

Everest

COLLEGE

2008-2009 CATALOG

Texas 041008

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2008-2009 CATALOG

Everest COLLEGE

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EVEREST COLLEGE

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.

PRESIDENT'S MESSAGE

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

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

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

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

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

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



Kendra Williams, President
Arlington Campus



Ray Green, J.D., President
Dallas Campus



Marilyn Long, Acting President
Fort Worth Campus

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ABOUT EVEREST COLLEGE

INSTITUTIONAL MISSION

The mission of Everest College is to provide quality, job-relevant career training designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. The College believes that this preparation of students to participate in the working community is an important and vital service to society.

OBJECTIVES

In order to carry out our mission, Everest College has developed the following objectives:

1. To provide career training for capable students without regard to age, race, sex, handicap, color, or creed;
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions;
3. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by our state and accrediting bodies;
4. To provide placement assistance to all graduates throughout their careers;
5. The entire College system is dedicated to the ideal that students should have the opportunity to reach their full potential;
6. The College staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, life-long learning in their fields.

GENERAL INFORMATION

Everest College – Arlington

The Arlington, Texas, campus of Everest College is conveniently located in the Six Flags Mall, at the Division Street exit from U.S. Highway 360. The attractive facility includes computer and medical assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 21,000 square feet containing 12 classrooms, administrative offices, student lounge, restrooms and a library containing computers, reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest Institute was opened in Arlington, Texas, in June 2003 as a branch campus of Everest Institute (formerly Rochester Business Institute) in Rochester, New York.

Everest College – Fort Worth

The Fort Worth, Texas, campus of Everest College is conveniently located near the intersection of I 35E and Northeast Loop 820. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 32,000 square feet containing 16 classrooms, administrative offices, student lounge, restrooms and a resource center containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. Equipment used for training includes personal computers; printers; and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines.

The College opened in August 2004 as a branch of Everest College (formerly Mountain West College) in Salt Lake City, Utah.

Everest College - Dallas

The Dallas, Texas, campus of Everest College is conveniently located on the east frontage road of North Central Expressway. The attractive facility includes computer and medical assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 43,000 square feet containing 28 classrooms, administrative offices, student lounge, restrooms and a library containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest Institute was opened in Dallas, Texas, in January, 2003. The name of the institution was changed to Everest College in April 2003. Dallas is a branch of Everest College (formerly Western Business College) in Portland, Oregon.

ACCREDITATION AND APPROVALS

The Arlington, Dallas, and Fort Worth campuses of Everest College are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. The three campuses have also received degree granting authority from the Texas Higher Education Coordinating Board, Austin, Texas.

Everest College is accredited by the Accrediting Council for Independent Colleges and Schools to award academic Associates degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780 (<http://www.acics.org>).

The College does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

College approvals and memberships are displayed in the lobby. The College President can provide additional information. The Dallas and Fort Worth campuses are also approved and regulated by SEVIS to accept international students. Member of the National Association for Health Professionals (Fort Worth campus)

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

This institution 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 institution 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. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the “Student Academic Appeals Policy” section of this catalog.

ADMISSIONS

ADMISSION PROCEDURE

Everest College follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

The student’s individual success or satisfaction is not guaranteed and is dependent upon the student’s individual efforts, abilities, and application of himself/herself to the requirements of the College.

The College does not offer training in English as a Second Language.

Texas Success Initiative

Texas Higher Education Coordinating Board rules require all students, unless otherwise exempt, to be assessed using a Coordinating Board approved assessment instrument prior to enrolling in college-level coursework.

Institutions and students will work together to develop an individualized plan for the student, which may include developmental education, retesting, or other means of insuring students have the skills necessary to pursue college-level coursework.

The Texas Success Initiative was put in place in Texas in September 2003. All students enrolled in degree programs in Texas are required to take a state approved test in order to determine their readiness for college-level Math or English courses. The state-approved test used at Everest College is the COMPASS test.

If a student’s score falls within a certain range of scores determined by the state, he/she may be required to take part in some form of remediation provided by the College before graduation. The type of remediation is determined by the College and could include remedial classes or one-on-one tutoring. The test scores are not used to determine graduation status.

COMPASS Remediation (These scores are determined by the state)

	Reading	Algebra	Writing (objective)	Essay
Needs remedial	80 or below	38 or below	58 or below	5 (with a Writing objective score of 58 or below)

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students with earned college credits from another accredited institution may apply for credit transfer to the College. Credit will be accepted into undergraduate programs only for courses that are compatible with the student’s program of study at the College and for courses in which a grade of C or higher was earned. Grades earned in allied health courses more than five years ago are not accepted. Grades earned more than 10 years ago are not accepted except to fulfill the general education and college core requirements. Credits submitted for transfer after the first quarter of enrollment may be evaluated for transfer upon the recommendation of the Academic Dean.

Students wishing to transfer credits must have transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Students receiving veteran’s benefits are required by the Veterans Administration to provide transcripts of credit earned from all schools previously attended.

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. No more than 50% of the required coursework in a program may be accepted as transfer credit.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the College’s discretion to fulfill the equivalent subject area general education requirements of the student’s program of study. Details on this policy may be obtained in the office of the Academic Dean.

Military Training

The College may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Learning Assessment

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

ADMISSION POLICY REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission into the Pharmacy Technician diploma program and all degree programs. Students enrolling at Everest College must furnish proof by providing the College with the diploma, transcript or GED certificate, a copy of which will be placed in the student file. Those students may request a form supplied by the College for requesting transcripts or equivalency documentation. For degree programs, the diploma, transcript or GED certificate must be on file before the student is obligated to pay tuition.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the College's equipment and facilities, and to meet the staff and faculty to ask questions relating to the campus and their curriculum career objectives. Personal interviews also enable College administrators to determine whether an applicant has met all admissions requirements for enrollment in the program.

Once an applicant has completed and submitted the Enrollment Agreement, the College reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the College are refunded.

Applicants will complete a nationally standardized test, the COMPASS test. Successful completion of this assessment examination is a prerequisite for admission. Effective July 1, 2005, the minimum composite score for the COMPASS test is 48. Applicants who have completed one academic year of credits at another 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 score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

Students should consult with their Admissions Representative for a list of exemptions from taking the CPAT test, as provided under the Texas Success Initiative.

ABILITY TO BENEFIT POLICY

Students who are enrolling in diploma programs other than the Pharmacy Technician program who do not have a high school diploma or GED may apply for admission under the Ability to Benefit Provision.

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 information regarding the opportunity to complete their GED and encourages their utilization of a GED completion program.

Students enrolling in degree programs may not enroll under the Ability to Benefit Provision.

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.

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

Students seeking to enroll in the Pharmacy Technician program must have a high school diploma or GED. Students may not apply for the Pharmacy Technician program under the Ability to Benefit program. In addition, Pharmacy Technician students must:

1. Register with the Texas State Board of Pharmacy (Board) as a pharmacy technician trainee as a student and within two years register as a pharmacy technician;
2. Have a criminal background check, including fingerprints, and
3. Take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register as a pharmacy technician.

The fee for the National Certification Examination is \$129. The fee to register as a pharmacy technician is \$54. Currently there is no fee for registration as a pharmacy technician trainee.

DIRECTED STUDY (DALLAS CAMPUS)

Directed Study will be looked at on a case-by-case basis as Directed Study shall be the exception and not the norm. The Academic Dean and President shall make the final decision regarding whether or not to approve a Directed Study request based on what is educationally appropriate under the circumstances. Directed Study is the study of a prescribed course content in which the student, usually due to a schedule conflict, is unable to attend the scheduled class sessions.

Eligibility requirements for first-term enrollment is limited to one Directed Study course pending review of Academic Dean and President. Continuing students wishing to pursue a Directed Study course shall have achieved sophomore status, completed a minimum of 12.0 quarter credit hours at the school, or transferred in a minimum of 24.0 quarter credit hours, with a minimum cumulative grade point average of 2.0, with permission from Academic Dean and President.

