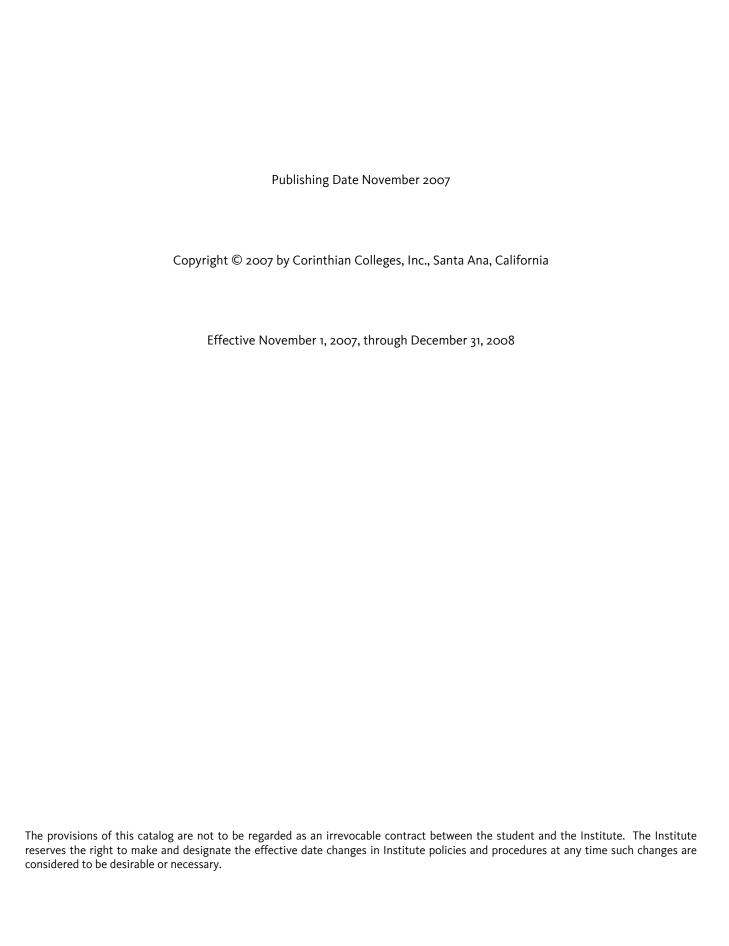# **Everest**

INSTITUTE

2007-2008 CATALOG

Pittsburgh 110107

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www.everest.edu

Accredited by the Accrediting Council for Independent
Colleges and Schools (www.acics.org)

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GENERAL INFORMATION

INSTITUTIONAL MISSION AND OBJECTIVES

It is the mission of Everest Institute to provide students with the practical skills and the responsible behaviors necessary to secure rewarding careers in their specialized fields of study. To accomplish this mission, the Institute provides students with updated postsecondary technical knowledge and skill.

Our institutional objectives are:

- to provide job skills based upon current industry standards;
- to provide a dedicated, well-prepared faculty;
- to assure the highest standards of professional ethics in all student/staff relationships;
- to graduate students capable of assuming a productive place in society and in the business community;
- to provide job placement assistance throughout the professional careers of our graduates.

PHILOSOPHY

The educational process at Everest Institute is based on the basic premise that by using faculty who possess significant occupational experience and academic knowledge and by providing the student with support services, the Institute is able to develop the individual's employment potential and to prepare the individual to enter a desired occupation.

IMPORTANT DISCLAIMER INFORMATION

While this catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware that (1) this catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which the Institute is operated; (2) the Institute reserves the right to change without notice any academic or other requirements, course offerings, or course contents that may be contained in this catalog; and (3) departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments.

The student is responsible for meeting all requirements for graduation. A student's advisor may assist in planning programs, but the final responsibility for meeting the requirements for graduation rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at Everest Institute will qualify for such transfer.

HISTORY

In 1840, the city of Pittsburgh was a thriving industrial metropolis. As the "Gateway to the West," Pittsburgh was the point through which thousands of immigrants passed in search of their fortunes in a new and free land. Among these immigrants was a thirty-seven-year-old Scotsman named Peter Duff, who was on his way to New Orleans to rebuild his molasses business.

While waiting for transportation, he accepted a temporary position as an accountant for a mercantile house. He was known for his knowledge and proficiency, and young men sought him out for instruction in accounting during the evening after a day's work in the mills and factories.

Because of the ever-increasing number of students, he resigned his accounting position and devoted all of his time to training young men to meet the needs of the business world. His textbooks were his personal, handwritten manuscripts.

From this humble beginning, Peter Duff established the first business college in the United States. In 1851, a perpetual charter was granted to "Duff's Mercantile College" by the Pennsylvania legislature. The school was described in its charter as "a college for the education of merchants and others, in the various branches of literature and sciences immediately connected with a thorough mercantile education…."

Upon Peter's death in 1869, his son, William, became president of the school. Under his leadership, which lasted for 40 years, the school became a steadily growing commercial institute.

Through the years, Duff's has been known as Duff's Mercantile College, The Pioneer Business College In America, Iron City Commercial College, Duff's Iron City College, and Duff's Business Institute. It is nationally recognized as the oldest business school in the country.

The Institute was acquired by Rhodes Business Group, Inc. on October 17, 1996. In June of 2006 the name of the school was changed to Everest Institute.

PITTSBURGH

Pittsburgh, a beautiful and dynamic American city located at the fork of three rivers in southwestern Pennsylvania, was named "Most Livable City" by the *Places Rated Almanac* in 2007. Surrounded by hills and picturesque ethnic neighborhoods, Pittsburgh is the corporate headquarters for major companies such as Heinz USA, UPMC, General Nutrition Corporation and PPG. It also enjoys a reputation as an outstanding medical and educational community. Pittsburgh is an enthusiastic sports city. The Steelers, Pirates, and Penguins are strongly supported by hometown fans. Noted for its symphony, local theater, museums, and art shows, Pittsburgh has become an active cultural center.

Close to Market Square and the cultural district, the location of Everest Institute in the heart of downtown Pittsburgh provides an excellent learning environment, comfortable atmosphere, and convenience and accessibility to major modes of transportation and thoroughfares.

FACILITY

Everest Institute is housed on the eleventh and twelfth floors of a 12-story, air-conditioned facility. The approximately 39,250-square-foot space houses 12 lecture classrooms, four to six computer laboratories, three medical laboratories, a pharmacy tech laboratory, a learning center, a student lounge, and administrative offices. The Institute is equipped for use by the handicapped. Forms of special

assistance include ground-level entry to the building, access ramps and elevators. Restroom facilities and corridors can accommodate wheelchairs.

Everest Institute adheres to a smoke-free environmental ruling. Smoking is permitted only outside of the building away from the entrance doorways.

ACCREDITATION AND APPROVALS

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate in Specialized Business degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United State Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

Everest Institute's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350

Everest Institute is licensed by and authorized to grant Associate in Specialized Business degrees by the Division of Program Services, Bureau of Postsecondary Services of the Commonwealth of Pennsylvania Department of Education.

Everest Institute is approved and regulated by the Pennsylvania State Board of Private Licensed Schools, Pennsylvania Department of Education.

Everest Institute is approved by:
- Pennsylvania State Approval Agency for Veterans and Eligible Dependent Students;
- Department of Occupational Vocational Rehabilitation (OVR);
- Workforce Investment Act (WIA);
- Pennsylvania Higher Education Assistance Agency (PHEAA);
- Department of Homeland Security.

Everest Institute is an approved testing facility for the AAMA Certification/Recertification Examination.

Everest Institute maintains the following institutional memberships:
- American Association of Medical Assistants
- Better Business Bureau
- Pennsylvania Association of Private School Administrators

Inquiries concerning the standards of school compliance may be directed to the Pennsylvania Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333, (717) 783-8228.

STATEMENT OF NON-DISCRIMINATION

Everest Institute does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Institute President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Institute President. The Institute President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or by email at studentservice@cci.edu.

ADMISSIONS REQUIREMENTS

Everest Institute maintains a professional admissions staff to work personally with each student who indicates an interest in the Institute. The staff is prepared to assist students with all facets of the admissions process. Applicants should request a personal interview with an admissions representative of the Institute.

All applicants desiring initial admission to Everest Institute must have earned a high school diploma or its recognized equivalent or be admitted as an Ability to Benefit student, as explained below. However, students enrolling in the Pharmacy Technician program must have a high school diploma, GED or its recognized equivalent.

Enrolling students will be required to produce a copy of their high school diploma, GED, or GED transcript within their first term or they will be withdrawn from school.

Applicants must complete an assessment examination, the Career Programs Assessment Test (CPAt). This standardized, nationally normed test is administered by the Institute and is designed to further ensure that the applicant has the skills necessary to pursue a postsecondary-level program. A score of at least 120 on the CPAt examination is required for admission to the Institute for all programs.

Applicants who have completed one academic year of credits at a postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a composite score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program

GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAt or COMPASS/ESL test may be used. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32. The required score for the reading section of this test varies by diploma program as follows: Career Access 51, Computer Operator 51, Medical Assistant 54, Medical Insurance Billing & Coding 57, and Patient Care Technician 57.

Retesting Requirements

An applicant who has failed either the CPAt or COMPASS/ESL may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAt

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

Retaking the COMPASS/ESL

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to two times before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPAt with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after two retests on the CPAt must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

PHARMACY TECHNICIAN PROGRAM

Applicants for the Pharmacy Technician program must have a high school diploma, its recognized equivalent, or a GED. Students may not enroll for the Pharmacy Technician program under the Ability to Benefit provision.

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP/ABHES-APPROVED MEDICAL ASSISTING PROGRAMS

In order to be eligible for the AAMA CMA Certification/Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36-month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Recertification Examination.

NON-IMMIGRANT ALIEN STUDENTS

Everest Institute is authorized by the U.S. Department of Homeland Security to enroll non-immigrant alien students. An official transcript of completed secondary and applicable postsecondary credits is required with notarized translation. The transcript must include specific dates of school attendance, courses taken during each year of attendance, grades received for each course, and satisfactory evidence of the command of the English language. An Immigration Certificate of Acceptance (Form I-20) will be sent to the applicant upon acceptance. Receipt of a notarized Affidavit of Support and payment of full-time fees and tuition are required.

RE-ADMISSION STUDENTS

Students who have previously attended Everest Institute during the past year and have been out of school for one or more quarters should contact the Academic Office for re-admission procedures.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard *H.R. 1.2 #5* which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. *Rationale*: This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004).

Students enrolling in the Patient Care Technician or Pharmacy Technician program will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Burglary	Medicare or Medical related offenses
All drug and alcohol related offenses	Concealed weapons	Possession of stolen property
Any crime against person or property	Drug paraphernalia	Sexual crimes
Assault	Fraud	Robbery
Battery	Harassment	
Theft/shoplifting/extortion- including convictions for bad check charges		

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

The Institute maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall

result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the Institute and to prepare for what the student might later expect to find in a professional-level work environment. The Institute maintains the right to discipline students found in violation of Institute policies.

- The Institute maintains the right to discipline students found in violation of Institute policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Institute Work Study students who violate the student conduct of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other Institute-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the Institute.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCi college.

