

# Everest

## COLLEGE

### 2007-2008 CATALOG

Arlington/Tysons Corner 082707

Arlington Campus  
801 North Quincy Street, Suite 500  
Arlington, Virginia 22203  
(703) 248-8887

Tysons Corner Campus  
1430 Spring Hill Road, Suite 200  
McLean, Virginia, 22102  
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[www.everest-college.com](http://www.everest-college.com)

Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS),  
[www.acics.org](http://www.acics.org)

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## MESSAGE FROM THE PRESIDENTS

As presidents of Everest College, we want to welcome you to our campuses. We are excited about the many opportunities that lie before us at Everest--opportunities to improve your educational experience and to enhance your career goals.

We feel strongly that a college education should be more than just something you "endure" to attain a job or launch a career. A college education should be a life-changing experience. It is a time of growth and a time of learning. Learning should take place both in and beyond the classroom. We want you to have a college experience that will truly be one to change your life for the better, and we feel we have the tools at Everest to make that possible.

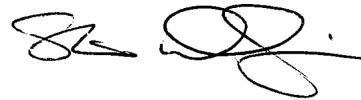
Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

Our courteous, professional staff members want to help you succeed in every facet of your college experience.

Sincerely,



Stephen Goddard  
College President  
Arlington Campus



Sheri Delozier  
College President  
Tysons Corner Campus

## EVEREST COLLEGE

### Arlington Campus

Everest College, 801 North Quincy Street, Suite 500, Arlington, Virginia 22203, has received conditional approval to operate from the State Council of Higher Education for Virginia. A conditional approval is a term during which the Council will conduct a site visit in accordance with 8 VAC 40-30-300. Upon verification of compliance with the Council's approval standards and regulations at the Virginia site, the Site Visit Committee will make a recommendation to the Council regarding the institution's approval to offer the approved programs at the Virginia site. Approved are the following programs:

- Associate of Science in Business Administration 96 Quarter Credit Units
- Associate of Science in Criminal Justice 96 Quarter Credit Units
- Associate of Science in Paralegal 96 Quarter Credit Units
- Homeland Security Specialist Diploma Program 48 Quarter Credit Units
- Medical Assisting Diploma Program 47 Quarter Credit Units

Instruction is in residence with the facility occupancy level accommodating 400 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational occupational plans with school personnel prior to enrolling or signing enrollment agreements.

### Tysons Corner Campus

Everest College, 1430 Spring Hill Road, Suite 200, McLean, Virginia 22102, has received approval to operate from the State Council of Higher Education for Virginia

Approved are the following programs:

- Associate of Science in Business Administration 96 Quarter Credit Units
- Associate of Science in Criminal Justice 96 Quarter Credit Units
- Homeland Security Specialist Diploma Program 48 Quarter Credit Units
- Medical Administrative Assistant Diploma Program 47 Quarter Credit Units
- Medical Assisting Diploma Program 47 Quarter Credit Units
- Medical Insurance Billing and Coding Diploma Program 35 Quarter Credit Units
- Massage Therapy Diploma Program 55 Quarter Credit Units

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational occupational plans with school personnel prior to enrolling or signing enrollment agreements.

## THE COLLEGE CATALOG

This catalog is the official announcement of the programs, requirements, and regulations of Everest College. Students enrolling in the College are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of the College, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

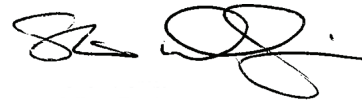
Everest College reserves the right to: 1) change any provisions or requirements, including fees, at any time, and 2) require a student to withdraw from the College for cause at any time. The College reserves the right to substitute equivalent classes within each diploma or degree program. It may add or delete programs of study. Further, the College reserves the right to add or delete courses from the published programs of study.

Admission to Everest College shall be based on merit, and there shall be no discrimination by race, color, creed, religion, sex, national origin, or sexual orientation.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Academic Dean or College President. Complaints not resolved within 30 days may be directed to:

State Council of Higher Education for Virginia  
101 North 14th Street, James Monroe Building  
Richmond Virginia, 23219  
(804) 225-2600 (phone), (804) 225-2604 (fax)

All information in the content of this College catalog is current and correct and is so certified as true.





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## **ABOUT EVEREST COLLEGE**

This College is a part of Rhodes Colleges, Inc. (RCi). RCi was formed in 1996 to own and operate colleges across the nation that focus on high-demand, specialized skills. RCi is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry. With headquarters in Santa Ana, California, and colleges in various states, RCi is dedicated to continuing this College's tradition of excellence in providing education and training to its community.

### **ARLINGTON CAMPUS**

Historically, the roots of Everest College in Denver, Colorado, extend back to 1895. The school, originally Parks College, was located in downtown Denver at 14th and Curtis Street. In July 1923, the school was relocated to 1450 Logan Street and was renamed "Parks School of Business Administration." Parks School of Business Administration was the only private business school in Denver to be accredited according to college and university standards. As an accredited member of the American Association of Commercial Colleges, Parks trained public school teachers to instruct in or chair commercial and business departments before this training was available in other colleges and universities. Even during the Great Depression of the 1930's, Parks remained a thriving institution, continuing to train students for business education. In response to a growing student body, the school moved to 1968 Pennsylvania Street and, in the late 1970's, to a suburban location on North Broadway.