The following courses are **not** eligible for Directed Study:

- All 1000 level courses in the student's major core
- All accounting courses
- All courses that consist of only lab instruction. However, if the course is a combination of lab and lecture, a Directive Study Lab Agreement and Acknowledgement may be obtained to take the course if the student is provided supervised lab time
- All Intensive English courses (ELS or ENS prefix)
- All developmental courses (all courses with 00 level, such as ENC0011)
- All mathematics courses (MAT or MAC prefix)
- All English courses (ENC prefix)
- Externships/Internships

The student and the Directive Study Faculty shall meet weekly in the 12-week quarter and twice a week in the 6-week mini term.

In order for a student who has completed a course through Directed Study to be eligible to attempt any future Directed Study courses, the student shall have successfully completed any Directed Study course with a final grade of 'C' or higher and maintained a 2.0 cumulative grade point average.

ACADEMIC INFORMATION

GRADING

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:

GRADING SCALE			
Grade	Evaluation	Percentage	Quality Points per Quarter Hr. ***
A	Excellent	100-90	4
B	Good	89-80	3
C	Average	79-70	2
D*	Below Average	69-60**	1
F	Failed to Meet Course Objectives	59-0	0
I	Incomplete		0
P	Passing		Not calculated
L	Leave of Absence		Not calculated
W	Withdrawal, not calculated in CGPA		Not calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).		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 (SAP).		Not calculated
T	Transfer Credit (credit-based programs)		Not calculated
TR	Transfer Credit (modular programs)		Not calculated
PL	Experiential Learning Credit		Not calculated
PE	Passed by Proficiency Exam		Not calculated
PF	Preparatory class failed (preparatory courses only). This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP) or GPA.		Not calculated
PP	Preparatory class passed (preparatory courses only). This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP) or GPA.		Not calculated
<p>*D is not used in modular Allied Health Programs.</p> <p>**In modular Allied Health programs, the percentage equivalent for a failing grade is 69% or less. Percentage grades of 69% or less in modular Allied Health programs are considered attempted, but not successfully completed. In all other courses in which a grade of D is given, the course is considered to be attempted, but successfully completed.</p> <p>***Quality points not used for modular Allied Health programs. Percentage grades are used to determine a student's satisfactory academic progress (SAP) status. See SAP tables in the Satisfactory Academic Progress policy.</p>			
Course Repeat Codes – Fort Worth and Arlington Campuses			
Rexc	Class has been repeated, grade excluded from statistics		
Rinc	Class has been repeated, grade included in statistics		
Course Repeat Codes – Dallas Campus			
1	Student must repeat this class		
R	Student in the process of repeating this class		
2	Course has been repeated – original grade no longer calculated in CGPA		
Key to Exempt Status for the Texas Success Initiative			
Texas Success Initiative exempt status is indicated by a series of letters:			
T = Transfer Credit earned from out of state, private or independent institution that meets institutional requirements (e.g., C or better)		PT = Received required score on Prior Test (SAT/ACT/TAAS/TAKS)	
M = Military Service (pursuant to §4.54[8][9])		PA = Prior Attendance at another institution and determination made by that institution to meet TSI requirements	
D = Degree Holder (Associate's degree or Baccalaureate earned from a Texas Public Institution of higher education)		TA = TASP exempt prior to 9-1-03	
		W = Institutional waiver granted for non-degree or non-certificate-seeking student or for enrollment in a Level 1 certificate program	

Incompletes Policy

The faculty shall make every effort to assign a final grade when a student has completed the course. Missing work or tests may be factored into the calculation of the final grade. However, the fact that a student has missed tests or assignments alone is not a justification for assigning an incomplete ("I"). The award of an incomplete ("I") is only for exceptional circumstances. Absences without any evidence of extenuating or mitigating circumstances are not exceptional circumstances. When a student presents exceptional

circumstances and the instructor agrees that the student can fulfill the course requirements, the instructor can arrange for the student to complete all work and assignments for the course within ten (10) calendar days of the last class session. If the incomplete is not made up within ten (10) calendar days, the student will receive the grade earned prior to the Incomplete mark. Incompletes shall not be given for students who have withdrawn for an official Leave of Absence.

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 College. 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.

UNIT OF CREDIT - ACADEMIC

A clock hour is 50 minutes of instruction in a 60-minute period. Clock hours are converted into credit hours to allow for comparison with other postsecondary schools. Students earn one quarter credit hour for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

ONLINE LEARNING

The College may choose to offer certain general education courses for degree programs online. Online courses are offered using the eCollege platform via the internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds the following minimum requirements:
 - Internet Browser (At least one of the following browsers with Java enabled)
 - PC: Internet Explorer 6.0 (recommended), PC: Internet Explorer 5.5 (supported)
 - Netscape Communicator 7.1 (supported), Firefox 1.x (recommended)
 - MAC: Netscape Communicator 7.1 Internet Explorer: Netscape Communicator 6.2 (supported)
 - Safari 2.0 (supported for OS X), Safari 1.2 (recommended for OS X), Firefox 1.x (supported)
 - Operating System
 - PC: Windows 2000 or XP
 - MAC: MacOS 9.1 and OS X
 - 64 MB RAM (PC); 32 MB RAM (64 recommended) (MAC)
 - 28.8 kbps Modem (56K recommended)
 - Sound Card and Speakers
 - Additional software as required for certain courses
- Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their online coordinator at the time of registration each quarter;
- Commence online course work within the first few days of the registration;
- Understand that student participation and class activities occur weekly throughout the course;
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

STUDENT AWARDS – QUARTER-BASED PROGRAMS

Students who achieve a GPA of 3.5 to 4.0 are placed on the Honor Roll at the end of each twelve-week term.

Students who have achieved a CGPA of 3.5 to 4.0 receive their diplomas/degrees With Honors upon graduation.

STUDENT AWARDS - MODULAR PROGRAMS

Students achieving a grade point average of at least 94.0% will be named to the President's List for that module.

Students achieving a grade point average of 88.0 – 93.0% will be named to the Dean's List for that module.

Students who have attained perfect attendance during a module will be awarded a Perfect Attendance Certificate.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

1. complete the required number of credits for their program of study with passing grades in all required courses;
2. earn a minimum of a 2.0 (C) cumulative grade point average (CGPA);
3. complete all externship requirements;
4. successfully comply with the Texas Success Initiative; and

5. satisfy all financial obligations with the campus.

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive the appropriate degree or diploma based upon the student's program of study.

PROFICIENCY EXAMINATION

Students may attempt to challenge the requirement to complete 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. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE.

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. The academic term for quarterly programs is 12 weeks and for modular programs it is 4 weeks. 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, or each term, 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: $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

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

35 Quarter Credit Hour Modular Program (Medical Insurance Billing and Coding v 1-o). 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%

47 Quarter Credit Hour Modular Program (Medical Insurance Billing and Coding v 2.o). Total credits that may be attempted: 70 (150% of 47).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

47 Quarter Credit Hour Modular Program (Pharmacy Technician). Total credits that may be attempted: 70 (150% of 47).

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
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

96 Quarter Credit Hour Quarter-Based Program (Business Administration, Criminal Justice, Paralegal). Total credits that may be attempted: 144 (150% of 96).

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%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program (Medical Assisting). Total credits that may be attempted: 145 (150% of 97).

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%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

Academic Probation

Probation is the period of time, generally one academic term, 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 has waited one progress evaluation period
- 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 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.

STUDENT ACADEMIC APPEALS POLICY

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

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

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.

Leave of Absence Policy (Modular Programs Only)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 60 days during any 12-month period, as long as there are no more than two leaves of absence in a calendar year, 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/Director of Education. The school director shall approve and sign and date all approved leave of absence requests.

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 into 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 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.

CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 30 students. The maximum class size for most lecture classes is 30 students.

Typical laboratory classes average 20 students. The maximum size for laboratories is 30 students.

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

FINANCIAL AID

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit hours they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit hour for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

EXTERNSHIP/CLINICAL TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

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

In Texas, student attendance is monitored on the basis of the percentage of classes missed as a percentage of the total program hours. The student's minutes of attendance in each class are recorded and retained as part of the student record. Whether a student must be dismissed for an attendance violation depends on whether a refund is due. Should a student's absences exceed 20% of the hours in the program, the student shall be dismissed, unless the student is in the last quarter of the program and no refund is due.

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").