Student Conduct Code

Students must show respect toward and be cooperative with Institute faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of Institute property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the Institute. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the Institute's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated Institute official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the Institute has reason to believe that a student has violated the student conduct code, the Institute shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the Institute.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the Institute may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the Institute deems appropriate. The Institute may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the Institute.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the Institute President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 14 days or a reasonable period of time after the student receives notice from the Institute that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the Institute catalog. The student who appeals a dismissal shall receive written notice of the decision. The Institute President's decision on an appeal shall be considered final.

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the Institute.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the Institute as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

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

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

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

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

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

Assignment/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

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

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

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

DRESS CODE

The minimum standard of dress at Everest Institute is business-like casual attire. Medical students must wear medical uniforms.

SEXUAL HARASSMENT POLICY

In accordance with the Equal Employment Opportunity Commission (EEOC) Guidelines and Title VII of the Civil Rights Act of 1964, the sexual harassment of employees and students at Everest Institute is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

An individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Academic Dean or President. Please be reminded that this policy applies to students as well as employees.

TELEPHONES

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones are available for student use.

CHILDREN ON CAMPUS

Children are always welcome at special events of the Institute whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the Institute that children shall not be brought to classrooms or labs or left in lounges or offices.

ACADEMIC STANDARDS

ACADEMIC SESSION

The academic session for degree and diploma programs at Everest Institute is based upon a 12-week quarter. There are four main class starts and four mid-quarter class starts each calendar year. Main starts begin in January, April, July, and October. Mid-quarter starts begin in February, May, August, and November.

Day classes for quarter-based programs are scheduled between 8:30 a.m. and 4:50 p.m. Monday through Thursday. Evening classes are held on Monday, Tuesday, Wednesday, and Thursday from 5:30 to 9:30 p.m.

Day classes for modular programs are scheduled between 9:00 a.m. and 2:00 p.m. and 10:30 a.m. and 3:30 p.m. Monday through Thursday. Evening classes are scheduled between 5:30 p.m. and 10:30 p.m. Monday through Thursday.

Mid-Quarter Starts

Six weeks into each academic quarter, a student may enroll in courses that meet four days or four nights per week for six weeks. This helps many students phase into their return to school with a smaller course load. It also enables students to start their classes earlier than if they waited until the next full quarter. At the end of the six-week mid-quarter, the student is registered for a full course load for the following quarter.

Evening Classes

The evening classes offered by the Institute are an integral part of the majority of programs presented. The instructors, some of whom teach courses during the day, provide a quality experience for the evening students. Classes are organized for individuals to broaden their personal background, improve their present employment situation, or retrain for new occupational opportunities. Applicants should apply to Everest's Admission Department. Additionally, the Institute serves the business community or private groups by providing courses when need and interest are indicated.

Full-Time Students

The academic workload is defined as any combination of courses and/or externship that the Institution considers sufficient to classify the student as full-time. A student must be enrolled in at least 12 credit hours per quarter to be considered full-time. Students who have permission to take less than a full load must understand that financial aid may be reduced and that their anticipated graduation date may be altered.

Individual Classes

Students interested in taking a single class must meet the normal admission requirements and are not eligible to receive financial aid. For more information, contact the Registrar in the Academic Office.

Drop/Add Period – Quarter-based Programs

The first 14 calendar days of each academic quarter are designated as the drop/add period for quarter-based programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

There is no drop/add period for modular programs.

ORIENTATION

All new students are required to attend an orientation program prior to the start of classes. This program is conducted by the administrative staff in conjunction with the faculty to familiarize students with school policies and procedures and programs of study. During the student's first quarter, a seminar on financial management is scheduled into the student's class schedule.

MAXIMUM COURSE LOAD

The normal course load of a student should not exceed six (6) classes in a regular quarter except under certain circumstances. The approval of the Academic Dean and the Student Finance Office is required before a student may register for an excess load.

QUARTER CREDIT HOURS

One quarter credit hour is equal to 10 theory hours, 20 lab hours, or 30 externship hours. Credits are determined on the number of hours assigned to lecture, lab, or externship. Everest Institute awards credits in accordance with standards approved by the Accrediting Council for Independent Colleges and Schools (ACICS) and the Pennsylvania Department of Education.

ATTENDANCE

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present if s/he 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.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

Establishing Attendance / Verifying Enrollment

The schools will 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 shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

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

Consecutive Absence Rule (All Programs)

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See "Student Academic Appeals Policy."

Percentage Absence Rule (Modular Programs)

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total program hours missed	Attendance warning letter sent
20% of the total program hours missed	Dismissed from the program

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

Percentage	Action Taken
15% of the remaining program hours missed	Attendance warning letter sent
20% of the remaining program hours missed	Dismissed from the program

Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

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) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:

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

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request one leave of absence (LOA), not to exceed 180 days, during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean.

Exceptions to the limit to one leave of absence in any 12-month period may be made as follows:

(i) One leave of absence subsequent to an approved leave of absence may be permitted if the subsequent leave of absence does not exceed 30 days and the school determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and

(ii) Subsequent leaves of absence may be approved if the institution documents that the leaves of absence are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses 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.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence 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;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

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.

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

MAKE-UP DAYS

When classes are canceled because of weather conditions or unforeseen circumstances, classes may be rescheduled.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies are available in the Institute bookstore. It is the student's responsibility to obtain necessary textbooks for each class. The student must take his or her class schedule to the bookstore in order to purchase the correct textbooks. Textbooks may be purchased by cash, check, or credit card, or be charged to the student's account with approval from the Student Finance Office.

SYLLABUS

Students receive a syllabus at the first class meeting of each course. A syllabus is an outline of the course of study that specifically states what is expected of the student, the textbooks and required materials, and the grading criteria the instructor will use.

GRADING SYSTEM

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. The following grading system is used:

Applies to All Courses Except Modular Programs:

Grade	Evaluation	Quality Points per Quarter Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress.	Not Calculated
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA	Not Calculated
WZ	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.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated

Applies to Modular Programs:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
WZ	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.	
P	Passing	
CR	Credit for Advanced Placement	
T	Credit for Previous Education	

Applies to All Courses:

COURSE REPEAT CODES	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course Repeated - Original grade no longer calculated in CGPA

GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the Institute. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must follow the grievance policy. It is the student's responsibility to verify the transcript change when an incomplete grade is to be replaced with a final grade.

Course Repeats

Courses may be repeated to improve a previously awarded grade. All grades will appear on the transcript, but only the higher grade will be used in calculating the current cumulative grade point average. The current tuition rate is assessed for repeated courses. Required courses in which the student has received a grade of F or W must be repeated in order for the student to graduate.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students in classroom courses may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of F or zero for the module or course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

However, for students taking the quarter-based externship courses EXT 250, MED 253 or CCJ 2941, the I grade will be given at the end of the term for those students who still have externship hours to complete. The students will be rescheduled into EXT 250, MED 253 or CCJ 2941 in the subsequent quarter without charge for the course or financial aid eligibility for the continuation of the course. When all required hours have been completed, a final grade will be given, and the original I will remain in place to indicate that the externship was completed over more than one quarter. The I grade will not count toward credits attempted and will not affect the cumulative grade point average.

ACCEPTANCE OF PRIOR CREDIT

Everest Institute may grant academic and financial credit to those students who have successfully completed the same or equivalent courses on a postsecondary level from an accredited school qualified to award such credit.

It is the student's responsibility to provide written verification in the form of an official transcript to be sent from the other institution directly to Everest Institute. This document must be in the student's academic file before transfer of credit can be evaluated.

Acceptance of credit is at the discretion of the Academic Dean. Everest Institute does not guarantee early graduation due to acceptance of prior credit. Upon receipt of an official transcript, the Academic Dean or the Associate Dean will review the transcript and award credit according to the following criteria: the transcript must be from an accredited institution; the grade earned must be a grade C (2.0) or above; course content and/or outcomes must be similar; the quality points must be the same or equivalent; and the credits may not be older than ten years for major core courses.

A Transcript Evaluation Form is completed based on the above. The original is placed in the student file, and a copy is forwarded to the respective Department Chairperson. Transfer credits that are issued become a part of the student's permanent file and are entered on his/her transcript.

Residency Requirement

In order to be granted an undergraduate degree from the Institute, students must complete a minimum of 25% of the program's total required credit hours through the campus in which the student is enrolled. Residency credits can be earned through any combination of classroom, online, or directed study coursework (see "Directed Studies" section for more information).   Transfer credits, Proficiency Examinations, and credits earned through the Prior Learning Assessment program do not count toward satisfying the residency requirement.

Credit Transfer within the Institute

A student may change his or her program of study upon approval from the Academic Dean. A change of program requires completion of appropriate paperwork, which originates in the Academic Office. Everest Institute cannot guarantee the original graduation date following a change of program. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. The charges assessed for a change of program can be found in the tuition and fees section in Appendix B. Veterans receiving VA benefits may transfer only to VA-approved programs.

ADD Program (Advancement - Diploma to Degree)

To enhance the specific career education offered to the student and to further encourage the student to continue learning, the Institute has initiated a special studies program that gives the diploma graduate an opportunity to progress toward an Associate in Specialized Business Degree. A graduate of the Institute who has completed one of the diploma programs may request a curriculum review of successfully completed studies that may be applied toward the new program. The Academic Dean will determine whether the vocational skills offered in the student's original program are comparable to the current course/program content and requirements. The time span between graduation and the request for curriculum review could have a significant bearing on the decision.

Credit Transfer to Another School or College

Acceptance of credits from one institution to another is at the discretion of the receiving institution. Everest Institute does not imply, promise, or guarantee that credits earned at Everest Institute will be accepted at another school. Students planning to transfer to senior colleges or universities should consult with the registrars at those institutions concerning the acceptance of credits earned at Everest Institute.

PROFICIENCY EXAMINATION

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. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are $20 per credit unit (see the tuition and fees schedule in Appendix B). Credits earned as a result of successful completion of Proficiency Examinations with a grade of C will be posted to the academic transcript as a PE.

DIRECTED STUDIES

There may be times during a student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations or course scheduling conflicts. Should such an instance arise, the student must complete a Directed Study request form, which must be approved by the Department Chair and Academic Dean. If the request is approved, the student will be assigned to an instructor who will provide the student with syllabus, assignments and directions for course completion. The student will be required to meet with the instructor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers. The final course grade will be determined as defined in the syllabus. Students may not take more than one Directed Study course in a single academic term.

ACADEMIC HONORS

To recognize and encourage outstanding scholastic performance, the President's Honor Roll and Dean's List are published at the end of each term.

Full-Time Students in Quarter-based Programs: To be eligible for the Dean's List, a student must have earned a grade point average of at least 3.5 and must have completed 12 or more credit hours. The President's Honor Roll recognizes students who have achieved a 4.0 grade point average while carrying a minimum of 12 credit hours.

Mid-Quarter Class Starts in Quarter-based Programs: To be eligible for the Dean's List, a student must have earned a grade point average of at least 3.5 and must have completed 7 or more credit hours. The President's Honor Roll recognizes students who have achieved a 4.0 grade point average while completing a minimum of 7 credit hours during the mid-quarter term.

Full-Time Students in Modular Programs: To be eligible for the Dean's List, a student in a modular program must have earned a 90-99%. Students who have earned 100% are eligible for the President's List.