In 1987, the College relocated to its present site at 9065 Grant Street, Thornton, in northern metropolitan Denver, to better serve students throughout the metropolitan area. In 1989, Parks Junior College opened a branch campus in Aurora, southeast of Denver. Effective August 24, 1995, Parks Junior College changed its name to "Parks College." On October 17, 1996, Rhodes Colleges, Inc. acquired Parks College. In December 2001, the Arlington branch campus was opened in Arlington, Virginia. In February of 2006, both Parks College in Thornton and Parks College in Arlington became Everest College.

### **TYSONS CORNER CAMPUS**

Historically, the roots of Everest College in Colorado Springs, Colorado, extend back to 1897. In 1918 Mr. and Mrs. George Blair purchased Brown's Business College and renamed it Blair's Business College. Mr. Floyd Doty assumed ownership of the College in 1938, and in 1953 the College achieved accreditation as a two-year school of business. It was among the first group of business Colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools (ACICS) In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by ACICS. On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. It has flourished under the ownership of Rhodes Colleges, Inc., and grew to include a branch campus in McLean, Virginia, established in May, 2004. In February of 2006, both Blair College in Colorado Springs and Parks College in Tysons Corner became Everest College

### **PHILOSOPHY**

Everest College is dedicated to the ideal that every student should have the encouragement and opportunity to develop to their full potential. We believe that most students will succeed in a collegiate environment when they receive the proper motivation. We are dedicated to providing that motivation and assisting students in the achievement of personal, educational, career, and economic goals.

### **STATEMENT OF PURPOSE**

Everest College is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the College is committed to:

- The utilization of modern technology and teaching methods (including distance education and externship where appropriate);
- The provision of innovative educational programs at conveniently located sites;

- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
- The provision of career development support services to students and alumni.

## **MISSION STATEMENT AND OBJECTIVES**

### **Arlington Campus**

Everest College maintains the belief that each student, regardless of sex, race, color, religion, wealth, age, disability, or background, must be prepared for effective living as a contributing citizen in a rapidly changing society where life-long learning must be viewed as a normal expectation. The College further believes that the acquisition of knowledge and the attainment of useful skills enrich the life of an individual.

In the accomplishment of its mission, the College is constantly improving its educational programs; helping each student to develop into a well-adjusted, useful, intelligent, contributing citizen; maintaining constant involvement with all segments of the community; and providing effective management and utilization of human and financial resources.

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

1. The College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
2. Through its academic progress, the College shall seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study; to increase access for both traditional and nontraditional students; and to continually improve its educational process at all levels. The College's success in realizing these goals will be measured regularly through surveys of students, graduates, and employers.
3. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision-making, and individual expression of opinions.
4. The College is committed to having its sites maintain a vital link to the communities they serve through inclusion of community and business leaders in survey and evaluation of its academic programs and graduate job performance. Fulfillment of this goal shall assure that the College, the community, and all citizens of the region served will be better prepared for the social and economic developments of the future.

### **Tysons Corner Campus**

Everest College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of McLean and the greater Washington, D.C. surrounding area. The College offers practical, career-related programs designed to help graduates prepare for entry-level positions and contribute to the community that it serves. In order to assure continued fulfillment of its mission, Everest College has established the following objectives:

- To offer two-year degree programs and diploma programs that will help students develop a solid foundation of basic technical and business skills;
- To assist students to achieve a general education background;
- To help students develop attitudes, knowledge, and skills that will enhance quality of life and contribute to the community;
- To offer a practical and viable curricula, taught by instructors who have education and work experience related to their areas of instruction;
- To provide career-related training based on current industry trends;
- To provide job placement assistance to graduates.

## **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 educational 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.

## **ACCREDITATION**

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

Accreditation is granted following an extended evaluation covering all aspects of the school's educational process. These include admissions, faculty, programs, facilities, student services, and business practices.

## **PROFESSIONAL RECOGNITIONS**

- The Tysons Corner Campus has received approval to operate from the State Council of Higher Education for Virginia.
- The Arlington Campus has received conditional approval to operate from the State Council of Higher Education for Virginia in order to enable the Council to conduct a site visit of the institution.
- Member, Arlington Chamber of Commerce (Arlington Campus) and McLean Chamber of Commerce (Tysons Corner Campus).
- Approved for the training of veterans (Arlington and Tysons Corner Campuses).

## **LOCATION AND FACILITIES**

### **Arlington Campus**

Everest College is located in Arlington, Virginia. The College is located in the Quincy Crossing Building at the intersection of Wilson Street and Quincy Street, in the Ballston section of Arlington. All physical plant facilities are easily accessible to both day and evening students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include five computer labs and five lecture rooms. The facility includes a student lounge and student restrooms. A comfortable library includes collections appropriate and relevant to the educational programs offered by the College.

In addition to the educational facilities, the physical plant includes an academic office area, student finance office, Academic Dean's office, placement office, registrar's office, business office, admissions offices, administrative support area, President's office, and a general reception area. The remaining space is allocated to a faculty and staff lounge, restrooms, and storage.

### **Tysons Corner Campus**

Everest College is located in McLean, Virginia. All physical plant facilities are easily accessible to both day and evening students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include a medical laboratory, four computer labs, and eight lecture rooms. The facility includes a student lounge and student restrooms. A comfortable library includes collections appropriate and relevant to the educational programs offered by the College.