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 ten (10) school days or 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
15% of the course hours missed	Attendance warning letter sent
20% of the course hours missed	Withdrawn from the course
20% of the total hours for all courses in a term	Dismissed from program

In quarter-based programs, the following guidelines shall be followed:

- A student who exceeds 20% absences in any term shall be placed on probation for the following term
- A student who exceeds 20% absences during a probationary term shall be dismissed from the program unless the student is in the last quarter of the program and no refund is due
- A student shall be dismissed prior to the last quarter if the student is absent in excess of ten (10) consecutive class days or 20% of the total clock hours of the program, whichever occurs first

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.

Note: A student whose enrollment is terminated for violating the attendance policy may not reenroll before the start of the next evaluation period following a successful academic appeal. When a student reenters a program after a withdrawal/dismissal, the student shall be dismissed if their absences exceed 20% of the *remaining hours* in the program.

ADMINISTRATIVE POLICIES

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the College immediately. All medical and dental appointments should be made after school hours.

The College will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

TRANSFER CREDITS

For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the satisfactory academic progress measurements of the new program.

TRANSFERABILITY OF CREDITS

This College does not guarantee transferability of credits to any other college, university or institution. It should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

TRANSCRIPTS 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 College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the College 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. Normal processing time for additional copies of the transcript is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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.

STATEMENT OF NON-DISCRIMINATION

Everest College 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 College 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 College President. The College 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 email studentrelations@cci.edu.

DRESS CODE

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Open shoes are never permitted in any medical lab class for obvious safety reasons. Also, all allied health students in medical lab classes are required to wear the standard medical uniform for protection.

Students may have limited funds, so wardrobes need not be expensive or extensive--simply in good taste. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required.

Students dressed inappropriately will not be admitted to the College. Those who continually disregard the dress code will be warned, and, if necessary, disciplinary action will be taken.

The following guidelines are in place for the students of Everest College:

1. Students are expected to wear clothing that is neat, clean and well-fitted at all times. This prohibits clothes that are too small, clothing that sags below the waist or clothes that reveal undergarments.
2. Students may not wear clothing that is either revealing or provocative. This includes leggings, short shorts, mini skirts, biker pants, tank tops, halter tops and any tops showing a bare midriff.
3. Students may not wear clothing nor display tattoos that represent images or material that are vulgar or obscene, are related to the use of drugs, alcohol, tobacco products or that promote hate or violence.
4. Students may not wear hats, caps, bandanas, hair rollers, hair curlers, plastic hair bags, hair nets, sweat bands, skull caps or other similar grooming items.
5. For safety purposes, students may not wear flip-flops, shower/beach/house shoes or slippers at any time.
6. All gang-related clothing is prohibited.

ALLIED HEALTH PROGRAMS

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe to all medical lab classes as described in the College's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available at orientation.

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/internships 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 an Allied Health program may 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.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

WEATHER EMERGENCIES

The College reserves the right to close during weather emergencies or other "acts of nature." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

STUDENT CONDUCT CODE

Background

The College 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 College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

- The College maintains the right to discipline students found in violation of College 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. Federal 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 College-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 College.
- 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 College 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 College property.

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

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the student conduct code, the College 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 College.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the College 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 College deems appropriate. The College 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 College.

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 College 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 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College 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 College.
- 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 College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

SEXUAL HARASSMENT POLICY

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President or Academic Dean. The College President or Dean will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

TERMINATION PROCEDURES

Students may be terminated by the College for cause. Examples include, but are not limited to, the following:

- Violation of the College's attendance policy;

- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the College.

Students to be terminated are notified in writing and may appeal to the College President.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

The College 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 College 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 College 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 College 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 Academic Dean or College 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 COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu.

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact:

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street
Austin, TX 78778-0001

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780
<http://www.acics.org>

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. Everest College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Each campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this College catalog.

FINANCIAL INFORMATION

The tuition and fees schedule can be found in **Appendix B: Tuition and Fees** in the back of this catalog.

TUITION AND FEES – QUARTER-BASED PROGRAMS

The tuition and fees listed in Appendix B will be charged for each quarter (or mid-term quarter start) in attendance. The tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework, if any, will be charged at the same rate as credit-bearing coursework but will be in addition to the total program cost. 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 applicable rate, 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 for that number of credit hours.

Tuition will be charged on a quarterly basis. A non-refundable fee of \$20 (per credit hour) is assessed for each special proficiency examination. A \$38 fee will be charged for programs requiring a background check.

TUITION AND FEES – 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.

ARRANGEMENTS FOR PAYMENT

Arrangements for payment of tuition and book charges (if any) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled. At the beginning of each term, the College charges the student's book account for books issued for that term.

Distance Education Fees will be charged at the time the student registers for an online course. Distance Education Fees are in addition to the Total Program Cost shown on the Enrollment Agreement

Everest College reserves the right to terminate a student's enrollment if the student fails to meet financial obligations. The College also reserves the right to withhold all official documents such as transcripts, grades, diplomas, and degrees until all charges have been paid.

Voluntary Prepayment Plan

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

Individual Course Instruction

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

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 after signing the agreement and receive a full refund of all monies paid, if the request is made by midnight of the fifth day following the signing of the enrollment agreement (excluding Saturdays, Sundays and legal holidays). Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three 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 60 days of receipt of such notice.

Cancellation will occur when the student gives notice that the student no longer wishes to be bound by the Enrollment Agreement.

CANCELLATION AFTER TOUR

Any potential student who has not been provided the opportunity to tour The School facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and inspection to cancel enrollment and request a full refund of any money paid to The School and release from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour.

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/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

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 institutional and applicable state refund policies.

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 last date of attendance. Any monies due the applicant or student will be refunded within 60 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 60 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 60 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 new equipment within 60 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 unmarked textbooks, unworn uniforms or new equipment 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

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.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

TEXAS REFUND POLICY SEC. 132.061.

- (a) Except as provided by Subsection (g) [courses of less than 40 hours], as a condition for granting certification each career school or college must maintain a cancellation and settlement policy that must provide a full refund of all monies paid by a student if:
 - (1) the student cancels the enrollment agreement or contract within 120 hours (until midnight of the fifth day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student; or
 - (2) the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or college, or representations by the owner or representatives of the school or college.
- (b) Except as provided by Subsection (g), as a condition for granting certification each career school or college must maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion, and such policy must provide:
 - (1) refunds for resident courses and synchronous distance education courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours;
 - (2) the effective date of the termination for refund purposes in residence schools or colleges will be the earliest of the following:
 - (A) the last date of attendance, if the student is terminated by the school or college;
 - (B) the date of receipt of written notice from the student; or
 - (C) 10 school days following the last date of attendance;
 - (3) if tuition and fees are collected in advance of entrance, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the residence school or college, not more than \$100 shall be retained by the school or college;
 - (4) for the student who enters a residence or a synchronous distance education course of not more than 12 months in length, terminates, or withdraws, the school or college may retain \$100 of tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - (A) during the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
 - (B) after the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
 - (C) after the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
 - (D) during the second quarter of the course, 50 percent of the remaining tuition and fees;
 - (E) during the third quarter of the course, 10 percent of the remaining tuition and fees; or
 - (F) during the last quarter of the course, the student may be considered obligated for the full tuition and fees;
 - (5) for residence or synchronous distance education courses more than 12 months in length, the refund shall be applied to each 12-month period paid, or part thereof separately, and the student is entitled to a refund as provided by Subdivision (4);
 - (6) refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner acceptable to the commission;
 - (7) refunds based on enrollment in residence and synchronous distance education schools or colleges will be totally consummated within 60 days after the effective date of termination;
-
- (d) If a course of instruction is discontinued by the career school or college and this prevents the student from completing the course, all tuition and fees paid are then due and refundable.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- 1. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- 2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- 3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

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.

SEVERABILITY

If any provision or provisions of the Enrollment Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

MISCELLANEOUS

Nothing in the Enrollment Agreement shall be construed to be a restriction of venue.

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 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 borrow 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.

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

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

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

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Career College Association (CCA) Great Award.

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

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.

SCHOLARSHIPS

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.