GRADUATION

Commencement exercises are held twice a year, in the fall and the spring. All coursework, including externship requirements, must be completed 14 days prior to the commencement ceremony. All students completing their course work are included in the graduating

class of that year. All students upon whom degrees are to be conferred are requested to participate in the commencement exercises. Degrees may be awarded in absentia only after commencement exercises are held.

Graduation Requirements

- Degree and diploma candidates for graduation must have a 2.0 cumulative grade point average.
- The candidate must have complied with the requirements of the Career Services Department.
- The candidate must be in good financial standing.
- The candidate must meet all academic requirements including satisfactory completion of externship.

Specific courses in each program may be required for graduation and may not be waived by challenge examination. These courses represent classes felt to be beneficial to each and every student in preparing for future careers. The Institute reserves the right to select related and required courses each quarter and to substitute other courses for those listed in the program of study that will not alter the integrity of the program.

EXTERNSHIP

A student who has successfully completed the classroom portion of the program will be scheduled to begin externship training immediately after the Externship Assignment Seminar. A student must be scheduled to begin externship within 20 days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within ten (10) scheduled externship days of the scheduled start dates, she/he must be terminated (dropped) from the program. Any student who delays externship for more than thirty (30) days from the completion of the classroom training must be dropped and processed as a re-entry upon the start of the externship.

Students who drop following the completion of the classroom training and prior to externship or who delay their externship training for more than thirty (30) days from the last date of attendance (LDA) must have their skill proficiency evaluated by a program instructor prior to re-entry and being assigned an externship site. Skill proficiency evaluations must be representative of skills taught in all modules of training and must meet the Terminal Performance Objectives (TPOs) stated in the course outline and/or the evaluation criteria outlined in the student course materials.

Students who drop and delay their externship training for more than ninety (90) days from the LDA must have their skill proficiencies evaluated by a program instructor prior to reentry into the program.

If the program instructor or site determines that a student's skill performance is unacceptable, she/he must return to the classroom to have their skills evaluated. The student will need to attend lab to improve skills until the program instructor determines their skill levels are acceptable and the Academic Dean approves the student to return to the site.

VETERANS INFORMATION

Students who are eligible to receive Veterans Educational Benefits should meet with the Director of Finance upon enrollment. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Registrar of any change in their schedule or program of study so that the Veterans Administration can be notified.

Not all programs are approved for veterans training. Students should check with the Director of Finance and their local Veterans Administration Office for approved course information.

Absences

Veterans must abide by the Institute's attendance policy. Attendance records include whole and partial attendance, tardiness, and early dismissals. The Veterans Administration will be notified when a veteran, eligible person, or reservist fails to meet the Institute's standards.

Class cuts are not permitted. They are recorded as absences. Make-up work is not permitted for unexcused absences.

Unsatisfactory Progress

Veterans receiving failing grades are placed on academic probation in accordance with the Institute's written policy. If unsatisfactory progress continues beyond the probationary period, the student's training will be interrupted and the Veterans Administration office will be notified.

Recertification

Students whose VA benefits have been terminated because of unsatisfactory progress may apply for re-admittance after one quarter. If the student is permitted to reenter, his/her reentry must be certified with the Veterans Administration.

Credit for Previous Training

Appropriate credit is given for comparable previous education and training. The student's training period will be reduced accordingly.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:
1) The student's cumulative grade point average (CGPA)
2) The student's rate of progress toward completion (ROP)
3) The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

Rate of Progress toward Completion (ROP) Requirements

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

Example: $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\%$ ROP

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

Satisfactory Academic Progress Tables

34 Quarter Credit Hour Quarter-Based Program (Career Access). Total credits that may be attempted: 51 (150% of 34).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-8	2.0	1.0	66.7%	N/A
9-17	2.0	1.5	66.7%	N/A
18-34	2.0	1.75	66.7%	60%
35-51	N/A	2.0	N/A	66.7%

35 Quarter Credit Hour Modular Program (MIBC). Total credits that may be attempted: 52 (150% of 35).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

51 Quarter Credit Hour Quarter-Based Modular (PCT). Total credits that may be attempted: 76 (150% of 51).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-28	70%	60%	66.7%	N/A
29-40	70%	65%	66.7%	60%
41-56	70%	67.5%	66.7%	65%
57-76	N/A	2.0	N/A	66.7%

56 Quarter Credit Hour Quarter-Based Program (MA). Total credits that may be attempted: 84 (150% of 56).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.7%	N/A
19-28	2.0	1.25	66.7%	N/A
29-37	2.0	1.5	66.7%	60%
38-46	2.0	1.75	66.7%	60%
47-64	2.0	1.85	66.7%	60%
65-84	N/A	2.0	N/A	66.7%

58 Quarter Credit Hour Modular Program (PHT). Total credits that may be attempted: 87 (150% of 58).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-28	70%	60%	66.7%	N/A
29-40	70%	62.5%	66.7%	50%
41-52	70%	65%	66.7%	60%
53-64	70%	66%	66.7%	65%
65-87	N/A	70%	N/A	66.7%

103 Quarter Credit Hour Quarter-Based Program (Admin Sec). Total credits that may be attempted: 154 (150% of 103).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-154	N/A	2.0	N/A	66.7%

105 Quarter Credit Hour Quarter-Based Program (Legal Admin Sec). Total credits that may be attempted: 157 (150% of 105).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-157	N/A	2.0	N/A	66.7%

106 Quarter Credit Hour Quarter-Based Program (Medical Admin Sec). Total credits that may be attempted: 159 (150% of 106).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-159	N/A	2.0	N/A	66.7%

109 Quarter Credit Hour Quarter-Based Program (Bus Adm, Paralegal). Total credits that may be attempted: 163 (150% of 109).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-163	N/A	2.0	N/A	66.7%

114 Quarter Credit Hour Quarter-Based Program (Acct). Total credits that may be attempted: 171 (150% of 114).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-171	N/A	2.0	N/A	66.7%

123 Quarter Credit Hour Quarter-Based Program (CJ diploma). Total credits that may be attempted: 184 (150% of 123).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	66.7%	66.7%
96-184	N/A	2.0	N/A	66.7%

127 Quarter Credit Hour Quarter-Based Program (CJ degree). Total credits that may be attempted: 190 (150% of 127).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	66.7%	66.7%
96-190	N/A	2.0	N/A	66.7%

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member

2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

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

Reinstatement Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

Transfer credits (T) are not included in the calculation of CGPA but are included in the "Total Number of Credit Hours Attempted" (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.

Developmental courses, non-credit and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the "Total Clock Hours Attempted" (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

For calculating rate of progress, F grades and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program (24/96=25%) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program (48/96 = 50%).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

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

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the Institute computer system. Permanent records are kept in paper form, microfiche or microfilm. The Institute maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the Institute are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a $3.00 fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days. 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

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. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official 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 educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor

students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

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, the School has established policies regarding campus security.

The School 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.

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

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

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

Statistical Information

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution 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)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent 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. Notice of the right to request this information is distributed annually.

DRUG AWARENESS

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. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution 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 a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

STUDENT GRIEVANCE POLICY

Schools accredited by the Accrediting Council for Independent Colleges and Schools licensed by the Commonwealth of Pennsylvania State Board of Private Licensed Schools must have a procedure and operational plan for handling student complaints. All student complaints at this Institute must be addressed in writing to the Academic Dean or his/her designee to be subsequently addressed by the management team of the Institute. A written response will be given to the student within seven working days.

If a student feels that a problem he or she has raised at the Institute has not been adequately addressed, that student may contact the Student Help Line at (800) 874-0255. Further inquiries may be addressed in writing to:

Accrediting Council for Independent Colleges and Schools	State Board of Private Licensed Schools
750 First Street, N.E., Suite 980	Commonwealth of Pennsylvania
Washington, DC 20002-4241	Department of Education
(202) 336-6780	333 Market Street
	Harrisburg, PA 17126-0333
	(717) 783-8228

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends, and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers students the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

KNOWLEDGE OF RULES AND REGULATIONS

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

POLICY AND PROGRAM CHANGES

The Institute reserves the right to change any provision or requirements in this catalog at any time without notice. Students will be notified of any such changes. The Institute reserves the right to cancel any class or program for which there is insufficient enrollment. The Institute may add or delete programs of study. Further, the Institute reserves the right to add or delete courses from published programs of study.

The Institute further reserves the right to require a student to withdraw from the Institute for just cause, defined as any cause deemed detrimental to the Institute, as determined by the President.

FINANCIAL INFORMATION

TUITION AND FEES

The tuition and fees schedule can be found in **APPENDIX B: TUITION AND FEES** in the back of this catalog.

Quarter-Based Programs

Tuition will be charged on a quarterly basis. The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-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. Students will be notified at least 60 days prior to any tuition increase.

The minimum full-time course load is 12 credits per quarter. 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 rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

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 drop/add period by the then current tuition rate.

Arrangements for payment of tuition and book charges (if applicable) must be made before the first day of classes for each term for which the student is enrolled. The Institute charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

Modular Programs

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, the student is charged for tuition by academic year, instead of by quarter.

Cash Payment Plans

Special cash payment plans are available. For further information, contact the Student Accounts representative in the Student Finance Office.

BUYER'S RIGHT TO CANCEL – CANCELLATION

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. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the fifth day following the signing of the enrollment agreement. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within five business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

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

OFFICIAL WITHDRAWALS

An official withdrawal 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 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 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, with seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

REFUND POLICIES

This 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).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement (see below).

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the student's last date of attendance. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, The School will make a settlement that is reasonable and fair to both parties.

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, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws 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.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or the equipment in new and unused condition within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return textbooks, uniforms or equipment in good condition within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution 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.

Federal Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

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

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

Return of Unearned SFA Program Funds

The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

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

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

Institutional Refund Calculation

Should there be any conflict between the institutional policies and the Pennsylvania Refund Policy, the student will receive the refund that is most beneficial to the student.

Institutional Refund Calculation for First-Time Students

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a 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 weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

PENNSYLVANIA REFUND POLICY FOR CONTINUING STUDENTS

The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule. If a student enrolls and withdraws or discontinues after the quarter has begun but prior to completion of the quarter, the following minimum refunds apply:

A Student Who Withdraws or is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
Within the institutional drop/add period	100%	0%
Within the first seven calendar days of the term	75%	25%
After the first seven calendar days and up to and including 25% of the term	55%	45%
After 25% and up to and including 50% of the term	30%	70%
Beyond 50% of the term	0%	100%

PENNSYLVANIA REFUND AND WITHDRAWAL POLICIES § 73.134. (APPLIES TO ALL STUDENTS)

(1) For a student canceling after the fifth calendar day following the date of enrollment … but prior to the beginning of classes, monies paid to The School shall be refunded except the nonrefundable amount of the application or registration fee …

(2) If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

  (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by The School shall be at least 75% of the tuition for the term, semester or quarter.

  (ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 55% of the tuition for the term, semester or quarter.

  (iii) For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 30% of the tuition.

  (iv) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.

REQUIREMENTS FOR GRADUATION

A student must:

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

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 to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
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.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrower up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

ALTERNATIVE FINANCING OPTIONS

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

Alternative Loan Programs

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

GRANTS AND SCHOLARSHIPS

Pennsylvania State Grant (PHEAA)

The Pennsylvania State Grant Program is designed to assist Pennsylvania resident undergraduate students with demonstrated financial need to attend eligible post-secondary schools, colleges, and universities in Pennsylvania.