In addition to the educational facilities, the physical plant includes an academic office area, student finance office, Academic Dean's office, placement office, registrar's office, business office, admissions offices, administrative support area, President's office, and a general reception area. The remaining space is allocated to a faculty and staff lounge, restrooms, and storage.

## **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.

## **LIBRARY**

Everest College maintains an up-to-date, staffed library for use by our students and faculty. The library is accessible and staffed during business hours and can also be made available before and after hours by arrangement through the Academic Department

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition, the library has computers dedicated to Internet research available for student use. On-line resources are provided to support classroom activities and to provide students with access to virtually unlimited resources.

## **ADMISSIONS**

### **ADMISSION POLICY**

Graduation from high school or its equivalent is a prerequisite for admission to the College except for those students admitted under the Ability to Benefit Policy (see below). Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other recognized equivalency. All applicants are required to successfully complete an assessment examination, the Career Programs Assessment Test (CPAt). This standardized, nationally normed test is administered by the College and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. Applicants are required to achieve a combined score of 120. High school graduation or GED is not a prerequisite for admission into the College.

Transfer students who are high school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above-referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

Students are responsible for meeting the requirements of the College catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

### **ABILITY TO BENEFIT POLICY**

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

### **GED Preparatory Program**

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial

opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

### **ATB Testing**

Forms B and C of the Careers Program Assessment Test (CPAt) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAt or COMPASS/ESL test may be used. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

### **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.

## **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 the Surgical Technologist program will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 Name Searches (up to two married names)
- 1 Social Security Trace – Address Trace Report
- 1 Statewide Sex Offender Search
- 1 OIG Search (Medicare/Medicaid related fraud)

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

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

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
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.

### **INTERNATIONAL STUDENTS**

Everest College accepts international students. The College is approved by the Department of Homeland Security to issue I-20 Forms (certificate of eligibility) to accepted students who meet all Admissions and Financing criteria for their Associate of Science degree programs. Prospective international students must, therefore, be in possession of a visa that allows them to legally attend school. English language services (including instruction) are not available. Visa services are not available at Everest College.

When foreign students apply for admission, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent (133 computer based) is required for entry into an undergraduate degree program.

### **LANGUAGE PROFICIENCY**

Courses are not offered in languages other than English, nor is English as a Second Language training offered. English language services (including instruction) are not available. If the results of the Entrance Examination described above indicate, in the judgment of the Academic Dean, that the applicant might not have language skills sufficient to master the required coursework, the applicant may be asked to take the TOEFL examination as described above as a condition of acceptance to the College.

### **NEW STUDENTS**

Graduation from high school or its equivalency (such as the GED) is the minimum requirement for admission to Everest College except for students enrolling under the Ability to Benefit Provision. Applicants will be required to sign an “Attestation Regarding High School Graduation or Equivalency” indicating that they meet the

College's requirements for admission. Applicants are advised that Everest College accepts students only after a personal interview with an Admissions Representative. They are further advised to discuss any pending enrollment with their family.

After the interview, the Admissions Representative will recommend to candidates who meet all established admissions criteria to complete an application for enrollment that is pending final acceptance by the College.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from colleges attended, CLEP scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

If the College accepts the applicant, the application for enrollment will be processed. Times and places of orientation will be given to the applicant by mail or telephone. If the applicant is not accepted, he/she will be notified promptly.

### **HIGH SCHOOL SENIORS**

Early Admission applicants will be considered for conditional acceptance prior to secondary school graduation. High school seniors who are accepted on a conditional basis must sign an "Attestation Regarding High School Graduation or Equivalency" following graduation and prior to starting classes. For Early Admissions consideration, high school seniors are required to take the nationally recognized assessment test during an ATB proctored testing session. High school seniors must achieve a passing score and fulfill all other admissions requirements in order to gain conditional acceptance to the College.

### **CONTINUING STUDENTS**

Prior to the end of the term, students will have had the opportunity to register for the next term. All students will be expected to register on time unless previous arrangements have been made.

If a student pre-registers, he/she will not need to return to register between terms but will report back on the first day of classes.

### **REENTERING STUDENTS**

Readmission to Everest College following withdrawal will be at the discretion of the Readmissions Policy Committee. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at the discretion of the Committee. A student will be allowed only two reentries into the College. Reentry in certain programs may be prohibited. Readmission to Everest College is granted in accordance with currently accepted admissions guidelines.

The applicant must submit a written application to the Readmission Committee. All committee recommendations will be approved or rejected by the College President. The College President has final authority for all decisions concerning reentry to the College.

### **TRANSFER STUDENTS**

Students who have attended another accredited institution and wish to transfer to Everest College may be admitted if the admission requirements are met.