External Scholarships

Various companies make scholarship donations available to students of Everest College. The scholarship is a \$100 award that students may apply for to use in a given quarter. To apply, students must complete a scholarship application and essay. The institution's scholarship committee reviews the applications and essays and grants the scholarships based upon a point system that includes review of the applicant's grades, attendance, need and essay. Students who are interested in applying for these scholarship funds should get a scholarship application package from the Academic Office.

STUDENT SERVICES

PLACEMENT ASSISTANCE

The College assists students in finding part-time or full-time employment upon completion of their chosen program. Assistance includes advice in preparing for an interview, resume and cover letter preparation assistance, aid in securing an interview and a list of available jobs.

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction. An important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges. Graduates may continue to utilize the College's placement assistance program at no additional cost.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process. Student involvement is encouraged.

TRANSPORTATION ASSISTANCE

The College maintains information on transportation alternatives and students interested in car-pooling.

FIELD TRIPS

The College believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

DRUG AND ALCOHOL ABUSE PREVENTION

Information on drug and alcohol abuse prevention is available at the College for all students and employees.

ADVISING

The College provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the College has information available on community resources that address these types of problem.

PROGRAMS BY LOCATION

	Arlington	Dallas	Fort Worth
MODULAR PROGRAMS			
Medical Administrative Assistant			<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
QUARTER-BASED PROGRAMS			
Business Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criminal Justice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Medical Assisting	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
Paralegal		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*No longer enrolling new students.

MODULAR PROGRAMS

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Fort Worth	1-0

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

Module	Module Title	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	TOTAL	720	47.0

Module A: Office Finance

6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting

6.0 Quarter Credit Hours

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance

6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections

6.0 Quarter Credit Hours

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

<p>Module E: Office Procedures</p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F: Patient Care and Computerized Practice Management</p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G: Dental Administrative Procedures</p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Medical Administrative Assistant Externship</p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	<p>5.0 Quarter Credit Hours</p>

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Arlington, Fort Worth	1-2

The objective of the Medical Assisting Diploma Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Course Number	Course Title	Lecture	Lab	Extern	Total Clock Hours	Quarter Credit Units
Module A	Patient Care and Communication	40	40	00	80	6.0
Module B	Clinical Assisting and Pharmacology	40	40	00	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	40	40	00	80	6.0
Module D	Cardiopulmonary and Electrocardiography	40	40	00	80	6.0
Module E	Laboratory Procedures	40	40	00	80	6.0
Module F	Endocrinology and Reproduction	40	40	00	80	6.0
Module G	Medical Law, Ethics, and Psychology	40	40	00	80	6.0
Module X	Externship			160	160	5.0
		280	280	160	720	47.0

MODULE A - Patient Care and Communication

6.0 Quarter Credit Units

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students build on keyboarding and word processing skills, and develop the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe, and identifying the strategies it takes to become the best in their new job so that they can advance in their career. (Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE B - Clinical Assisting and Pharmacology

6.0 Quarter Credit Units

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students learn the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain working knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE C - Medical Insurance, Bookkeeping and Health Sciences

6.0 Quarter Credit Units

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students learn medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop working knowledge of good health nutrition and weight control and strategies in promoting good health in patients. Students gain working knowledge of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process through career networking techniques that will assist them in being successful in the medical field. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE D - Cardiopulmonary and Electrocardiography

6.0 Quarter Credit Units

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

<p>MODULE E - Laboratory Procedures</p> <p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge in radiology and nuclear medicine, in addition to various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search by learning how to set their own career goals. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None</p>	<p>6.0 Quarter Credit Units</p>
<p>MODULE F - Endocrinology and Reproduction</p> <p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain working knowledge of assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None</p>	<p>6.0 Quarter Credit Units</p>
<p>MODULE G - Medical Law, Ethics and Psychology</p> <p>Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning how to dress for success. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None</p>	<p>6.0 Quarter Credit Units</p>
<p>MODULE X - Medical Assisting Diploma Program Externship</p> <p>Upon successful completion of Modules A through G, medical assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lec 00Cl Hrs/Lab 00 Cl Hrs/Extern 160 Cl Hrs) Prerequisite: Module A-G</p>	<p>5.0 Quarter Credit Units</p>

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Arlington, Dallas, Fort Worth	2-0

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

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

Course	Course Title	Clock Hours	Quarter Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80 40/40/00	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80 40/40/00	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	80 40/40/00	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80 40/40/00	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80 40/40/00	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80 40/40/00	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80 40/40/00	6.0
MIBP	Practicum* OR	160	5.0
MIBE	Externship	00/00/160	
Program Totals		720	47.0

***The Practicum is not offered as an option at the Fort Worth Campus. Students there will take MIBE Externship.**

Module MEDINTRO Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel 6 Quarter Credit Units

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Students will learn legal aspects of office procedures, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBCL Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems 6 Quarter Credit Units

This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p>Module MIBGU</p>	<p>Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System</p>	<p>6 Quarter Credit Units</p>
<p>This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to build this skill set to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<p>Module MIBIE</p>	<p>Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology</p>	<p>6 Quarter Credit Units</p>
<p>This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures... Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<p>Module MIBMS</p>	<p>Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System</p>	<p>6 Quarter Credit Units</p>
<p>This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<p>Module MIBRG</p>	<p>Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems</p>	<p>6 Quarter Credit Units</p>
<p>This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		

discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000

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

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures... Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000

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

Module MIBP Practicum 5 Quarter Credit Units

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and 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 and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair 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 MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec. Hrs: 000, Lab Hrs: 000, Other Hrs: 160

Module MIBE Externship 5 Quarter Credit Units

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, 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 MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec. Hrs: 000, Lab Hrs: 000, Other Hrs: 160

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months	Arlington*, Dallas*, Fort Worth*	1-1

*No longer enrolling new students in this version of the program. Please see the previous pages for version 2-0 of the program.

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

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers/coders in today's health care offices, clinics, and facilities. Students will 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 also be introduced and studied.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

Module	Course Title	Clock Hours				Quarter Credit Units
		Lec	Lab	Ext	Total	
Module A	Introduction to Medical Insurance and Managed Care	40	40	0	80	6.0
Module B	Government Programs	40	40	0	80	6.0
Module C	Electronic Data Interchange and Modifiers	40	40	0	80	6.0
Module D	Medical Documentation, Evaluation, and Management	40	40	0	80	6.0
Module E	Health Insurance Claim Forms	40	40	0	80	6.0
Module F	Practicum OR	0	0	160	160	5.0
Module X	Externship					
Program Totals					560	35.0

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

<p>Module D – Medical Documentation, Evaluation, and Management</p> <p>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</p>	<p>6.0 Quarter Credit Units</p>
<p>Module E - Health Insurance Claim Forms</p> <p>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</p>	<p>6.0 Quarter Credit Units</p>
<p>Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</p>	
<p>Module F – Practicum</p> <p>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</p>	<p>5.0 Quarter Credit Units</p>
<p>Module X – Externship</p> <p>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</p>	<p>5.0 Quarter Credit Units</p>

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Arlington, Dallas*, Fort Worth	1-0

*The Dallas campus is approved to offer this program but is not offering it at the current time.