All students must complete a minimum of 36 quarter credits over three quarters or a nine month period (academic year) in order to progress to second year status for grant eligibility. An estimate of state grant eligibility will be determined at the student financial aid interview. Official notice of the award is issued by the state grant agency.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two $1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

STUDENT SERVICES

CAREER SERVICES DEPARTMENT

It is the goal of the Career Services Department Staff to help every student realize a high degree of personal and professional development, leading to successful employment.

As students begin their training, they are encouraged to start thinking "now" about their new careers, during Placement Orientation Seminars. They are told during their first weeks of classes that successful job placement is by no means one-sided. It involves their cooperation as well as the efforts of the Career Services Department staff. Excellent class attendance, a positive attitude, a desire to succeed, and quality academic work lead to successful careers.

All students in quarter-based program are required to take a career development course prior to entering the job market. This course ensures that graduates will have the job seeking skills that are essential to an effective job search.

All Associate in Specialized Business Degree programs and selected diploma programs include an externship experience. A professional externship experience provides a student with valuable unpaid on-the-job training in the field of his/her program of study. Over 500 companies currently participate in the externship, offering a wide selection of training opportunities. Students are informed that leaving an externship before its completion or being terminated because of poor performance may result in a failing grade and may even be cause for dismissal.

Periodic on-site recruiting provides graduates with the opportunity to interview on campus with recruiters from major Pittsburgh companies.

Everest Institute prepares graduates for employment and assists in their job search. The Institute does not guarantee employment; however, graduates can contact the Career Services Department and have placement assistance throughout their careers.

LEARNING CENTER

The Learning Center is located on the twelfth floor and includes a PC link to the Internet and Lexis and a library, typing lab, and study area. The Center also provides a setting for one-on-one tutoring and small group instruction for students who need assistance in any academic area.

OTHER STUDENT SERVICES

Other student services at Everest are planned to help students succeed in their pursuit of educational or occupational goals. These services assist students in resolving personal concerns, choosing an appropriate course of study, improving study skills, etc. The following services are available:

Academic Advising

If the student has a question regarding changing programs or class schedule conflicts, he/she should consult with the Department Chairperson, the Academic Dean or the Associate Dean.

ADMISSIONS

Admissions representatives guide the prospective student into the educational program in which he/she is interested and for which he/she is best suited. Program information and objectives are reviewed through a career consultation. The prospective student is then scheduled for an entrance examination.

CAREER SERVICES

Career advising is an ongoing process throughout the student's program. Career advising is available through the Career Services Department, as well as through the Department Chairperson.

COMMUNITY INVOLVEMENT

Everest Institute supports our community through participation in such activities as Toys for Tots, Food Drives, United Way, Make-A-Wish Foundation, Blood Drives, and Health Screenings. Student involvement is encouraged.

DEPARTMENT ADVISING

Questions and concerns regarding the student's program course of study or scheduling conflicts should be directed to the appropriate Department Chair.

HEALTH AND SAFETY

The Institute does not provide health services. A student with a history of an illness requiring special attention should notify the Academic Dean at the start of the quarter. Any student injured on the premises will be transported to the nearest hospital with all charges billed to the student. The Institute is not liable for any student injured on campus. The Institute has a planned evacuation procedure, and periodic drills are conducted to assure maximum efficiency during emergencies.

HOUSING

Everest Institute does not provide housing. Information regarding availability of housing may be obtained through the Admissions Department.

INSTITUTE NEWSLETTER

Duffel Bag, an Institute newsletter, is published regularly. Contributions from students, faculty, and staff are welcome. The Academic Dean is authorized to revise and adjust student publications to assure mature and appropriate content.

LOST AND FOUND

The lost-and-found department is maintained in the reception area. Lost articles may be claimed upon proper identification. Lost articles are date-tagged and kept for 30 days.

PRESIDENT

Students are encouraged to schedule a meeting with the President of Everest Institute when other services do not appear to resolve their questions or concerns in any area.

STUDENT ACTIVITIES

Faculty members provide students with opportunities to organize activities that improve the educational and social environment. These include field trips, charitable fundraisers, guest speakers, civic projects, and seasonal events.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

The Institute has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the Institute will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

STUDENT FINANCE

The Student Finance Office provides financial advice to incoming and continuing students to help them find the best program for financing their education. Everest Institute administers a variety of federal and state assistance programs designed to make an education affordable for all students. All prospective students are interviewed and receive an estimated method of payment, which describes the details of educational costs and financial aid eligibility.

STUDENT LOUNGE

A spacious student lounge, located on the twelfth floor, is available for student relaxation and socialization. It is equipped with snack and drink vending machines and a microwave oven.

STUDY AREAS

The Learning Center, Student Lounge, and unoccupied classrooms may be used as study areas.

TUTORING

Tutoring may be coordinated through the Academic Department, which provides assistance to students requiring help in their courses. Students should request tutoring assistance as soon as the need arises. There is no additional charge for this service.

PROGRAMS OFFERED

PROGRAM OFFERED	CREDENTIAL
Modular Programs	
Medical Insurance Billing and Coding	Diploma
Patient Care Technician	Diploma
Pharmacy Technician	Diploma
Quarter-Based Programs	
Accounting	Associate in Specialized Business Degree
Administrative Secretary	Associate in Specialized Business Degree
Business Administration	Associate in Specialized Business Degree
Career Access	Diploma
Criminal Justice	Associate in Specialized Business Degree
Criminal Justice	Diploma*
Legal Administrative Secretary	Associate in Specialized Business Degree
Medical Administrative Secretary	Associate in Specialized Business Degree
Medical Assisting	Diploma
Paralegal	Associate in Specialized Business Degree
*No longer enrolling new students	

MODULAR PROGRAMS

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Version
Diploma	560	35	6 months (day)	1-1

The Medical Insurance Billing and Coding Program is designed to prepare students for entry-level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If a student does not complete one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship or practicum.

Completion of the Medical Insurance Billing & Coding Program is acknowledged by the awarding of a diploma.

Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum **OR**	*160	*5.0
Module X	Externship		
	Program Total	**560**	**35**

*Either a Practicum or an Externship, but not both

Major Equipment: Calculators, Personal Computers

Module A – Introduction to Medical Insurance and Managed Care   **6.0 Quarter Credit Units**
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B – Government Programs   **6.0 Quarter Credit Units**
Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C – Electronic Data Interchange and Modifiers   **6.0 Quarter Credit Units**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module D – Medical Documentation, Evaluation, and Management   **6.0 Quarter Credit Units**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module E - Health Insurance Claim Forms   **6.0 Quarter Credit Units**

Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Once a student has completed Modules A - E, he or she will be placed in his or her 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 F – Practicum   **5.0 Quarter Credit Units**

Upon successful completion of Modules A through E, medical insurance billing / coding students participate in a 160 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 students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-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 A – E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

Module X – Externship   **5.0 Quarter Credit Units**

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour 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 80 and 160-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 A – E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

PATIENT CARE TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	51.2	9 months	0-0

In recent years the patient care technician (PCT) profession has become indispensable to the health care field. Much of the reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Patient Care Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants, home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG Technicians, and of course, patient care technicians. Since PCTs are "cross-trained" in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into eight learning units called modules. Students must complete modules A through G before they enter the clinical externship (Module X). All modules, except for Module X, stand alone as units of study and are not dependent upon previous training.

Completion of the Patient Care Technician Program is acknowledged by the awarding of a diploma.

MODULE	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT HOURS
MODULE A	Basic Healthcare Concepts	80	8.0
MODULE B	Anatomy & Physiology and Medical Terminology	80	8.0
MODULE C	Nursing Fundamentals – Basic Patient Care	80	6.0
MODULE D	Nursing Fundamentals – Home Health Care	80	6.0
MODULE E	Phlebotomy and Electrocardiography	80	6.0
MODULE F	Physical Therapy & Occupational Therapy	80	6.0
MODULE G	Clerical Skills	80	6.0
MODULE X	Externship		
PART ONE:	Clinical Externship I	80	2.6
PART TWO:	Clinical Externship II	80	2.6
MODULE X - EXTERNSHIP TOTAL:		160	5.2
PROGRAM TOTAL:		720	51.2

Major Equipment: Stethoscope, Littman Nursing model or equivalent, Uniforms, Closed toe shoes

Module A – Basic Healthcare Concepts   **8.0 Quarter Credit Hours**
Module A provides the student with an overall understanding and introduction to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. Included in this module is an introduction to healthcare, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.

Module B – Anatomy & Physiology and Medical Terminology   **8.0 Quarter Credit Hours**
Module B is concerned with providing the student with an understanding of anatomy and physiology. In addition to covering all body systems, students also become acquainted with the terminology associated with these systems, as well as common disorders and diseases affecting each. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.

Module C – Nursing Fundamentals –Basic Patient Care   **6.0 Quarter Credit Hours**
Module C provides the student with the theory and hands-on application involved in providing basic patient care as would be required by a certified nursing assistant and/or patient care technician. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients' physical and psycho-social needs. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module D – Nursing Fundamentals –Home Health Care   **6.0 Quarter Credit Hours**
Module D provides the student with the theory and hands-on skills involved in providing advanced patient care and home health care. Some of these skills include providing therapeutic diets, infection control, body mechanics, and caring for the client/patient in the home care setting. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module E – Phlebotomy & Electrocardiography   **6.0 Quarter Credit Hours**
Module E will provide the students with the theory and hands-on skills involved in phlebotomy and electrocardiography. Some of these skills include learning about the professions of both phlebotomy and electrocardiography, performing basic laboratory skills, including

blood withdrawal and specimen collection, and learning how to take and record electrocardiograms and how to interpret basic EKGs for possible abnormalities. Prerequisites: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000

Module F – Physical Therapy & Occupational Therapy   **6.0 Quarter Credit Hours**
In Module F, students will have the opportunity to learn the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide. Some of the skills covered in this module include performing basic procedures required of physical therapy and occupational therapy aides and identifying various therapeutic modalities used in both physical therapy and occupational therapy. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module G – Clerical Skills   **6.0 Quarter Credit Hours**
In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Some of these skills include working with various types of communication devices, medical chart preparation, and transcribing medical and physician's orders. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.

Module X – Externship   **5.2 Quarter Credit Hours**
Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

Part I (Clinical Externship I)   **2.6 Quarter Credit Hours**
Upon successful completion of Modules A through G, patient care technician students are given the opportunity to participate in the first part of their clinical externship. This provides the students with an opportunity to work with patients and apply the principles and practices learned in the classroom and laboratories. Students work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. Students will be evaluated by supervisory personnel at the halfway point and at the completion of the rotation. Prerequisite: Successful Completion Modules A-G. (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)

Part II (Clinical Externship II)   **2.6 Quarter Credit Hours**
Upon completion of Part I, students will be given the opportunity to complete the second part of their clinical externship. As with Part I, during this time, the student will be given the opportunity to apply what they have learned in the classroom and laboratory, to the "real-life" clinical facility. As part of their experiences, students may rotate throughout various departments within the clinical facility, including patient care units, physical therapy, cardiology, the laboratory, central service, and admitting and the business office. Students will once again work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. All students will be evaluated at the halfway point and at the conclusion of the clinical experience. Patient care technician must complete both parts of the clinical externship in order to fulfill their requirements for graduation. Prerequisite: Completion of "Part I" (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Version
Diploma	720	58	8 months	0-0

The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon licensure, to function as a competent entry-level assistant to the licensed pharmacist. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. The technician has become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. This 720-hour program provides the student with basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms.

