware
<b>Department Chairs</b>		
Cassondra Major	Medical	MBA, University of Phoenix BS, University of Phoenix Medical Assistant Certification Skadron Business College
Clara (Hanson) Casey	Accounting Business	AA, Phillips Junior College CRI/CCR Certified
Susan Holm	Interim Program Chair-Nursing	
Jim McGuinness	Criminal Justice / Paralegal	BA, University of Nevada-Las Vegas
<b>Admissions</b>		
Marjorie Zelaya	Admissions Support - Receptionist	
Cortney Goff	Admissions and Retention Advisors	
Julia Luy	Admissions and Retention Advisors	
Linda Jordan	Admissions and Retention Advisors	
Greg Koepke	Admissions and Retention Advisors	
Annette Thompson	Admissions and Retention Advisors	
<b>Career Services</b>		
David Dolbow	Director of Career Services	AA Nursing, Community College of Philadelphia BS, Altierus University
Kristen Pinkerton	Career Services	
Rosemarie Young	Career Services	
Casandra Sanchez	Career Services (Externship Coordinator)	AA, Victor Valley Community College BA, Altierus University
<b>Finance</b>		
Alicia Dodd	Manager of Financial Aid	BS, Altierus University
Nicole Schmidt	Financial Aid Representative	AA, Bryant & Stratton College
Lina Okazaki	Financial Aid Representative	
<b>Faculty Listing</b>		
<b>General Education</b>		
Felipe Riojas	General Education	MA, University of Texas at San Antonio BA, Texas Tech University
Dr. Maricel Whelan	General Education	MD, University of Cordoba/School of Medicine
David Sanchez	General Education	MA, California State University – Los Angeles BA, California State University – Los Angeles AA, Los Angeles City College
Patricia Martin	General Education	MA, University of Phoenix BA, Cal State University
<b>Business</b>		
George Trimble	Business/General Education	MPA, Troy University BLS, University of Albuquerque
Shelia Rodgers	Business	MPM, Keller Graduate School of Management, BS, DeVry University
<b>Paralegal</b>		
Terry Kelly-Lamb	Paralegal	JD, Western University College of Law BS, California State University-Long Beach

<b>Medical</b>		
Celeste Dator	Medical	Medical Assistant Certificate, Kaplan College
Henry Crossen	Medical	B.S, University of Nevada – Las Vegas
Tamika Dismukes-Williams	Medical	Diploma, National Institute of Technology
Charissa Galvan	Medical	DC, Southern California University of Health Sciences
Shiheta Engram	Medical	Medical Assistant Diploma, United Education Institution
Nubia Diaz	Medical	Diploma, Bryman College
<b>Nursing</b>		
Jessica Crain	Senior Administrative Assistant	
Justin Williams	Simulation Technician	BS, University of Phoenix
Misty Wright-Genous	Nursing Faculty	DNP, Touro University BSN, Grand Canyon University MSN, Grand Canyon University
Becky Gonzales	Nursing Faculty	DNP, Touro University APRN, Planned Parenthood MN, SD WHNP-BC, National Credentialing Corporation BSN, University of Phoenix MSN University of Phoenix
Patricia Nill	Nursing Faculty	MSN-Ed, University of Las Vegas BSN, St. Joseph's College

## OPERATING HOURS

Office Hours		
9:00 AM to	7:00 PM	Monday through Thursday
9:00 AM to	5:00 PM	Friday
9:00 AM to	1:00 PM	Saturday*
Class Hours		
8:00 AM to	10:00 PM	Monday through Friday **
*Only open once a month.		
**Hours vary depending on student's program and class		

## 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 cohabitating 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 rejection 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 unreasonably 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<sup>1</sup> 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.

<sup>1</sup> 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, send your concerns to [TitleIXquestions@zenith.org](mailto:TitleIXquestions@zenith.org). You may also call the Title IX Coordinators directly at 714-825-7385.

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:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - 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<sup>2</sup> 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.

<sup>2</sup> “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.