The Pharmacy Technician diploma program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Module	Title	Clock Hours				Quarter Credit Units
		Lec	Lab	Ext	Total	
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40	40	0	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40	40	0	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	40	40	0	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40	40	0	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40	40	0	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40	40	0	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40	40	0	80	6.0
Module X	Externship	0	0	160	160	5.0
Program Total		280	280	160	720	47.0

Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

6.0 Quarter Credit Units

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. 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. 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 are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B Aspects of Retail Pharmacy and Pharmacology of the Nervous System

6.0 Quarter Credit Units

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice

6.0 Quarter Credit Units

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module D Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses

6.0 Quarter Credit Units

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

Module E Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System

6.0 Quarter Credit Units

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. 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. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, 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. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module F Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System

6.0 Quarter Credit Units

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module G Home Health Care, Pharmacy Operations & Pharmacology of the Cardiovascular, Circulatory & Skeletal System

6.0 Quarter Credit Units

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module X Clinical Externship

5.0 Quarter Credit Units

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, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

QUARTER-BASED PROGRAMS

BUSINESS ADMINISTRATION

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Arlington, Dallas, Fort Worth	1-1

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. The Business Administration program prepares the student for entry-level positions, which may lead to office or departmental management.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
CGS 2510C	Applied Spreadsheets	50	4
CGS 2167C	Computer Applications	50	4
OST 1141L	Keyboarding	40	2
Total College Core Requirements		140	10
MAJOR CORE REQUIREMENTS			
APA 2111	Principles of Accounting I	40	4
APA 2121	Principles of Accounting II	40	4
APA 2161	Introduction to Cost/Managerial Accounting	40	4
ACG 2021	Introduction to Corporate Accounting	40	4
BUL 2131	Applied Business Law	40	4
FIN 1103	Introduction to Finance	40	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAN 2300	Introduction to Human Resources	40	4
SBM 2000	Small Business Management	40	4
MAR 1011	Introduction to Marketing	40	4
MAR 2305	Customer Relations and Servicing	40	4
MAN 2727	Strategic Planning for Business	40	4
BCC 2456	Business Capstone Course	60	6
Total Major Core Requirements		580	58
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition 1	40	4
ENC 1102	Composition 11	40	4
MAT 1033	College Algebra	40	4
PHI 2100	Critical Thinking	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
EVS 1001	Environmental Science	40	4
Total General Education Requirements		280	28
HOURS REQUIRED FOR GRADUATION		1000	96

CRIMINAL JUSTICE

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Arlington, Dallas	1-1

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

Course Number	Course Title	Contact Hours	Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
BUL 2131	Applied Business Law	40	4
CGS 2167C	Computer Applications	50	4
MAN 1030	Introduction to Business Enterprise	40	4
MAN 2021	Principles of Management	40	4
MAR 2500	Customer Relations and Servicing	40	4
OST 1141L	Keyboarding	40	2
	Total College Core Requirements	250	22
MAJOR CORE REQUIREMENTS			
CCJ 1017	Criminology	40	4
CCJ 1024	Introduction to Criminal Justice	40	4
CJL 2130	Criminal Evidence	40	4
CJL 2132	Criminal Procedure	40	4
CJE 2600	Criminal Investigation and Police Procedures	40	4
CCJ 2252	Constitutional Law for the Criminal Justice Pro	40	4
CCJ 2306	Introduction to Corrections	40	4
CCJ 2358	Criminal Justice Communications	40	4
CCJ 2501	Juvenile Justice	40	4
CJT 2940	Criminal Justice Externship	140	6
CCJ 2943	Current Issues in Criminal Justice	40	4
PLA 1023	Legal Ethics and Social Responsibility	40	4
	Total Major Core Requirements	580	50
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	40	4
ENC 1102	Composition II	40	4
MAT 1033	College Algebra	40	4
PHI 2100	Critical Thinking	40	4
PSY 2012	General Psychology	40	4
SPC 2016	Oral Communications	40	4
	Total General Education Requirements	240	24
HOURS REQUIRED FOR GRADUATION		1070	96

MEDICAL ASSISTING

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	97	24 months	Arlington*, Dallas, Fort Worth*	1-1

*No longer enrolling new students

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

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This degree program prepares graduates to fill entry-level to mid-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program consists of 97 quarter credit hours, including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 160-hour externship prior to graduation from the program.

Completion of the Medical Assisting Program is acknowledged by the awarding of an A.A.S. Degree.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
College Core Requirements			
CGS 2167C	Computer Applications	50	4.0
OST 1141L	Keyboarding	40	2.0
Total Quarter Hours:		90	6.0
Major Core Requirements			
MEA 1263	Anatomy and Physiology I	40	4.0
MEA 1233	Anatomy and Physiology II	40	4.0
MEA 1250	Diseases of the Human Body	40	4.0
MEA 1239	Medical Terminology	40	4.0
MEA 1385	Medical Law and Ethics	20	2.0
MEA 1207	Basic Clinical Procedures	40	4.0
MEA 1207L	Basic Clinical Procedures Lab	40	2.0
MEA 1226C	Exams and Specialty Procedures	40	4.0
MEA 1226L	Exams and Specialty Procedures Lab	40	2.0
MEA 2260	Diagnostic Procedures	40	4.0
MLS 2260L	Diagnostic Procedures Lab	40	2.0
MEA 2244	Pharmacology	40	4.0
MEA 1243L	Pharmacology Lab	40	2.0
MEA 1304C	Medical Office Procedures	50	4.0
MEA 2332C	Medical Finance and Insurance	50	4.0
MEA 2561	Professional Procedures	50	4.0
MEA 2802	Externship	160	5.0
Student will select 4.0 credits from the following courses:			
HUN 1001	Basic Nutrition	20	2.0
MEA 1006C	Therapeutic Communication	20	2.0
MEA 2285L	EKG Interpretation	20	2.0
MEA 2245L	Phlebotomy	30	2.0
MEA 2346C	Medical Computer Applications	30	2.0
MEA 1105	Domestic Violence	20	2.0
MEA 2257L	Introduction to X-ray	40	4.0
SYP 2742	Death & Dying	40	4.0
Major Core Total Quarter Hours:		850-870	63.0
ENC 1101	Composition I	40	4.0
ENC 1102	Composition II	40	4.0
MAT 1033	College Algebra	40	4.0
PHI 2100	Critical Thinking	40	4.0
EVS 1001	Environmental Science	40	4.0
PSY 2012	General Psychology	40	4.0
SPC 2016	Oral Communications	40	4.0

General Education Total Quarter Hours:	280	28.0
Grand Total Quarter Hours:	1240-1260	97.0

PARALEGAL

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Dallas, Fort Worth	1-1

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

Course Number	Course Title	Contact Hours	Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	50	4
OST	2725	Applied Word Processing	50	4
BUL	2131	Applied Business Law	40	4
		TOTAL QUARTER CREDIT HOURS	140	12
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	40	4
PLA	2363	Criminal Procedure and the Constitution	40	4
PLA	1105	Legal Research and Writing I	50	4
PLA	2106	Legal Research and Writing II	50	4
PLA	2273	Torts	40	4
PLA	2201	Civil Litigation I	40	4
PLA	2423	Contract Law	40	4
PLA	2600	Wills, Trusts, and Probate	40	4
PLA	2800	Family Law	40	4
PLA	2763	Law Office Management	40	4
PLA	2203	Civil Procedure	40	4
PLA	2460	Bankruptcy	40	4
PLA	2610	Real Estate Law	40	4
PLA	2456	Paralegal Capstone Course	40	4
		TOTAL QUARTER CREDIT HOURS	580	56
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	40	4
ENC	1102	Composition II	40	4
SPC	2016	Oral Communications	40	4
SYG	2000	Principles of Sociology	40	4
MAT	1033	College Algebra	40	4
PSY	2012	General Psychology	40	4
PHI	2100	Critical Thinking	40	4
		TOTAL QUARTER CREDIT HOURS	280	28
HOURS REQUIRED FOR GRADUATION			1000	96

COURSE DESCRIPTION – QUARTER-BASED PROGRAMS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- Lower division (first and second year) courses 1000-2999

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

<p>ACG 2021 Introduction to Corporate Accounting</p> <p>This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA 2111 Principles of Accounting I</p> <p>Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA 2121 Principles of Accounting II</p> <p>This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA 2161 Introductory Cost/Managerial Accounting</p> <p>This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>BCC 2456 Business Capstone Course</p> <p>This course is designed to help students focus on business success skills. Students will apply business skills in hypothetical scenarios (capstone simulations), will create their resume, and do research about business. The course will enhance the student's oral and written communications skills. The course includes presentations and discussions by students, possible guest lectures, and will culminate in the presentation of research findings by the students. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000 Prerequisite: May be taken only in the last term of attendance.</p>	<p>6.0 Quarter Credit Hours</p>
<p>BUL 2131 Applied Business Law</p> <p>This course is designed to provide students 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 1017 Criminology</p> <p>The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 1024 Introduction to Criminal Justice</p> <p>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. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 2252 Constitutional Law for the Criminal Justice Professional</p> <p>This course examines the United State's Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 2306 Introduction to Corrections</p> <p>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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 2358 Criminal Justice Communications</p> <p>This course prepares students, 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: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 2501 Juvenile Justice</p> <p>Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 2943 Current Issues in Criminal Justice</p> <p>This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>