## ACADEMIC POLICIES AND PROCEDURES

### GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used for all programs except the Allied Health programs:

GRADE	EVALUATION	PERCENTAGE	QUALITY POINTS PER QTR HOUR
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	0-59	0
I	Incomplete		0
P	Passing		Not Calculated
W	Withdrawal, not calculated in the CGPA		Not Calculated
WD	(Arlington campus only) 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.		Not Calculated
TR	Transfer Credit		Not Calculated
PE	Passed by Proficiency Challenge Exam		Not Calculated
PL	Prior Learning/Experiential Learning Credit		Not Calculated
<b>Course Repeat Codes</b>			
1	Student must Repeat This Class		
R	Student in the Process of Repeating This Class		
2	Course Repeated - Original Grade No Longer Calculated in CGPA		

### GRADING SYSTEM FOR MODULAR ALLIED HEALTH PROGRAMS ONLY

In Allied Health modular programs, the progress and quality of students' work is measured by the following system of letter grades and grade percentages:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
F	Failed to Meet Course Objectives	0
I	Incomplete	0
P	Pass	Not Calculated
L	Leave of Absence	Not Calculated
PE	Proficiency Exam	Not Calculated
PL	Prior Learning /Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WZ	Withdrawal Military	Not Calculated
<b>Course Repeat Codes</b>		
REXC	Class has repeated, grade excluded from statistics	
RINC	Class repeated, grade included in statistics	



Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
I	N	Y	N
P	N	Y	Y
W	N	Y	N
WD	N	N	N
WZ	N	Y	N
TR	N	Y	Y
PL	N	Y	Y
PE	N	Y	Y

## 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.

## INCOMPLETES

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

## GRADE APPEALS

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

## DROP/ADD PERIOD

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

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

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

There is no Drop/Add Period for students in modular programs.

## **DEFINITION OF CREDIT**

Everest College grants academic credit in credit hours (credit hours referred to in this catalog are quarter credit hours). A credit hour is given for a minimum of 10 lecture hours of instruction, a minimum of 20 hours of developmental studies or laboratory instruction, or a minimum of 30 hours externship practice. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

## **PROFICIENCY EXAMINATION POLICY**

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 noted in the tuition and fees schedule in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations 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 (see tuition and fee schedule in Appendix B).

## **TRANSFER STUDENTS**

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Students may transfer applicable credits from another CCI college in which a D or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. (See the table of CCI schools in the back of this catalog.) Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving Veteran's Benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

### **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 institution'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 Academic Dean's office.

### **Military Training**

The institution 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 Institution 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.

### **Advanced Placement**

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology

### **Transfer to Other Colleges**

Since every institution has its own policy regarding transfer of credit, it is not possible to guarantee transferability of any particular course offered at Everest College. Students who anticipate the necessity of transferring quarter credits earned at Everest College are encouraged to contact the Admissions or Academic Department of the institution to which they desire to transfer in regard to acceptance of credits earned at this College. Transfer of credits is an institutional matter; therefore, Everest College cannot and does not guarantee the transferability of credits. Likewise, Everest College is not obligated to accept credits from all other collegiate institutions.

### **Transfer within the College**

If a student desires to transfer from day to night classes, or vice versa, it can be done with no loss of credits in most situations.

A student desiring to change programs must contact their Department Chair or Academic Dean to re-enroll in the new program. A student must be in good academic standing to change programs, and must have the approval of the Department Chair of the current program, new program Chair, and the Academic Dean. A student must be in good academic standing to change majors. The College President may waive this requirement. All course and cost adjustments will be calculated at that time. A new enrollment agreement must be completed and signed prior to starting classes in the new program.

## **ACADEMIC HONORS**

### **Student Awards**

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

### **President's List Award**

Everest College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (must carry at least 12 credit hours during a regular term, 8 credit hours during a mini-term) who earn a 4.0 (A) grade point average for the term.

### **Dean's List Award**

Everest College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during a regular term, 8 credit hours during a mini-term) who earn a 3.5 or higher grade point average for the term and have earned no grade lower than a C in any course that term. A news release is sent to all local media and the College prepares a certificate of award.

### **Graduation Honors**

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

## **WITHDRAWAL PROCEDURES**

Students finding it necessary to withdraw from the College should notify the College in writing as to why and when the withdrawal is necessary and complete out-processing through the Registrar's Office and Student Finance Office. Failure to provide written notification will result in a delay in out-processing and a delay in any refund due the student or the funding source. The Department Chair and/or Academic Dean must approve

withdrawal from any individual course, and grades upon withdrawal will be assigned in accordance to the grading system indicated in this catalog.

### **OUT-PROCESSING UPON WITHDRAWAL**

A student who must withdraw from Everest College prior to completion of degree requirements should: (1) contact the College and inform the administration of plans to withdraw, (2) schedule an exit interview with the Department Chair and/or Academic Dean during which the student's reasons for withdrawal will be discussed, and (3) visit the Student Finance Office to insure that the student's financial obligation to the College has been met up to and including the student's last day of class attendance.

### **GENERAL EDUCATION REQUIREMENTS**

All Associate's degree programs at Everest College are designed to emphasize the student's major course work, which is structured to prepare the student for their chosen career opportunities. General education courses fall under the following three subject areas: Humanities, Social Sciences, and the Natural and Physical Sciences. Each program requires students to complete coursework from each of the subject areas as specified in the program outline. The general education component broadens the overall education orientation of each degree seeking student. A minimum of 24 credit hours must be completed from the overall general education component listed in the curriculum for each program of study.