This program is comprised of eight modular units of learning. Modules A through G are made up of 80 hours of combined theory and laboratory time. Students must complete these seven modules first, starting with any module and continuing in any sequence until all seven modules are completed. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

Upon successful completion of this program, the student will be awarded a diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position as a pharmacy technician. The graduate will be fully prepared to take the national CPhT exam.

Major Equipment: Laminar Flow Hood, Retail Labeling Computers, Printer, Retail Bottles, Prescription Stock Items,

Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Introduction to Pharmacy	80	8.0
Module B	Administrative Aspects of Pharmacy Technology/Basic Pharmacy Applications	80	8.0
Module C	Professional Aspects of Pharmacy Technology	80	8.0
Module D	Pharmaceutical Calculations	80	7.0
Module E	Pharmacy Operations	80	7.0
Module F	Anatomy & Physiology/Pharmacokinetics	80	8.0
Module G	Pharmacology	80	7.0
Module X	Externship	160	5.0
	Program Total	**720**	**58.0**

Module A - Introduction to Pharmacy   **8.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in this course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

Module B - Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications   **8.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medication errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

Module C - Professional Aspects of Pharmacy Technology   **8.0 Quarter Credit Hours**
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

Module D - Pharmaceutical Calculations   **7.0 Quarter Credit Hours**
In this module, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 000.

Module E - Pharmacy Operations   **7.0 Quarter Credit Hours**
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and

institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 000.

Module F - Anatomy & Physiology/Pharmacokinetics   **8.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to pharmacology. Subjects include organization of the body, cells, tissues, glands, membranes, and study of the individual body systems, as well as terminology associated with each. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

Module G – Pharmacology   **7.0 Quarter Credit Hours**
This module is designed to familiarize the student with all aspects of drugs, their actions and uses, and their administration. Also covered in this module is drug distribution systems utilized in the pharmacy. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 00.0.

Module X - Clinical Externship   **5.0 Quarter Credit Hours**
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisites: Completion of Modules A - G. Lecture Hrs. 000 Lab Hrs. 000 Other 160.

QUARTER-BASED PROGRAMS

ACCOUNTING			
Credential	**Credit Units**	**Length**	**Version**
Associate in Specialized Business Degree	114	24 months	0-0

     The Accounting program provides students with a diverse background in professional accounting and fundamental business knowledge and skills to function comfortably in an entry-level position in a business office.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
BUL 2131	Applied Business Law	4.0	
MAC 1001	Business Mathematics	4.0	
MAN 2021	Principles of Management	4.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		**20.0**
MAJOR COMPONENT			
ACTT 101	Principles of Accounting I	9.0	
ACTT 102	Principles of Accounting II	9.0	
ACTT 201	Intermediate Accounting I	9.0	
ACTT 202	Intermediate Accounting II	9.0	
ACTT 207	Computerized Accounting	3.0	
ACTT 110	Cost Accounting	4.0	
ACTT 209	Payroll Computer Applications	3.0	
ACTT 105	Taxes I	4.0	
TYPP 101	Typewriting I	3.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 10 hours from the following:		**10.0**	
ECO 1100	Contemporary Economic Issues	4.0	
MKT 103	Sales and Marketing Concepts	4.0	
CDP 110	Data Base	3.0	
CDP 106	Word Processing	3.0	
CDP 206	Advanced Word Processing	3.0	
CDP 116	Spreadsheet Application	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
ENGG 205	Business Writing	4.0	
MEDD 104	Human Relations	2.0	
SECR 103	Business Office Management	4.0	
SLS 1321	Career Skills	2.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
	Total Major Component Credit Hours		**78.0**
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		**16.0**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**114.0**

ADMINISTRATIVE SECRETARY

Credential	Credit Units	Length	Version
Associate in Specialized Business Degree	103	24 months	0-0

The Administrative Secretary program prepares the student for employment in administrative support in the business environment.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
MAN 2021	Principles of Management	4.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		**19.0**
MAJOR COMPONENT			
APA 1114	Office Accounting	4.0	
BUL 2131	Applied Business Law	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
SECR 105	Machine Transcription	3.0	
SECR 103	Business Office Management I	4.0	
SECR 203	Business Office Management II	3.0	
ENGG 205	Business Writing	4.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	3.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 13 hours from the following:		**13.0**	
CDP 206	Advanced Word Processing	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
MEDD 101	Medical Terminology	4.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MKT 103	Sales and Marketing Concepts	4.0	
LEGG 100	Legal Terminology	4.0	
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
SLS 1321	Career Skills	2.0	
	Total Major Component Credit Hours		**68.0**
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		**16.0**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**103.0**

BUSINESS ADMINISTRATION

Credential	Credit Units	Length	Version
Associate in Specialized Business Degree	109	24 months	0-0

The Business Administration program is designed to provide the student with basic business skills that could lead to management responsibilities.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		**12.0**
MAJOR COMPONENT			
ACTT 101	Principles of Accounting I	9.0	
ACTT 102	Principles of Accounting II	9.0	
ACTT 110	Cost Accounting	4.0	
ACTT 207	Computerized Accounting	3.0	
ACTT 209	Payroll Computer Applications	3.0	
BUL 2131	Applied Business Law	4.0	
CDP 106	Word Processing	3.0	
CDP 116	Spreadsheet Application	3.0	
ECO 1100	Contemporary Economics Issues	4.0	
EXT 250	Externship/Career Planning	15.0	
MAN 2021	Principles of Management	4.0	
MKT 103	Sales & Marketing Concepts	4.0	
TYPP 101	Typewriting I	3.0	
Elective Pool – Business & Business Related – The student will choose 13 hours from the following:		**13.0**	
ACTT 105	Taxes I	4.0	
ACTT 201	Intermediate Accounting I	9.0	
CDP 110	Data Base	3.0	
CDP 206	Advanced Word Processing	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
ENGG 205	Business Writing	4.0	
MEDD 104	Human Relations	2.0	
SECR 103	Business Office Management	4.0	
SLS 1321	Career Skills	2.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
	Total Major Component Credit Hours		**81.0**
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		**16.0**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**109.0**

CAREER ACCESS

Credential	Credit Units	Length	Version
Diploma	34	6-9 months	0-0

The Career Access Program prepares students with previous post-secondary education and/or work experience who have little or no business office knowledge for entry-level positions in an office setting.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
MAJOR COMPONENT			
SLS 1105	Strategies for Success	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
SECR 103	Business Office Management I	4.0	
APA 1114	Office Accounting	4.0	
CDP 106	Word Processing	3.0	
CDP 206	Advanced Word Processing	3.0	
Elective Pool – Business & Business Related – The student will choose 10 hours from the following:		**10.0**	
ACTT 105	Taxes I	4.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	4.0	
CDP 216	Advanced Spreadsheet Application	3.0	
ENGG 205	Business Writing	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MEDD 101	Medical Terminology	4.0	
MEDD 103	Medical Law & Ethics	2.0	
MEDD 104	Human Relations	2.0	
SECR 203	Business Office Management II	3.0	
SLS 1321	Career Skills	2.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**34.0**

CRIMINAL JUSTICE

Credential	Credit Units	Length	Version
Associate in Specialized Business Degree	127	27 months	0-0

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	Total College Core Credit Hours		**14.0**
MAJOR CORE REQUIREMENTS			
CCJ 1017	Criminology	4.0	
CCJ 1024	Introduction to Criminal Justice	4.0	
CCJ 1610	Criminal Investigations	4.0	
CCJ 1910	Career Choices in Criminal Justice	4.0	
CJE 2670	Introduction to Forensics	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 2250	Constitutional Law for the Criminal Justice Professional	4.0	
DSC 2002	Introduction to Terrorism	4.0	
CCJ 2679	Introduction to Victims Advocacy	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 2501	Juvenile Justice	4.0	
CJD 2250	Introduction to Interviews and Interrogations	4.0	
CCJ 2941	Criminal Justice Externship	15.0	
CCJ 2943	Current Issues in Criminal Justice	4.0	
CJE 2100	Policing in America	4.0	
CJL 2130	Criminal Evidence	4.0	
LEGG 205	Criminal Law	4.0	
PLA 1023	Legal Ethics and Social Responsibility	4.0	
SYG 2000	Principles of Sociology	4.0	
	Total Major Core Credit Hours		**91.0**
GENERAL EDUCATION CORE REQUIREMENTS			
AMH 2030	20th Century American History	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Core Credit Hours		**22.0**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**127.0**

CRIMINAL JUSTICE

Credential	Credit Units	Length	Version
Diploma	123	27 months	0-0

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
Occupational Subjects			
CCJ 1024	Introduction to Criminal Justice	4.0	
OST 1141L	Keyboarding	2.0	
LEGG 100	Legal Terminology	4.0	
CCJ 2250	Constitutional Law for the Criminal Justice Professional	4.0	
CCJ 1017	Criminology	4.0	
CJE 2100	Policing in America	4.0	
BUL 2131	Applied Business Law	4.0	
OST 2705	Introduction to Word Processing	2.0	
CGS 2167C	Computer Applications	4.0	
CJL 2130	Criminal Evidence	4.0	
CGS 1522	Introduction to Spreadsheets	2.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CGS 1550	Introduction to Presentations	2.0	
CCJ 2306	Introduction to Corrections	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
PLA 1023	Legal Ethics and Social Responsibility	4.0	
CGS 1520	Introduction to Database	2.0	
CCJ 2501	Juvenile Justice	4.0	
CCJ 2943	Current Issues in Criminal Justice	4.0	
CCJ 2941	Criminal Justice Externship	15.0	
	Total Occupational Subjects		**85**
General Education and Related Courses			
SLS 1105	Strategies for Success	4.0	
ENC 1101	Composition I	4.0	
PSY 2012	General Psychology	4.0	
ENC 1102	Composition II	4.0	
MAT1033	Algebra	4.0	
ECO 1100	Contemporary Economic Issues	4.0	
MAN 1011	Introduction to Business Enterprise	4.0	
SPC 2016	Oral Communications	4.0	
MAN 2021	Principles of Management	4.0	
SLS 1321	Career Skills	2.0	
	Total General Education and Related Courses		**38**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**123.0**

LEGAL ADMINISTRATIVE SECRETARY

Credential	Credit Units	Length	Version
Associate in Specialized Business Degree	105	24 months	0-0

The Legal Administrative Secretary program prepares the student for employment opportunities in law firms, government agencies, corporate legal departments, banks, and legal aid societies.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		**15.0**
MAJOR COMPONENT			
APA 1114	Office Accounting	4.0	
BUL 2131	Applied Business Law	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
MAN 2021	Principles of Management	4.0	
SECR 105	Machine Transcription	3.0	
SECR 103	Business Office Management I	4.0	
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
LEGG 100	Legal Terminology	4.0	
ENGG 205	Business Writing	4.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	3.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 10 hours from the following:		**10.0**	
CDP 206	Advanced Word Processing	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
LEGG 105	Tort Law	4.0	
LEGG 106	Civil Litigation I	4.0	
LEGG 201	Civil Litigation II	4.0	
LEGG 115	Domestic Relations	4.0	
LEGG 205	Criminal Law	4.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MKT 103	Sales and Marketing Concepts	4.0	
SECR 203	Business Office Management II	3.0	
SLS 1321	Career Skills	2.0	
	Total Major Component Credit Hours		**74.0**
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		**16.0**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**105.0**