CGS 2167C Computer Applications	4.0 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 personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2510C Applied Spreadsheets	4.0 Quarter Credit Hours
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CJE 2600 Criminal Investigation and Police Procedures	4.0 Quarter Credit Hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4.0 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: CCJ1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2132 Criminal Procedures	4.0 Quarter Credit Hours
This course focuses on the constitutional provisions affecting the criminal process and the Texas 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	
CJT 2940 Criminal Justice Externship	6.0 Quarter Credit Hours
This course provides students 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 120 hours. The lecture portion of the course will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisites: Students 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 approval of the Department Chair. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 120	
ENC 1101 Composition I	4.0 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 Composition II	4.0 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENGP 0011 Basic English Studies	4.0 Quarter Credit Hours
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
EVS 1001 Environmental Science	4.0 Quarter Credit Hours
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 1103 Introduction to Finance	4.0 Quarter Credit Hours
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HUN 1001 Basic Nutrition	2.0 Quarter Credit Hours
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
MAN 1030 Introduction to Business Enterprise	4.0 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2021 Principles of Management	4.0 Quarter Credit Hours
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2300 Introduction to Human Resources	4.0 Quarter Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Hours
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MAR 1011 Introduction to Marketing	4.0 Quarter Credit Hours
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2305 Customer Relations and Servicing	4.0 Quarter Credit Hours
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2500 Customer Relations and Servicing	4.0 Quarter Credit Hours
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAT 0024 Basic Math Studies	4.0 Quarter Credit Hours
Comprehensive review of the mathematical skills and concepts required to prepare for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAT 1033 College Algebra	4.0 Quarter Credit Hours
This course addresses 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 1006C Therapeutic Communications	2.0 Quarter Credit Hours
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hours: 020 Lab Hrs. 000 Other Hrs. 000.	
MEA 1105 Domestic Violence	2.0 Quarter Credit Hours
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 1207 Basic Clinical Procedures	4.0 Quarter Credit Hours
This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239; Corequisite: MEA 1207L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 1207L Basic Clinical Procedures Lab	2.0 Quarter Credit Hours
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Must be taken concurrently with MEA 1207. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
MEA 1226C Exams and Specialty Procedures	4.0 Quarter Credit Hours
Course Description: This course must be taken concurrently with MLS 2329, and presents theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MLS 2329. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 1226L Exams and Specialty Procedures Lab	2.0 Quarter Credit Hours
Course Description: This course is designed for the student to practice and acquire the skills learned in Exams and Specialty Procedures lecture under direct supervision of the clinical instructor. Students will be checked off on new skills as they mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 1226C. *This course is to be taken concurrently with Exams & Specialty Procedures Lecture (MEA 1226C). Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0	
MEA 1233 Anatomy and Physiology II	4.0 Quarter Credit Hours
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239, 1263 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 1239 Medical Terminology	4.0 Quarter Credit Hours
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 1243L Pharmacology Lab	2.0 Quarter Credit Hours
In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: MEA 1263, MEA 1233, MEA 1250; Co requisite: MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
MEA 1250 Diseases of the Human Body	4.0 Quarter Credit Hours
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: MEA 1263, MEA 1233 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 1263 Anatomy and Physiology I	4.0 Quarter Credit Hours
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	

MEA 1304C Medical Office Procedures	4.0 Quarter Credit Hours
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.	
MEA 1385 Medical Law and Ethics	2.0 Quarter Credit Hours
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 2244 Pharmacology	4.0 Quarter Credit Hours
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases. A body systems approach will be used. Prerequisite: MEA 1263, MEA 1233, MEA 1250. Co requisite: MEA 1243L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000..	
MEA 2245L Phlebotomy	2.0 Quarter Credit Hours
This course provides instruction in phlebotomy procedures and techniques of blood specimen collection in a clinical setting. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLS 2260L. Lecture Hours: 10.0 Lab Hours: 20.0 Other Hours: 0.0	
MEA 2257L Introduction to X-ray	4.0 Quarter Credit Hours
This course is designed to educate the student in the role of the limited radiographer in the health care system, and introduce the equipment and procedures involved in radiography. Topics will include radiographic anatomy, basic concepts of radiation, radiation protection and safety, and patient positioning. In addition, this course presents concepts that will prepare students to take state licensure examinations at the "basic x-ray machine operator" level. Prerequisite: Anatomy and Physiology: MEA 1263, MEA 1233. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 2260 Diagnostic Procedures	4.0 Quarter Credit Hours
This course, which is designed to be taken concurrently with MEA 2750, will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms, and urinalysis will be covered. Prerequisite: MEA 1207, MEA 1207L, MEA 1263, MEA 1233, MEA 1250. Co requisite: MLS 2260L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 2285L EKG Interpretation	2.0 Quarter Credit Hours
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia's and EKG changes. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 2332C Medical Finance and Insurance	4.0 Quarter Credit Hours
This course will train the student in the major medical insurances and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.	
MEA 2346C Medical Computer Applications	2.0 Quarter Credit Hours
This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Lec. Hrs 010 Lab Hrs. 020 Other Hrs. 000	
MEA 2561 Professional Procedures	4.0 Quarter Credit Hours
Course Description: This course is designed to assist the student as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as methods of obtaining professional credentials. Prerequisite: All medical classes. Lec. Hrs.030 Lab Hrs. 020 Other Hrs. 000.	
MEA 2802 Medical Assistant Externship	5.0 Quarter Credit Hours
Course Description: This course is <u>160 hours</u> of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lecture Hours: 000 Lab Hours: 000 Other.Hours: 160.	
MLS 2260L Diagnostic Procedures Lab	2.0 Quarter Credit Hours
Course Description: This course is designed for the student to practice and acquire the skills learned in MEA 2260, Diagnostic Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 2260. This course is to be taken concurrently with Diagnostic Procedures lecture. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
OST 1141L Keyboarding	2.0 Quarter Credit Hours
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
OST 2725 Applied Word Processing	4.0 Quarter Credit Hours
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PHI 2100 Critical Thinking	4.0 Quarter Credit Hours s
This course introduces the students to the concepts of critical thinking. Topics covered include problem solving, perceptions, truths, language, thoughts, concepts, judging, and arguments. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lec. Hrs 040 Lab Hrs 000 Other Hrs 000	

PLA 1003 Introduction to Paralegal	4.0 Quarter Credit Hours
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Legal ethics is discussed in depth. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
PLA 1023 Legal Ethics and Social Responsibility	4.0 Quarter Credit Hours
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1105 Legal Research and Writing I	4.0 Quarter Credit Hours
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lecture Hrs: 30 Lab Hrs: 20 Other Hrs: 0	
PLA 2106 Legal Research and Writing II	4.0 Quarter Credit Hours
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analyses of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA1105 Lecture Hrs: 30 Lab Hrs: 20 Other Hrs: 0.	
PLA 2201 Civil Litigation I	4.0 Quarter Credit Hours
This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
PLA 2203 Civil Procedure	4.0 Quarter Credit Hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Fundamental litigation practices are discussed. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
PLA 2273 Torts	4.0 Quarter Credit Hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
PLA 2363 Criminal Procedure and the Constitution	4.0 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: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
PLA 2423 Contract Law	4.0 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA1003 Lecture Hrs: 40 Lab Hrs: 0 Other Hrs: 0	
PLA 2456 Paralegal Capstone Course	4.0 Quarter Credit Hours
This course, available only during students' final quarter, simulates the law office environment and is designed to equip students for transition from matriculation to legal employment. Focus is placed on the assembly of court and client documents using word processing application software. Documents are prepared in the areas of various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. These documents comprise the student portfolio presented for final evaluation. Prerequisite: CGS 2167C, OST 2725, PLA 1105, PLA 2106 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
PLA 2460 Bankruptcy	4.0 Quarter Credit Hours
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hrs: 40 Lab Hrs: 0 Other Hrs: 0	
PLA 2600 Wills, Trusts, and Probate	4.0 Quarter Credit Hours
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hrs: 40 Lab Hrs: 0 other hrs: 0	
PLA 2610 Real Estate Law	4.0 Quarter Credit Hours
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hrs: 40 Lab Hrs: 0 Other Hrs: 0	
PLA 2763 Law Office Management	4.0 Quarter Credit Hours
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hrs: 40 Lab Hrs: 0 Other Hrs: 0	