### **SATISFACTORY ACADEMIC PROGRESS**

Students must maintain Satisfactory Academic Progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, Satisfactory Academic Progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory Academic Progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

#### **Cumulative Grade Point Average (CGPA) Requirements**

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making Satisfactory Academic Progress. These requirements are noted in the tables below, along with rate of progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

#### **Rate of Progress toward Completion Requirements**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making Satisfactory Academic Progress. Credits attempted are defined as those credits for which students are enrolled at the end of the Drop/Add Period of an academic term. These percentage requirements are noted in the Satisfactory Academic Progress Tables, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

#### **Maximum Time in Which to Complete**

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. 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 credits are noted in each of the Satisfactory Academic Progress Tables.

#### **Graduation**

In order to graduate, a student must have earned a minimum of a 2.0 (70%) CGPA and must have successfully completed all required credits within the maximum credits that may be attempted timeframe. However, students meeting the CGPA or rate of progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

### **Academic Probation**

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the requirements stated below. Any student not maintaining the minimum required overall grade point average is placed on Academic Probation. Academic Probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection.

The student will remain on Academic Probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. If a student on academic probation fails to meet the grade point average required, that student may be suspended from the College for a period of one term. A student returning to the College after suspension will be on Academic Probation during the first term of return. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of Academic Probation, students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

### **Academic Suspension**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory academic progress, is placed on Academic Suspension, and must be withdrawn from the College. Students who have been terminated and have no mitigating circumstances to appeal the termination may only continue in school in an extended enrollment status. Please see the section entitled "Continuation as an Extended-Enrollment Student."

### **Readmittance Following Suspension**

Students who have been suspended may apply for readmittance to the College after one academic term according to the Readmission policy. Students readmitted at this point are considered to be on probation but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if in the judgment of the Readmittance Committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

### **Academic Dismissal**

Students who have been readmitted following Academic Suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an Academic Dismissal, and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

### **Application of Grades and Credits**

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (see Satisfactory Academic Progress tables, below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

When a course is repeated, the higher of the two grades earned is used in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (see Satisfactory Academic Progress tables, below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure) and W (withdrawn) 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 letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

### **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 satisfactory academic progress 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.

### **Continuation as an Extended-Enrollment Student**

Students who have been suspended or dismissed due to failure to maintain Satisfactory Academic Progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in an extended-enrollment-student status for a period of time not greater than 25% of the normal program length (two academic quarters for Associate's degree programs).
- The student is not eligible for student Financial Aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at least close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on extended-enrollment status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

### **Reinstatement as a Regular-Status Student from Extended-Enrollment Status**

Students who have attempted the maximum number of credits allowed under their program but have not earned all of the credits necessary to complete their program may be allowed to enter extended-enrollment status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed but may continue on extended-enrollment status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered extended-enrollment status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a certificate for the credits they successfully completed.

### **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 College.

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 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 College 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 College and are ineligible for Federal Financial Aid. Reinstatement of Federal Financial Aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

### **Satisfactory Academic Progress Requirements**

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the College. Students will again be evaluated at the end of the second academic year. Students who do not have a 2.0 CGPA or completion rate of progress of at least 66.7% will be suspended and withdrawn from the College.

## Satisfactory Academic Progress Tables

35 QUARTER CREDIT HOUR PROGRAM. 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
1-16	2.0	N/A	66%	N/A
17-24	2.0	1.0	66%	N/A
25-37	2.0	1.5	66%	60%
38-52	N/A	2.0	N/A	66%

47 QUARTER CREDIT HOUR PROGRAM. 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
1-16	2.0	N/A	66%	N/A
17-28	2.0	1/0	66%	N/A
29-40	2.0	1.5	66%	60%
41-52	2.0	1.75	66%	65%
53-70	N/A	2/0	N/A	66%

48 QUARTER CREDIT HOUR PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 72 (150% OF 48).				
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
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

96 QUARTER CREDIT HOUR PROGRAM. 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%

### Student Appeal Process

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for readmittance to the College President. Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy.

### STATEMENT OF ACADEMIC FREEDOM

Everest College endorses and adheres to the concept of academic freedom and supports the instructors' privilege to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. The College recognizes, however, that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

### ACADEMIC LOAD

All students at the College must be in full-time attendance unless they have approval to take less than a full load. A full-time student at Everest College is one who is enrolled in at least 12 credit hours per term. Students who have permission to take less than a full load must understand that any Financial Aid previously awarded may be reduced. Should students desire to accelerate their program, they are encouraged to increase their credit hours per quarter.

## **ATTENDANCE POLICY**

### **Quarter-Based Programs**

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students must sit for attendance by the first class of the third week of the term (by the first class of the second week of a mini-term). If a student fails to attend class by the third week of the term, the student may be withdrawn from the course by the Academic Dean.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, he or she must call the Department Chair or Dean to discuss the reason for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on Attendance Probation. Students placed on Attendance Probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on Attendance Probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution. Students who miss 14 consecutive calendar days in all classes or have seven consecutive absences may be dropped from school.

Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental, or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the College.

### **Modular Programs**

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20% of the total program hours scheduled for the program may be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure" policy.) Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for seven consecutive school days will be dropped from the training program.

Students who miss 15% of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See "Student Appeals" policy.) If their termination is not successfully appealed, they will remain dropped from the program.