MEDICAL ADMINISTRATIVE SECRETARY

Credential	Credit Units	Length	Version
Associate in Specialized Business Degree	106	24 months	0-0

The Medical Administrative Secretary program prepares the student for employment opportunities in medical offices, hospitals, clinics, insurance firms, and transcription companies.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		**15.0**
MAJOR COMPONENT			
APA 1114	Office Accounting	4.0	
BUL 2131	Applied Business Law	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
MEDD 110	Medical Machine Transcription	3.0	
SECR 103	Business Office Management I	4.0	
MAN 2021	Principles of Management	4.0	
MEDD 101	Medical Terminology	4.0	
MEDD 201	Anatomy & Physiology	4.0	
MEDD 102	Medical Office Procedures I	4.0	
ENGG 205	Business Writing	4.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 13 hours from the following:		**13.0**	
CDP 206	Advanced Word Processing	3.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MEDD 105	Clinical Assisting	3.0	
MEDD 202	Medical Office Procedures II	3.0	
MEDD 205	Laboratory Exams and Specialty Procedures	6.0	
MEDD 206	Laboratory Diagnostic Procedures	6.0	
MED 253	Simulated Medical Practice	6.0	
MKT 103	Sales and Marketing Concepts	4.0	
SECR 203	Business Office Management II	3.0	
SLS 1321	Career Skills	2.0	
	Total Major Component Credit Hours		**75.0**
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		**16.0**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**106.0**

MEDICAL ASSISTING

Credential	Credit Units	Length	Version
Diploma	56	10-13 months	0-0

The Medical Assisting program is designed to prepare the student for entry-level positions as multi-skilled health professionals who work primarily in ambulatory settings such as medical offices and clinics. Students learn to perform administrative and clinical procedures in accordance with the standards of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
MAJOR COMPONENT			
ENC 1101	Composition I	4.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
MEDD 101	Medical Terminology	4.0	
MEDD 105	Clinical Assisting	3.0	
MEDD 102	Medical Office Procedures I	4.0	
MEDD 201	Anatomy & Physiology	4.0	
MEDD 205	Laboratory Exams and Specialty Procedures	6.0	
MEDD 202	Medical Office Procedures II	3.0	
MEDD 110	Medical Machine Transcription	3.0	
MEDD 206	Laboratory Diagnostic Procedures	6.0	
CDP 106	Word Processing	3.0	
MED 253	Simulated Medical Practice	6.0	
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**56.0**

NOTE: A complete Physical Examination will be required prior to the end of the student's first term of enrollment in the Medical Assistant program to insure the student's physical ability to complete the program requirements.

A student enrolled in the Medical Assistant program must earn a minimum grade of C in all MEDD class requirements in order to successfully complete the program.

PARALEGAL

Credential	Credit Units	Length	Version
Associate in Specialized Business Degree	109	24 months	0-0

Paralegals, under the direction of a lawyer, use their knowledge of law and legal procedures to assist lawyers, clients, and courts in the areas of interviewing, gathering, reviewing and analyzing fact situations, researching the law and preparation and interpretation of legal documents. Paralegals find employment opportunities in law firms, state and federal government agencies, corporate legal departments, insurance companies, banks, title companies, and legal aid societies.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours	
BUSINESS COMPONENT			
APA 1114	Office Accounting	4.0	
ENGG 205	Business Writing	4.0	
BUL 2131	Applied Business Law	4.0	
MAC 1001	Business Mathematics	4.0	
CDP 116	Spreadsheet Application	3.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		**26.0**
MAJOR COMPONENT			
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
LEGG 105	Tort Law	4.0	
LEGG 106	Civil Litigation I	4.0	
LEGG 201	Civil Litigation II	4.0	
LEGG 115	Domestic Relations	4.0	
LEGG 110	Legal Research I	3.0	
LEGG 210	Legal Research II	3.0	
LEGG 203	Legal Writing	3.0	
LEGG 205	Criminal Law	4.0	
LEGG 206	Estates, Trusts, and Wills	4.0	
LEGG 215	Bankruptcy	4.0	
LEGG 212	Corporations	4.0	
LEGG 209	Real Estate/Property Law	4.0	
TYPP 101	Typewriting I	3.0	
EXT 250	Externship/Career Planning	15.0	
	Total Major Component Credit Hours		**67.0**
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		**16.0**
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		**109.0**

COURSE NUMBERING SYSTEM

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 MEDD = medical and LEGG = legal. The numbers that follow the course prefix increase in sequence and normally indicate a more in-depth and complex level of the particular subject area.

Courses will be noted as "General Education" courses in the course description section of the catalog by adding an asterisk (*).

COURSE DESCRIPTIONS

ACTT 101 Principles of Accounting I	**9 Quarter Credit Hours**

An introduction to accounting stressing the simple proprietorship form of business. Covers accounts payable, cash receipts, and disbursements. Emphasizes recording in books of original entry, posting to ledgers, taking a trial balance and closing books, including preparation of work sheets and financial statements. Prerequisite: None. Lec Hrs:090, Lab Hrs:000, Other Hrs: 000

ACTT 102 Principles of Accounting II	**9 Quarter Credit Hours**

A continuation of the study of accounting covering accounting procedures for banking and petty cash, discounting notes, bad debts, inventories and plant assets. Partnerships and corporations are introduced, and the accounting for owner's equity in these two forms of business is covered. Includes the analysis of financial statements. Prerequisite: ACTT 101. Lec Hrs: 090, Lab Hrs:000, Other Hrs: 000

ACTT 105 Taxes I	**4 Quarter Credit Hours**

Federal and state laws as they relate to the determination of taxable income for the individual and corporation, preparation of returns and tax planning. Prerequisite: None. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000

ACTT 110 Cost Accounting	**4 Quarter Credit Hours**

This course examines the development and operation of cost accounting systems that provide information to management, and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACTT 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

ACTT 201 Intermediate Accounting I	**9 Quarter Credit Hours**

An intensive review of accounting procedures. In depth coverage of financial statements, cash, temporary investments, receivables, and inventories. Balance sheet disclosures are thoroughly studied, and emphasis is placed on analyzing statements. Prerequisite: ACTT 102. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000

ACTT 202 Intermediate Accounting II	**9 Quarter Credit Hours**

This course covers details in investments, fixed assets, long-term liabilities, and analysis and interpretation of financial statements. Prerequisites: ACTT 102 and ACTT 201. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000

ACTT 207 Computerized Accounting	**3 Quarter Credit Hours**

This course introduces a realistic approach to integrated automated accounting programs to reinforce the accounting techniques learned in ACTT101. The student gains hands-on experience with microcomputers by entering and retrieving data through the system. Prerequisite: ACTT 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

ACTT 209 Payroll Computer Applications	**3 Quarter Credit Hours**

This course provides an intensive overview of the methods of computing wages and salaries, record keeping and the preparation of government reports. Both manual and computer-aided techniques are focal points for application of payroll accounting. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

AMH 2030* 20th Century American History	**4 Quarter Credit Hours**

A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social, and diplomatic developments including the populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

APA 1114 Office Accounting	**4 Quarter Credit Hours**

This course is designed to introduce students to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 2131 Applied Business Law	**4 Quarter Credit Hours**

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000

CCJ 1017 Criminology	**4 Quarter Credit Hours**

A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisites: CCJ1024 and PSY 2012. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

CCJ 1024 Introduction to Criminal Justice	**4 Quarter Credit Hours**

This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 1610 Criminal Investigations	**4 Quarter Credit Hours**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 1910 Career Choices in Criminal Justice	**4 Quarter Credit Hours**

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 2250 Constitutional Law for the Criminal Justice Professional	**4 Quarter Credit Hours**

This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 2306 Introduction to Corrections	**4 Quarter Credit Hours**

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 2358 Criminal Justice Communications	**4 Quarter Credit Hours**

This course prepares the student, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content, and presentation. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 2501 Juvenile Justice	**4 Quarter Credit Hours**

Examination of the historical development of concepts of delinquency and modern juvenile justice systems. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 2679 Introduction to Victims Advocacy	**4 Quarter Credit Hours**

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 2941 Criminal Justice Externship	**15 Quarter Credit Hours**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 390 hours. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have the approval of the Department Chair and Program Coordinator. Lec Hrs: 030, Lab Hrs: 000, Other Hrs:360

CCJ 2943 Current Issues in Criminal Justice	**4 Quarter Credit Hours**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts concerning law enforcement, the courts, corrections and juvenile justice. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CDP 106 Word Processing	**3 Quarter Credit Hours**

Students learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents, use special textual effects including merging as well as standard business word processing applications. Prerequisite: TYPP 101 or demonstrated ability. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000

CDP 110 Data Base	**3 Quarter Credit Hours**

The design, creation, modification and query of a database are the bass for this course in microcomputer package software. Also included are interaction via directly entered commands or the pull-down menus of the Assistant; the design of input, update, and output screens; use of display, list, and browse commands for quick interactive access; sorting, indexing, and searches for better access; report format generation; data base organization and command file set up. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

CDP 116 Spreadsheet Application	**3 Quarter Credit Hours**

In-depth use of electronic spreadsheets for solving a variety of tasks with special emphasis on business problems. Students learn to manage numeric and alphanumeric data such as spreadsheet tables and data bases, use functions, create formulas, design input screens, manipulate display formatting, design report formats, and write simple macro instructions. Prerequisite: None. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000

CDP 206 Advanced Word Processing	**3 Quarter Credit Hours**

Students continue to learn word processing features, such as merging, mathematical functions, tables, and columns, sorting, and headers and footers. Prerequisite: CDP 106. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

CDP 216 Advanced Spreadsheet Application	**3 Quarter Credit Hours**

This sequel to CDP 116 includes more than 15 financial, mathematical, and special functions. With the use of spreadsheets, the student will create balance sheets, income statements, and other financial statements on the computer. Also included are database functions along with creating and using macros. Prerequisite: CDP 116. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

CGS 1520 Introduction to Database	**2 Quarter Credit Hours**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000

CGS 1522 Introduction to Spreadsheets	**2 Quarter Credit Hours**

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000

CGS 1550 Introduction to Presentations	**2 Quarter Credit Hours**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020,Other Hrs: 000

CGS 2167 Computer Applications	**4 Quarter Credit Hours**

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 business and personal use. Prerequisite: None. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000

CJD 2250 Introduction to Interviews and Interrogations	**4 Quarter Credit Hours**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CJE 2100 Policing in America	**4 Quarter Credit Hours**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CJE 2670 Introduction to Forensics	**4 Quarter Credit Hours**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CJL 2130 Criminal Evidence	**4 Quarter Credit Hours**

This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

CJL 2130 Criminal Evidence	**4 Quarter Credit Hours**

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CJL 2132 Criminal Procedure	**4 Quarter Credit Hours**