<p>PLA 2800 Family Law Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.</p>	<p>4.0 Quarter Credit Hours</p>
<p>PSY 2012 General Psychology This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>SBM 2000 Small Business Management This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0</p>	<p>4.0 Quarter Credit Hours</p>
<p>SPC 2016 Oral Communications This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>SYG 2000 Principles of Sociology A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>SYP 2742: Death and Dying This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics, and other individual options. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0</p>	<p>4.0 Quarter Credit Hours</p>

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 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of Everest University, 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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	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
		Senior Vice President, Academic Affairs & Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	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

ARLINGTON

ADMINISTRATIVE STAFF		
Kendra Williams	President	MBA, University of Phoenix, Dallas, TX. BSBM, University of Phoenix, New Orleans, LA.
Jason Magness	Academic Dean	MA, University of South Dakota, Vermillion, South Dakota, B.A, Valdosta State University, Valdosta, Georgia
Teri Evans	Director of Admissions	MBA, Texas Wesleyan University, Ft. Worth, TX BS, Texas Wesleyan University, Ft. Worth, TX AA, Tarrant County College, Arlington, TX
Debra Knighten	Director of Finance	BBA, Delta State University, Cleveland, Mississippi
Irma Spears	Director of Career Services	BA, Southern University, Baton Rouge, LA, M.B.A. University of Phoenix
Elwetta Mitchell	Library Supervisor	AA, Everest College, Arlington, TX
Sabrina Hill-Gadlin	Director of Student Accounts	
Anne Morrison	Externship Coordinator	
Kimberly Allen	Student Success Coordinator	NCMA, Ultrasound Diagnostic, Dallas
DEPARTMENT CHAIRS		
Bobby J. Holloway	Business Department Chair	BBA, Prairie View A&M University
Linda Jones	Medical Dept. Chair	BS, Southwestern Oklahoma State University, Weatherford, OK
Edna Jackson	Criminal Justice Dept. Chair	MS, Dallas Baptist University
		BA, Northwood University
Gary Dodd	MIBC Dept. Chair	BS, University of Houston
FACULTY		
David Carter	Criminal Justice/Business Instructor	BS, University of NE at Kearney JD, Indiana University
Dr. Victor Crabbe	Medical Instructor	MD, Ross School of Medicine, Portsmouth, Dominica BS, Biology, Central State University, Edmond, Oklahoma
Lia Mays	Pharmacy Tech. Instructor	BA, Texas Tech University, Texas, Lubbock, Texas Registered & Certified Pharmacy Technician Texas
Dr. William Morris	Medical Instructor	PhD, Shelbourne University, Ireland MSC, West Weilehelm University, Germany MDAM, Dogliotti College of Medicine, Liberia/Italy
Peggy Smith	Business Instructor	MS, Amber University, Garland, TX BA, Stockton State College, New Jersey

DALLAS

ADMINISTRATIVE STAFF		
Open	President	
Stephanie Byrd	Campus Vice President	BS, FMU Online
Open	Academic Dean	
Christopher Peters	Director of Admissions	BS, Southern University A&M, Baton Rouge, LA
Lucy Welch	Admissions Manager	BA, Texas Women's University, Denton TX
Gloria Allen	Director of Career Services	BA, Le Tourneau University, Houston, TX
Ijeoma Adams	Director of Student Accounts	MBA, Florida Metropolitan University, Pompano Beach, FL / BA, University of Phoenix, Dallas, TX
Sonja Cook	Director of Student Finance	
Kristilyn Moses	Associate Academic Dean	BS, Kaplan University Davenport, IA
Dale Moon	Additional Associate Academic Dean	MFA, University of North Carolina, Greensboro, NC
Naana Gyamfi	Librarian	MS Library and Information Sciences, Texas Women's University, Denton, TX
PROGRAM DIRECTORS		
Glenn Thaxton	Business Administration	BS, Computer Science East Texas State University, Commerce, TX
Antonia Rodriguez	Criminal Justice and Paralegal Studies	BS – University of Texas-Pan AM, Edinburg, TX AAS, University of Texas-Brownsville, Brownsville, TX

Dale Moon	General Education	MFA, University of North Carolina, Greensboro, NC
Andrea Williams	Medical Billing/Coding Medical Assisting	AAS, Business, North Lake College, Irving, TX
Diane Myers	Medical Assisting	RN, Hillsborough Community College, Tampa, FL BBA, University of Phoenix, Dallas, TX
FULL TIME FACULTY		
Phil Lee	General Education	MS, Drexel University, Philadelphia, PA
James Oldam	Medical Assisting	BS, UT Southwestern Dallas, Dallas, TX AS, Eastfield College, Mesquite, TX
Lisa Johnson-Hannah	Paralegal	BS, Eastern Michigan University, Ypsilanti, MI JD, Detroit College of Law at Michigan State University, Lansing, MI
Yesenia Basurto	Medical Billing/Coding	Diploma, PCI Health Training Center
William Cannon	Business Administration	MBA, University of Texas, Dallas, TX BS, University of Texas, Dallas, TX
Stephen Pearce	Business Administration	MA, Dallas Baptist University, Dallas, TX

FORT WORTH

ADMINISTRATIVE STAFF		
Marilyn Long	Acting President and Academic Dean	MSM, Friends University, Kansas City, MO BSBM, Friends University, Kansas City, MO AS, Donnelly College,
Jahmil Jones	Director of Admissions	
Roxanne Porter	Director of Finance	MBA, University of Phoenix,, Las Vegas, NV BSBM, University of Phoenix,
Teresa Irwin	Director of Career Services	BBA, University of Texas at Arlington, Arlington, TX
FACULTY		
Sonya Phipps	Medical Program Chair	BA, University of Texas at Arlington, Arlington, TX AS, St. Philips College, San Antonio, TX Cert., Kansas City College of Medical and Dental Assisting, Kansas City, MO
Charles E Benson	Business Instructor	BA, University of Louisville, Louisville, KY MBA, Dallas Baptist University, Dallas, TX
Alden Sheetz	Pharmacy Instructor	Registered and Certified Pharmacy Technician, Texas
Elmo Neal	Pharmacy Instructor	Registered and Certified Pharmacy Technician, Texas
Tracy Holbert	Pharmacy Tech Instructor	Registered and Certified Pharmacy Technician, Texas
Angela Fulcher	Pharmacy Tech Instructor	Registered and Certified Pharmacy Technician, Texas
Sharlenta R Johnson	MIBC Instructor	PhD, Chiropractic, Parker College, Dallas, TX MS, Jackson State University, Jackson, MS BS, Jackson State University, Jackson, MS
Stephen Geron	MIBC Instructor	Registered and Certified Pharmacy Technician, Texas
Bethanie Walder	MIBC Instructor	Certificate, American Academy of Professional Coders
Stacy Kidd	Medical Assisting Instructor	MA, Diploma, Remington College

*Everest College faculty members are selected for their academic qualifications and working backgrounds, represent many years of practical experience, and are qualified to provide job-relevant training. An additional characteristic required of Everest College faculty is a genuine interest in assisting students to achieve their career goals.