### **Tardiness/Early Departure**

Students who are more than 15 minutes late to class or who leave class more than 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day.

### **Reentry Policy**

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the College.



Students who have been terminated for violating the attendance policy may apply for reentry to the College through the appeals process. (See “Student Appeals Process” policy.) Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the College President.

### **Make-up Work**

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the College administration.

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

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

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

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

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

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

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

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

### **Effects of Leave of Absence on Satisfactory Academic Progress**

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

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for

the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

### **Veterans: Leave of Absence**

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

### **COURSE SUBSTITUTION**

Any substitution of courses not included in the published curriculum of a course of study must be approved by the Department Chair and Academic Dean. Because the College curriculum has been designed to specifically prepare the student for his or her chosen field of study, substitution of courses is discouraged and will be approved only in cases where such substitution can be shown to advance the student's career preparation or educational achievement. Course substitution may be allowed to assist a student in meeting required credit hours for graduation if, at the discretion of the Academic Dean or College President, it would advance the student's educational objectives.

### **REPEATING A CLASS**

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The higher of the two grades received in the course is used in the computation of the cumulative grade point average. Repeated courses will appear on the student's transcript. All repeats will be charged at the student's current tuition rate.

Externships are not normally subject to being repeated and may be repeated only with the permission of the Department Chair and/or the Academic Dean.

### **DIRECTED STUDY**

A Directed Study may be assigned in limited situations by the Department Chair and Academic Dean. The course must be required for the student's graduation and not scheduled for regular classroom offering before the student's anticipated graduation date. Directed Study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any Associate's degree. In addition, students may not take more than one Directed Study course in a single academic term.

If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

### **ONLINE LEARNING**

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occurs 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 requirements listed on the Online Learning Application at the time of enrollment;
- 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 contact with the course site 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 12-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the schedule of fees in Appendix B for specific charges.

## **ADMINISTRATIVE STANDARDS**

The Academic Dean and/or College President, after a review of the academic record and test scores of an incoming student, has the prerogative to refuse entry into a program that the Academic Dean and/or College President deems to be too rigorous for the student.

The College reserves the right to, at any time, make changes as necessary in the regulations and fees and to cancel any course if registration does not justify continuance. Normally, a minimum of 15 students will be required for a class to be scheduled. All courses needed by students for their graduation will be offered during their normal attendance period.

## **GRADUATION REQUIREMENTS**

Students at Everest College must have a minimum 2.0 (70%) cumulative grade point average and the required hours of the program they are pursuing to be eligible to graduate. All financial obligations, including tuition charges, fees, and other expenses, must be fulfilled before graduation. Formal out-processing is also required prior to graduation.

In order to maintain satisfactory status leading to graduation, a student must:

1. Have a minimum cumulative grade point average of 2.0 or 70% for Medical Assisting;
2. Adhere to all College rules and regulations;
3. Adhere to the attendance policies and standards of conduct, as well as settling all financial obligations to the College;
4. Complete the minimum course work and hours of credit required in the program in which the student is enrolled;
5. Complete all required externship hours, if applicable.

## **OUT-PROCESSING UPON GRADUATION**

A graduating student must contact the Career Services Director's office during the last term before completion of the student's degree requirements. This office will assist the student in applying for employment assistance. Students receiving an Associate's degree may be required to take a comprehensive examination in their respective programs. The student will then see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Upon completion of these requirements, the student may become an official graduate of Everest College.

## **GRADUATION CEREMONY**

Although students officially graduate from Everest College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better (assuming all financial requirements have been met), the College will hold two graduation ceremonies each year. They are traditionally held in the summer and winter. All graduates during the year preceding the ceremony are eligible to participate in the ceremony. Graduates will be assessed a graduation fee and will also be responsible for purchasing caps and gowns (at an extra cost) for the ceremony. (See schedule of tuition and fees in Appendix B.)

## **STUDENT GRIEVANCE PROCEDURES**

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 email at [studentservices@cci.edu](mailto:studentservices@cci.edu). As a matter of College policy students making complaints may not be subject to unfair actions as a result of filing a complaint. The College President will maintain records of all complaints and their resolution for a period of at least two years.

Complaints not resolved within thirty days may be directed to:

Division of Compliance Coordination and Adult Services  
Attention: Proprietary Schools  
Virginia Department of Education  
Post Office Box 6-Q  
Richmond, Virginia 23216-2060

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 school 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, D.C. 20002-4241  
(202) 336-6780

## **STUDENT ACADEMIC APPEALS POLICY**

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

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/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.

### **Attendance Violations**

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

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

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

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

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

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

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

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

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

## **ADMINISTRATIVE POLICIES**

### **HOURS OF OPERATION**

#### **Office Hours**

At the Arlington Campus, the administrative offices are open from 8:00 a.m. until 6:00 p.m. each school day and until 5:00 p.m. on Friday. At the Tysons Corner Campus, the administrative offices are open from 8:00 a.m. until 8:00 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday. We suggest calling for an appointment prior to visiting the College for information. At the Arlington and Tysons Corner Campuses, Admissions appointments can be made on selected Saturday mornings from 9:00 a.m. to 1:00 p.m. Appointments with Financial Aid Officers, the Academic Dean, or other administrative staff can also be made after 6:00 p.m. by calling the College.