This course focuses on the constitutional provisions affecting the criminal process and the Pennsylvania Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

CJL 2134 Criminal Procedure and the Constitution	**4 Quarter Credit Hours**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

DSC 2002 Introduction to Terrorism	**4 Quarter Credit Hours**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

ECO 1100 Contemporary Economic Issues	**4 Quarter Credit Hours**

This course considers the overall level of economic activity and the factors affecting the economy. Contemporary events are considered as they relate to the national wealth, components of spending, balance between spending and production, and the impact of technology on economic growth. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

ENC 1101* Composition I	**4 Quarter Credit Hours**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102* Composition II	**4 Quarter Credit Hours**

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs.000

ENGG 205 Business Writing	**4 Quarter Credit Hours**

This course is designed to develop the ability to write effectively within the context of a business environment. Its emphasis is upon accuracy and clarity in composing business communications. Prerequisite: ENC 1101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

EXT 250 Externship/Career Planning	**15 Quarter Credit Hours**

Complete student preparation for successful entry into the work force: achieving a professional attitude, creating a sales-directed resume and preparing for a positive interview. Course includes lectures by business professionals who share their point of view and expertise. Consolidated activities include: seminars defining the externship concept and importance of a strong work ethic; one-on-one advising to select an appropriate work site; pre-externship meetings outlining rules and responsibilities; visitation to the work site by a staff member; and post-externship discussion for evaluation purposes. Supervised, on-the-job training experience utilizing concepts and theories learned in other courses. Prerequisite: Completion of program requirements and/or approval by the Academic Dean or Academic Program Director. Lec Hrs: 030, Lab Hrs: 000, Other Hrs:360

LEGG 100 Legal Terminology	**4 Quarter Credit Hours**

A comprehensive study of the legal terms encountered in court and legal proceedings. Students learn to recognize, comprehend, spell, and use other legal terminology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

LEGG 103 Legal Office Management / Introduction to Legal Studies	**4 Quarter Credit Hours**

History and overview of the legal system, the role of the legal secretary and the paralegal, legal ethics, unauthorized practice of law, the code of Professional Responsibility, importance of communications, judgment and analytical ability, terminology, sources and works of law. Law office operations and theories of management, timekeeping and billing, law office equipment, budgeting, key players, preparation of forms and checklists, docket control, personnel problems, and self-management are studied. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

LEGG 105 Tort Law	**4 Quarter Credit Hours**

Study of intentional torts, defamation, strict liability, product liability, negligence, defenses, and damages. Prerequisite: None. Lec Hrs:040 , Lab Hrs: 000, Other Hrs: 000

LEGG 106 Civil Litigation I	**4 Quarter Credit Hours**

Analysis of civil procedure from the inception of the lawsuit up to discovery. The Federal and Pennsylvania court systems and client interviewing techniques are also studied. Emphasis is placed on drafting federal and state complaints and answers. Prerequisite: None. Lec Hrs:040, Lab Hrs: 000, Other Hrs: 000

LEGG 110 Legal Research I	**3 Quarter Credit Hours**

This course emphasizes the study of the primary sources of law. Topics covered include federal and state case law, federal and state statutes, and constitutions. Also covered are Blue Book citations, digests, ALR's and Shepard's. Prerequisites: LEGG105 and LEGG106. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000

LEGG 115 Domestic Relations	**4 Quarter Credit Hours**

An introduction to family law. Topics covered include marriage, annulment, divorce, property distribution, support, custody, and adoption. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

LEGG 201 Civil Litigation II	**4 Quarter Credit Hours**

A continuation of the study of civil procedures begun in LEGG106. Topics covered in this course are discovery, the trial, appeals, and the settlement process. Emphasis is placed on the drafting of discovery devices. Students participate in a mock trial. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

LEGG 203 Legal Writing	**3 Quarter Credit Hours**

This course develops the student's ability to express in writing the issues and law researched. Emphasis is placed on the writing of legal memoranda. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000

LEGG 205 Criminal Law	**4 Quarter Credit Hours**

A course which investigates substantive criminal law. Theories of punishment and sentencing as well criminal procedures are discussed. Emphasis is placed on the study of the Pennsylvania Crimes Code. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

LEGG 205 Criminal Law	**4 Quarter Credit Hours**

A course which investigates substantive criminal law. Theories of punishment and sentencing as well as criminal procedures are discussed. Emphasis placed on the study of the Pennsylvania Crimes Code. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

LEGG 206 Estates, Trusts and Wills	**4 Quarter Credit Hours**

Topics include the essentials of estate planning and trusts, the law of intestacy, and Pennsylvania probate procedures. Students prepare a will and State inheritance tax returns. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

LEGG 209 Real Estate/Property Law	**4 Quarter Credit Hours**

A study of basic theory in real estate and property law. Students prepare agreements of sale, surveys, deeds, mortgages, notes, settlement sheets, leases, a title search, and other closing documents. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

LEGG 210 Legal Research II	**3 Quarter Credit Hours**

A continuation of LEGG110 with emphasis on secondary sources of law. Topics include restatements, legal encyclopedias, law journals, law reviews, treatises and model rules, and a discussion on the use of computerized research tools. A major research project follows. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000

LEGG 212 Corporations	**4 Quarter Credit Hours**

Study of the formation and operation of a corporation. Topics covered include articles of incorporation, bylaws, shareholders' meetings, corporate equity and debt securities, and regulation of securities.

LEGG 215 Bankruptcy	**4 Quarter Credit Hours**

This course is a study of personal bankruptcy. Emphasis is placed on Chapter 7 and Chapter 13 bankruptcies. Students prepare forms associated with personal bankruptcy. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

MAC 1001 Business Mathematics	**4 Quarter Credit Hours**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

MAN 1011 Introduction to Business Enterprise	**4 Quarter Credit Hours**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

MAN 2021 Principles of Management	**4 Quarter Credit Hours**

This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

MAT 1033* College Algebra	**4 Quarter Credit Hours**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

MED 253 Simulated Medical Practice	**6 Quarter Credit Hours**

Supervised, unpaid on the job training in a medical office or clinic in which the student practices direct application of administrative and clinical functions of the medical assistant. Prerequisite: Completion of Program Requirements. Lec Hrs: 000, Lab Hrs: 000, Other Hrs:180

MEDD 101 Medical Terminology	**4 Quarter Credit Hours**

A study of the structure (prefixes, suffixes, roots, forms, and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. This course places emphasis on spelling, pronunciation and definition of medical terms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

MEDD 102 Medical Office Procedures I	**4 Quarter Credit Hours**

A course that introduces the student to the basic operations and clerical function of the physician's office or clinic. The course includes appointment scheduling, telephone techniques, records management, obtaining patient history, handling mail, peg board accounting, and the completion of various medical forms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

MEDD 103 Medical Law and Ethics	**2 Quarter Credit Hours**

Investigates the use of medical law as it applies to the medical office. The history of ethics, as well as current bioethical issues, are covered. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs:000

MEDD 104 Human Relations	**2 Quarter Credit Hours**

A practical course in the art of getting along with people in the medical office setting and social contacts. Students are encouraged to express their feelings openly and honestly. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs: 000

MEDD 105 Clinical Assisting	**3 Quarter Credit Hours**

A study of the basic skills and procedures used when assisting the physician. The student will learn vital signs, physical exams and positions, and aseptic technique. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

MEDD 110 Medical Machine Transcription	**3 Quarter Credit Hours**

A course in which the student uses the language of their profession to transcribe reports and correspondence. Emphasis is placed on mailability, production, and typing speed. Prerequisite: TYPP 102. Lec Hrs:0 10, Lab Hrs: 040, Other Hrs: 000

MEDD 201 Anatomy and Physiology	**4 Quarter Credit Hours**

This course is a study of the structures and physiological functions of the body systems. The student will gain conceptual understanding of the human body as a functioning unit. Prerequisite: MEDD 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

MEDD 202 Medical Office Procedures II	**3 Quarter Credit Hours**

Emphasis on written medical communications, ICD-9 coding, insurances, computerized clerical procedures, and basic word processing. Prerequisite: MEDD 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs 000

MEDD 205 Laboratory Exams and Specialty Procedures	**6 Quarter Credit Hours**

A basic study of pharmacology, dosage calculations, injection technique, electrocardiography, minor office surgery, radiology, specialty exams, and microbiology. Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080, Other Hrs: 000

MEDD 206 Laboratory Diagnostic Procedures	**6 Quarter Credit Hours**

A study of laboratory and clinical procedures performed in the medical office that include venipuncture, urinalysis, hematology, first aid, CPR, introduction to the lab, and clinical chemistry testing. Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080 Other Hrs: 000

MKT 103 Sales and Marketing Concepts	**4 Quarter Credit Hours**

A study of sales, promotion, and marketing practices and their relationship to the free enterprise system by explaining the role of the consumer, manufacturer, and retailer in relationship to management and advertising. It also covers the principles and aspects of media buying and the roles marketing and advertising play in business. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000 Other Hrs: 000

OST 1141L Keyboarding	**2 Quarter Credit Hours**

This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000

OST 2705 Introduction to Word Processing	**2 Quarter Credit Hours**

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite OST1141L Keyboarding or demonstrated typing ability. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000

PLA 1023 Legal Ethics and Social Responsibility	**4 Quarter Credit Hours**

This course concerns the area of ethics as that term is used in the criminal justice professions. The course includes a survey of the law relating to the regulation of lawyers, legal assistants, probation officers, police officers and corrections officers. Prerequisite: CCJ 1024. Lecture Hrs:0 40 Lab Hrs: 000 Other Hrs: 000

PSY 2012* General Psychology	**4 Quarter Credit Hours**

This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000

SECR 103 Business Office Management I	**4 Quarter Credit Hours**

This course provides the prospective secretary with the knowledge and skills needed to be successful in the office of today. Job simulations are used to develop these skills and replicate situations that a secretary faces in the workplace. Prerequisite: None. Lec Hrs:040, Lab Hrs:000, Other Hrs: 000

SECR 105 Machine Transcription	**3 Quarter Credit Hours**

This course develops skill in formatting and typewriting dictated material in final draft form directly from tapes. A good knowledge of spelling, punctuation, and word usage will be demonstrated as well as good organizational skills and time management. Prerequisite: TYPP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

SECR 203 Business Office Management II	**3 Quarter Credit Hours**

This is a hands-on course involving job simulations that include the student in such activities as setting priorities, editing, and proofreading; using a tickler file and references; preparing tables and graphs; and composing and typewriting correspondence. Prerequisite: SECR 103. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

SLS 1105 Strategies for Success	**4 Quarter Credit Hours**

This course is designed to equip students for transitions in their education and life. The course includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1321 Career Skills	**2 Quarter Credit Hours**

This course is designed to assist the student 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 Hrs: 020 Lab Hrs: 000 Other Hrs: 000

SLS 1505* Basic Critical Thinking	**2 Quarter Credit Hours**

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 Hrs: 020 Lab Hrs: 000 Other Hrs: 000

SPC 2016* Oral Communications	**4 Quarter Credit Hours**

This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

SYG 2000 Principles of Sociology	**4 Quarter Credit Hours**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

TYPP 101 Typewriting I	**3 Quarter Credit Hours**

This course stresses keyboard mastery and use of correct technique, which form the foundation for all keyboard activities. Basic formatting, such as centering, setting margins, and personal/business letters, is introduced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