APPENDIX B: TUITION AND FEES

ARLINGTON

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	\$318	\$30,528	\$4,050
Criminal Justice	96	\$318	\$30,528	\$4,050

MODULE-BASED PROGRAMS	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coding	47	\$13,203	\$1037	\$14,240
Pharmacy Technician	47	\$13,203	\$311	\$13,514
Medical Assisting	47	\$13,203	\$830	\$14,033

*Cost of books and equipment is included in tuition
Effective July/1/08

FORT WORTH

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	\$318.00	\$30,528	\$4,050
Paralegal	96	\$318.00	\$30,528	\$4,050

MODULE-BASED PROGRAMS	CREDITS	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Administrative Assistant	47	\$13,203	\$1670	\$14,873
Medical Assisting	47	\$13,203	\$521	\$13,724
Medical Insurance Billing/Coding	47	\$13,203	\$975	\$14,178
Pharmacy Technician	47	\$13,203	\$1100	\$14,303

*Cost of books and equipment is included in tuition
Effective July/1/08

DALLAS

QUARTER-BASED PROGRAMS	CREDITS	TUITION PER CREDIT HOUR	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT
Business Administration	96	\$318	\$30,528	\$4,050
Criminal Justice	96	\$318	\$30,528	\$4,050
Medical Assisting	97	\$314	\$30,458	\$4,350
Paralegal	96	\$318	\$30,528	\$4,050

MODULE-BASED PROGRAMS	CREDITS	PROGRAM TUITION*	ESTIMATED BOOKS AND EQUIPMENT	TOTAL
Medical Insurance Billing/Coding	47	\$13,203	\$1839*	\$14,534.01

*Cost of books and equipment is no longer included in tuition
Effective 7/01/08

APPENDIX C: CALENDARS AND SCHEDULES

HOURS OF OPERATION – QUARTER PROGRAMS

OFFICE	
Arlington	Monday-Thursday 7:30 a.m. – 7:00 p.m. Friday 7:30 a.m. – 5:00 p.m.
Dallas	Monday-Thursday 8:00 a.m. –8:00 p.m. Friday 8:00 a.m. – 5:00 p.m. Saturday 9:00am-1:00pm
Fort Worth	Monday-Thursday 7:30 a.m. –8:00 p.m. Friday 8:00 a.m. – 4:00 p.m.

SCHOOL		
Morning	Afternoon	Evening
8:00* – 8:50	1:00 - 1:50	6:00 - 6:50
9:00 - 9:50	2:00 - 2:50	7:00 - 7:50
10:10 - 11:00	3:10 - 4:00	8:10 - 9:00
11:10 - 12:00	4:10 - 5:00	9:10 - 10:00
12:00 - 12:50**	5:00 - 5:50**	10:00 - 10:50**
Breaks:	Breaks:	Breaks:
8:50 – 9:00	1:50 – 2:00	6:50 – 7:00
9:50 – 10:10	2:50 – 3:10	7:50 – 8:10
11:00 – 11:10	4:00 – 4:10	9:00 – 9:10

*Dallas classes start at 8:15.

**Certain classes meet for five hours per week.

HOURS OF OPERATION – MODULAR PROGRAMS

Class Hours for Modules Mondays – Thursdays – 20 hours per week for 20 weeks.		
Morning Classes	Afternoon Classes	Evening Classes
8:00 – 8:50	1:00 – 1:50*	5:00 – 5:50
9:00 – 9:50	2:00 – 2:50	6:00 – 6:50
10:10 – 11:00	3:10 – 4:00	7:10 – 8:00
11:10 – 12:00	4:10 – 5:00	8:10 – 9:00
12:00 – 12:50	5:00 – 5:50	9:00 – 9:50
Breaks:	Breaks:	Breaks:
8:50-9:00	1:50 – 2:00	5:50 – 6:00
9:50-10:10	2:50 – 3:10	6:50 – 7:10
11:00-11:10	4:00 – 4:10	8:00 – 8:10
Class Hours for Pharmacy Technician Modules A – G: Mondays–Thursdays–20 hours per week for 28 weeks		
Morning Classes	Afternoon Classes	Evening Classes
8:00 – 8:50	1:00 – 1:50	6:00 – 6:50
9:00 – 9:50	2:00 – 2:50	7:00 – 7:50
10:10 – 11:00	3:10 – 4:00	8:10 – 9:00
11:10 – 12:00	4:10 – 4:00	9:10 – 10:00
12:00 – 12:50	5:00 – 5:50	10:00 – 10:50
Breaks:	Breaks:	Breaks:
8:50 – 9:00	1:50 – 2:00	6:50 – 7:00
9:50 – 10:10	2:50 – 3:10	7:50 – 8:10
11:00 – 11:10	4:00 – 4:10	9:00 – 9:10

Class Hours for Module MIBC Practicum – Mondays – Fridays – 40 hours per week for four weeks.		
Morning Classes	Afternoon Classes	Evening Classes
8:00 – 8:50	12:30 – 1:50	5:00 – 5:50
9:00 – 9:50	2:00 – 2:50	6:00 – 6:50
10:10 – 11:00	3:10 – 4:00	7:10 – 8:00
11:10 – 12:00	4:10 – 5:00	8:10 – 9:00
12:00 – 12:50	5:00 – 5:50	9:00 – 9:50
Breaks:	Breaks:	Breaks:
8:50-9:00	1:50 – 2:00	5:50 – 6:00
9:50-10:10	2:50 – 3:10	6:50 – 7:10
11:00-11:10	4:00 – 4:10	8:00 – 8:10

Pharmacy Technician Module X – Externship

The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure the required extern hours are complete prior to graduation.

CALENDAR - QUARTER-BASED PROGRAMS

Students carrying a credit load of 16 credits per quarter would typically attend school four days per week. Actual days and hours may vary depending on the schedule of classes for which the student registers. Scheduled hours for externship courses will be determined by the site and the student in consultation with the Department Chair and/or Externship Coordinator.

The following Academic Calendars detail the beginning and end dates of individual terms. To determine the projected end date for a program, count down the number of terms in the program from the projected start date. The projected end date assumes uninterrupted attendance, an average credit load of 12-16 credits per quarter, and full-time externship hours.

The number of terms for each program is as follows:

- Medical Assisting 7 Quarters
- Business Administration 7 Quarters
- Criminal Justice 7 Quarters
- Paralegal 7 Quarters

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

CALENDARS - MODULAR PROGRAMS

Arlington, Dallas, Fort Worth MI BC, Pharmacy Technician 2008	
Start Dates	End Dates
7-Jan-08	4-Feb-08
6-Feb-08	5-Mar-08
17-Mar-08	11-Apr-08
14-Apr-08	9-May-08
12-May-08	9-Jun-08
16-Jun-08	14-Jul-08
16-Jul-08	12-Aug-08
18-Aug-08	15-Sep-08
17-Sep-08	14-Oct-08
20-Oct-08	14-Nov-08
17-Nov-08	16-Dec-08

Modular Student Holidays 2008 - 2009	
Holiday	Dates
M.L. King Jr. Birthday Holiday*	January 21, 2008
President's Day*	February 18, 2008
Spring Break	March 6 - 16, 2008
Memorial Day Holiday*	May 26, 2008
Independence Day*	July 4, 2008
Summer Break	June 10 - 13, 2008
Independence Day	July 4, 2008
Labor Day	September 1, 2009
Thanksgiving	November 27 - 28, 2008
Winter Recess	December 22 - 31, 2008
New Year's Day	January 1, 2009
M.L. King Jr. Birthday	January 19, 2009
President's Day	February 16, 2009
Spring Break	March 9 - 13, 2009
Memorial Day	May 25, 2009
Summer Break	June 16 - 19, 2009
Independence Day	July 3, 2009
Labor Day	September 7, 2009
Thanksgiving	November 26 - 27, 2009
Winter Recess	December 22 2009 - January 1 2010

Arlington, Dallas, Fort Worth MI BC, Pharmacy Technician 2009	
Start Dates	End Dates
1/12	2/9
2/11	3/11
3/23	4/17
4/20	5/15
5/18	6/15
6/22	7/17
7/20	8/14
8/17	9/14
9/16	10/13
10/19	11/13
11/16	12/15

Arlington, Dallas, Fort Worth MI BC, Pharmacy Technician 2010	
Start Dates	End Dates
1/11	2/16
2/22	3/18
3/22	4/15
4/19	5/13
5/17	6/15

Fort Worth Medical Administrative Assistant 2008 - 2009	
Start Dates	End Dates
19-May-08	12-Jun-08
27-May-08	23-Jun-08
16-Jun-08	14-Jul-08
24-Jun-08	21-Jul-08
16-Jul-08	12-Aug-08
22-Jul-08	15-Aug-08
18-Aug-08	15-Sep-08
17-Sep-08	14-Oct-08
20-Oct-08	14-Nov-08
17-Nov-08	16-Dec-08
5-Jan-09	2-Feb-09
4-Feb-09	4-Mar-09