#### **Class Hours**

Everest College classes meet on Monday through Thursday at the Arlington Campus and Monday through Friday at the Tysons Corner Campus. Day classes begin at 8:00 a.m. Night classes begin at 6:00 p.m. Classes may be scheduled on other days or at other times when necessary to provide classes for all students. Specific times and locations of each class are available on the Class Schedule published prior to the beginning of each quarter.

## **CLASS SCHEDULES/SCHEDULE CHANGES**

Everest College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Breaks between terms are published in the Academic Calendar.

All students will be issued class schedules at the beginning of the term indicating day and time of class meeting. Pre-scheduling times are available for students to meet with academic officials each term. The Academic Dean must approve all changes in a student's schedule.

All full-time students are required to maintain a minimum load of 12 credit hours (eight credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List and Dean's List each term.

## **TERMS**

Most programs in the College are on the term system. Classes are held 12 months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately 12 weeks and normally begin in the following months each year:

- Winter Term            January
- Spring Term            April
- Summer Term           July
- Fall Term                October

## **MINI-TERMS**

Six weeks into each of the four full terms listed above, a six-week mini-term begins to give new and returning students the opportunity to get a "head start" on the next full term. During the mini-term, a student will take two courses that will meet four times weekly for six weeks. This helps many students phase into their return to college with a smaller load. It also enables many students to start their class earlier than if they waited until the next full term. At the end of the mini-term, the student would then enter the next scheduled full term.

## **MODULAR TERMS**

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length. Modules can be taken in any scheduled sequence.

## **CANCELLATION OF CLASSES**

The College reserves the right to cancel any scheduled class in which there are an insufficient number of students enrolled.

## **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. College Work Study students who violate the Student Code of Conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The College President or designee (typically the Director of Education/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 College 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.

## **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 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 1<sup>st</sup> 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.

Everest College 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 Everest College'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. Everest College maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the College and a complaint with local law enforcement.

## **SEXUAL HARASSMENT**

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Everest College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

## **STUDENT RECORDS**

The College maintains complete records for each student that include grades, attendance, prior education and training, personal achievements, and awards received. Student transcripts from the College will be sent to properly qualified individuals upon the written request of the student.

## **TRANSCRIPTS**

Any student or former student of the College may request that an official copy of the student's college transcript be issued. There is no charge for the first copy of a graduate's transcript; subsequent copies will be provided for a fee (see schedule of tuition and fees in Appendix B).

Transcripts shall be requested through the office of the Registrar and in writing. No student shall be issued an official copy of his or her transcript unless the student's academic file at the College is complete and all financial obligations to the College have been met. Approximately three to five days are required in most cases for preparation of an official transcript.

## **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 Campus 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, S.W., Washington, D.C. 20202-5920.

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

## **ORIENTATION**

Orientation is mandatory and is held for all applicants accepted for admission. Notification of time and place of orientation is delivered by mail or telephone to all applicants accepted for admission.

During orientation, students will be acquainted with the rules and regulations of the College, informed of student services available, familiarized with the College facilities, and introduced to various College personnel.

## **POLICY AND PROGRAM CHANGES**

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

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

## **CAMPUS POLICIES**

### **Telephones**

No student will be called out of class for a telephone call, except in case of emergency. We suggest that family and friends be informed of this policy. There is a public telephone available in the student lounge.

### **Smoking**

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building. A smoking area is provided for students in the rear of the building.

### **Food and Beverage**

Students may partake of food and non-alcoholic beverage in the student lounge. No food may be taken into the classrooms, computer labs, library, academic, or administrative corridors without prior approval of the Dean or the College President. All students are encouraged to help keep the campus free of litter.

### **Guests/Children on Campus**

An atmosphere conducive to learning must be maintained without disruption to the teaching and work environment. Therefore, it is the policy of the College that children, friends and/or relatives shall not be brought to classrooms, labs, or the library and may not be left in lounges or offices.

### **Lost and Found**

The College cannot assume responsibility for any student's property. Any property turned into the front desk will be kept for a period of 30 days. Contact the receptionist regarding lost items.

### **Dress Code**

Students are expected to dress in an appropriate manner that would not be construed as detrimental to the student body and the educational process at Everest College. Students are reminded that the College promotes a business atmosphere where instructors and guests are professional and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

## **FINANCIAL POLICIES**

### **TUITION CHARGES**

Tuition and fee information can be found in <b>APPENDIX B: Tuition and Fees</b> in this catalog.
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Arrangements for payment of tuition and book charges (if applicable) 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.

Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of each quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Drop/Add period by the then current tuition rate for that number of credit hours.

### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at the College assumes a financial obligation. Each student is legally responsible for his or her own college expenses for the contract period in which the student is attending.

A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, having official transcripts sent, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the College, including damages to the College and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the College. A student will not be allowed to re-enroll in the College nor will grades or transcripts be released as long as the student owes the College a balance for any past terms.

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

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. 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 30 days of receipt of such notice.

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

## **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/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, all monies paid will be refunded.

## **REFUND POLICIES**

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

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

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

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

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

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

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

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

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

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

#### **Textbook and Equipment Return/Refund Policy**

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or the equipment in good condition--allowing for reasonable wear and tear--within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return textbooks, uniforms or equipment in good condition within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

#### **Federal Return of Title IV Funds Policy**

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

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

#### **Return of Unearned SFA Program Funds**

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(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.