TYPP 102 Typewriting II	**3 Quarter Credit Hours**

A course that continues to increase the student's speed and improve accuracy. Basic skills are used in typewriting simple business tables, letters, and memorandums. Prerequisite: TYPP 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

TYPP 201 Typewriting III	**3 Quarter Credit Hours**

Emphasis on producing mailable business letters in various styles, memorandum, manuscript writing, bibliography and footnotes. Care of equipment and memory typewriter features are also emphasized. Prerequisite: TYPP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

TYPP 202 Typewriting IV   **3 Quarter Credit Hours**
Emphasis is placed on advanced typewriting activities simulating the office environment. Prerequisite: TYPP 201. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Ashmead College
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  Seattle, WA (main campus)
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Everest College
  Alhambra, CA (main campus)
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  Arlington, VA (branch of Everest College, Thornton, CO)
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  Bremerton, WA (main campus)
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  Ontario, CA (main campus)
  Ontario (Metro), CA (branch of Everest College, Springfield, MO)
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  Renton, WA (main campus)
  Reseda, CA (main campus)
  Salt Lake City, UT (main campus)
  San Bernardino, CA (main campus)
  San Francisco, CA (main campus)
  San Jose, CA (main campus)
  Skokie, IL (main campus)
  Springfield, MO (main campus)
  St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
  Tacoma, WA (branch of Everest College, Bremerton, WA)
  Thornton, CO (main campus)
  Torrance, CA (main campus)
  Vancouver, WA (branch of Everest College, Portland, OR)
  West Los Angeles, CA (main campus)
Everest Institute
  Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
  Atlanta (Downtown), GA (main campus)
  Austin, TX (branch of Everest Institute, Southfield, MI)
  Brighton, MA (main campus)

Chelsea, MA (branch of Everest College, Alhambra, CA)
Chesapeake, VA (branch of Everest Institute, Newport News, VA)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)
Detroit, MI (branch of Everest Institute, Southfield, MI)
Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
Gahanna, OH (branch of Everest College, Ontario, CA)
Grand Rapids, MI (main campus)
Grand Rapids Nursing Branch, Southfield, MI (branch of Everest Institute, Grand Rapids. MI)
Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Jonesboro, GA (branch of Everest Institute, Atlanta, GA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest Institute, Atlanta, GA)
Newport News, VA (main campus)
Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
Rochester, NY (main campus)
San Antonio, TX (main campus)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Silver Spring, MD (branch of Everest College, Portland, OR)
Florida Metropolitan University
  Tampa (Brandon), FL (branch of FMU Tampa, FL)
  Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)
  Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
  Melbourne, FL (branch of FMU, Orlando, FL)
  North Orlando, FL (main campus)
  Orange Park, FL (branch of FMU, Tampa, FL)
  Clearwater (Pinellas), FL (main campus)
  Pompano Beach, FL (main campus)
  South Orlando, FL (branch of FMU, North Orlando, FL)
  Tampa, FL (main campus)
Las Vegas College
  Henderson, NV (main campus)
National School of Technology
  Fort Lauderdale, FL (branch of NST, Kendall, FL)
  Hialeah, FL (branch of NST, Miami, FL)
  Miami (Kendall), FL (main campus)
  Miami, FL (main campus)
WyoTech
  Bedford, MA (main campus)
  Blairsville, PA (branch of WyoTech, Laramie, WY)
  Daytona Beach, FL (main campus)
  Fremont, CA (main campus)
  Laramie, WY (main campus)
  Long Beach, CA (main campus)
  Oakland, CA (branch of WyoTech, Fremont, CA)
  Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

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

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Hank Adler	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Alice T. Kane	Beth A. Wilson	Executive Vice President, Operations
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RHODES COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
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Jack D. Massimino	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: FACULTY AND STAFF

Administrative Staff	
James P. Callahan	President
Linda Malchano	Vice President
Mary Pavlovich, J.D.	Academic Dean
Jason Krall, MBA	Associate Dean/Student Services Coordinator
Lynn Fischer	Director of Admissions
Denise Ritchie, MBA	Director of Career Services
Annette Vose	Director of Student Finance
Amy Ferree	Student Accounts Manager
Michele Janeda	Executive Administrative Assistant
Donna Sperl	Receptionist
Academic Affairs	
Edward Brizzi	Student Success Coordinator
Debbie Holmes	Administrative Assistant
Val Simonetti	Registrar
Michael Tripka	Librarian
Career Services	
Darlene Perrotta	Externship Coordinator
Lindsey Rymarowicz	Career Services Representative
Admissions	
Jordan Babinsack	Admissions Representative
Andrea Erkard	Admissions Representative
John Maloney	Admissions Representative
Michele Kletz	Admissions Representative
Darlene Koman	Admissions Representative
Mark Daugherty	Admissions Representative
Norma Mongeluzzo	Admissions Representative
Helen Raschiatore	Admissions Representative
Geraldine Zarko	Admissions Representative
Walter Hnatow	High School Enroller
Matthew Jensen	Admissions Support Specialist
Student Finance	
Sara Perdue	Student Accounts Representative
Marijana Relja	Student Accounts Coordinator
Jennifer Nelson	Student Finance Planner
Angela Racko	Student Finance Representative
Shawna Ribich	Student Finance Planner
Candice Pennybaker	Student Finance Planner

Faculty		
Rita Baranowski	Business	BS Ed, Duquesne University
Lisa Bartel	Pharmacy Technician	AS, Mount Aloysius College BS, LaRoche College
Patrick Sullivan	Business and English	BA, Duquesne University MA, University of Rochester
Beverly W. Broman, JD	Department Chair Legal Department	JD, Duquesne University MA, Duquesne University BS, Clarion State College
Nicole Carlson	Medical Insurance Billing & Coding	Diploma, Median School AS, Point Park University BS, Point Park University
Joann Carraway	Medical Insurance Billing & Coding	LPN, St. Francis Alvernia School
James Fulton	Department Chair Business Department	BS, Pennsylvania State University
Elizabeth Hartwell, MLT	Medical	ASB, Western School of Allied Health Careers

Emily Czapko	Pharmacy Technician	
Anita Jones	Medical Insurance Billing and Coding	
Peggy Populo	Department Chair Medical Department	Diploma, Duff's Business Institute AS, Point Park College BS, Point Park College
Betsy Sillers	Computers	BS, Grove City College
Joyce Kijowski	Administrative Support	BS, Indiana University of Pennsylvania MS, Indiana University of Pennsylvania
Denise Thomas	Computers	BS, Carlow College MA, Point Park University
Heather Solomon	Patient Care Technician	AS, Western School BA, Point Park University
Chris Serratore	Patient Care Technician	LPN, Mercy Hospital
Ashly Sarver	Business and Computers	BA, University of Pittsburgh
Joe Schramm, JD	Legal	BA, Duquesne University JD, Cumberland Law School
Jarrod Caruso, JD	Lead Criminal Justice Faculty	BA, University of Pittsburgh JD, Duquesne University
Lee Ann O'Hara	Medical Insurance Billing and Coding	Diploma, Median School
April Muckler	Pharmacy Technician	ASB, Western School

APPENDIX B: TUITION AND FEES

Quarter-Based Programs

Program	Tuition per Credit Hour
Accounting	$270
Administrative Secretary	$270
Business Administration	$270
Criminal Justice	$233
Legal Administrative Secretary	$270
Medical Administrative Secretary	$270
Paralegal	$270
Tuition costs include all standard fees.	
Effective date July 16, 2007	

Diploma Programs

Program	Tuition per Credit Hour
Career Access	$278
Criminal Justice	$185
Medical Assistant	$270
Tuition costs include all standard fees.	
Effective date July 16, 2007	

Modular Programs

Program	Program Length	Credit Units	Estimated Books	Tuition 1st Quarter	Tuition 2nd Quarter	Tuition 3rd Quarter
Medical Insurance Billing & Coding	6 Modules	35.0	$600	$4,462.50	$4,462.50	
Patient Care Technician	9 Modules	51.2	$650	$4,050.33	$4,050.33	$4,050.34
Pharmacy Technician	8 Modules	58.0	$600	$4,432.50	$4,432.50	$2,955.00
Tuition costs include all standard fees.						
Effective date July 1, 2007						

*Mid-quarter programs may vary in length due to scheduling.

Fees and Penalties

Proficiency Examination Testing Fee	$20 per credit hour	Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)

APPENDIX C: ACADEMIC CALENDARS

Modular Programs

Modular Calendar Schedule On-cycle 2007 - 2008	
Start Date	End Date
7/16/07	8/9/07
8/13/07	9/6/07
9/10/07	10/4/07
10/15/07	11/8/07
11/12/07	12/7/07
12/10/07	1/11/08
1/14/08	2/11/08
2/12/08	3/10/08
3/11/08	4/3/08
4/14/08	5/8/08
5/12/08	6/9/08
6/10/08	7/3/08

Modular Calendar Schedule Off-cycle 2007-2008	
Start Date	End Date
6/25/07	7/26/07
7/30/07	8/23/07
8/27/07	9/20/07
9/24/07	10/25/07
10/29/07	11/21/07
11/26/07	12/20/07
1/2/08	1/28/08
1/29/08	2/25/08
2/26/08	3/20/08
3/24/08	4/24/08
4/28/08	5/22/08
5/27/08	6/20/08
6/23/08	7/24/08

Quarter-Based Programs

FY 2008 Academic Calendar				
Summer Term Starts		July	16	2007
Summer Term Drop/Add Deadline		July	28	2007
Mini-Term Starts		August	27	2007
Mini-Term Drop/Add Deadline		September	1	2007
Labor Day Holiday		September	3	2007
Summer Term Ends		October	6	2007
Fall Break	From:	October	8	2007
	To:	October	13	2007
Fall Term Start		October	15	2007
Fall Term Drop/Add Deadline		October	27	2007
Thanksgiving Day Holiday	From:	November	22	2007
	To:	November	24	2007
Mini-Term Starts		November	26	2007
Mini-Term Drop/Add Deadline		December	1	2007
Winter Holiday	From:	December	24	2007
	To:	January	1	2008
Classes Resume		January	2	2008
Fall Term Ends		January	12	2008
Winter Term Starts		January	14	2008
M.L. King Jr. Birthday Holiday		January	21	2008
Winter Term Drop/Add Deadline		January	26	2008
Presidents' Day		February	18	2008
Mini-Term Starts		February	25	2008
Mini Term Drop/Add Deadline		March	1	2008
Winter Term Ends		April	5	2008
Spring Vacation	From:	April	7	2008
	To:	April	12	2008
Spring Term Starts		April	14	2008
Spring Term Drop/Add Deadline		April	26	2008
Memorial Day Holiday		May	26	2008
Mini-Term Starts		May	27	2008
Mini Term Drop/Add Deadline		May	31	2008
Independence Day Holiday		July	4	2008
Spring Term Ends		July	5	2008
Summer Vacation	From:	July	7	2008
	To:	July	12	2008

FY 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Drop/Add Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Drop/Add Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Drop/Add Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Drop/Add Deadline		December	2	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	10	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Drop/Add Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Drop/Add Deadline		February	28	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Drop/Add Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Drop/Add Deadline		June	1	2009
Spring Term Ends		July	2	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009