## **VIRGINIA CANCELLATION AND REFUND POLICY**

1. The School shall adopt a minimum refund policy relative to the refund of tuition, fees, and other charges. All fees and payments, with the exception of the nonrefundable fee described in subsection 2 below, remitted to The School by a prospective student shall be refunded if the student is not admitted, does not enroll in The School, does not begin the program or course, withdraws, or is dismissed.
2. A school may require the payment of a reasonable nonrefundable initial fee, not to exceed \$100, to cover expenses in connection with processing a student's enrollment, provided it retains a signed statement in which the parties acknowledge their understanding that the fee is nonrefundable. No other nonrefundable fees shall be allowed prior to enrollment.
3. The School shall provide a period of at least three business days, weekends and holidays excluded, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable fee described in subsection 2 above.
4. Following the period described in subsection 3 above, a student applicant (one who has applied for admission to a school) may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When cancellation is requested under these circumstances, The School is required to refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100 whichever is less. A student applicant will be considered a student as of the first day of classes.

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### **Quarter-Based Program Refund Policy**

6. The minimum refund policy for schools that financially obligate the student for a quarter, semester, trimester or other period not exceeding 4-1/2 calendar months shall be as follows:
  - a. A student who enters school but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.
  - b. A student who enters a school but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
  - c. A student who withdraws after completing 1/2 (50%), or more than 1/2 (50%), of the period is not entitled to a refund.

### **Modular Program Refund Policy**

7. The minimum refund policy for schools that financially obligate the student for the entire amount of tuition and fees for the entirety of a program or course shall be as follows:
  - a. A student who enters The School but withdraws or is terminated during the first 1/4 of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
  - b. A student who withdraws or is terminated during the second 1/4 of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
  - c. A student who withdraws or is terminated during the third 1/4 of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
  - d. A student who withdraws after completing 3/4 (75%) of the program shall not be entitled to a refund.
8. Fractions of credit for courses completed shall be determined by dividing the total amount of time required to complete the period or the program by the amount of time the student actually spent in the program or the period, or by the number of correspondence course lessons completed, as described in the contract.
9. It is not required that expenses incurred by students for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other charges be considered in tuition refund computations when these expenses have been represented separately to the student in the enrollment contract and catalogue, or other documents prior to enrollment in the course or program...
10. For programs longer than one year, the policy outlined in subdivisions 7 and 8 above shall apply separately for each year or portion thereof.

## **REQUIREMENTS FOR GRADUATION**

A student must:

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

## **STUDENT FINANCING OPTIONS**

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

## **FINANCIAL ASSISTANCE**

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

## **STUDENT ELIGIBILITY**

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

## **FEDERAL FINANCIAL AID PROGRAMS**

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

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **Federal Pell Grant**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

### **Federal Perkins Loan**

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

### **Federal Work Study (FWS)**

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



### **Federal Stafford Loans (FSL)**

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

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

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

### **Federal Parent Loan for Undergraduate Students (PLUS)**

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

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

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

## **ALTERNATIVE FINANCING OPTIONS**

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

### **Alternative Loan Programs**

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

### **Institutional Payment Plans**

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

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

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

## **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 Guidance 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, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31<sup>st</sup> of the year in which they are awarded.

### **Everest College Scholarships**

This institution has established a competitive scholarship program for recent high school graduates.

The scholarship is open to any graduating high school senior who wishes to participate. The Career Placement Assessment Test is administered and the top thirteen scorers are awarded an interview with a panel of judges from the community. The judges will then score the finalists based on their responses to questions and the top five scorers will be awarded the following scholarships:

- One \$1,000 Scholarship
- Two \$750 Scholarships
- Two \$500 Scholarships

These scholarships do not include books or registration fee.

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The College counsels each student regarding each loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

## **STUDENT SERVICES**

### **CAREER SERVICES**

Everest College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing of employment is a cooperative effort.

The College Career Placement Director promotes the availability of Everest College graduates for employment through personal contact, media advertising, announcement letters, and employment surveys. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Students must aid the employment effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, the student will not be considered for subsequent employment interviews.

Everest College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

### **TUTORIAL ASSISTANCE**

Everest College offers tutorial assistance at no charge to its students provided any student requesting such tutorial assistance meets the following criteria:

1. Is a student in regular attendance at the College,
2. Arranges for tutorial assistance through the office of the Academic Dean or Department Chair,
3. Schedules tutoring sessions on campus.

## **STUDENT ADVISING**

Students are urged to seek assistance from those who are here to help. One should feel free to go to his/her Department Chair, Instructors, the Academic Dean, or the College President with any problems.

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory progress, attendance, and personal matters. The Academic Dean and Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, changing of major, and meeting graduation requirements. Office hours are posted in the Education Department offices.

Academic advisement is sometimes required when students are having difficulties with their studies. If a student is placed on academic probation, advisement is required before he can register for the next term. Disciplinary advisement is handled through the President's Office when behavioral problems arise in the classroom or on the campus.

## **HEALTH SERVICES**

Everest College serves commuter students and is centrally located within a city that has numerous hospitals. For this reason, health care services are not available on campus. A First Aid kit is maintained for minor injuries, and emergency care will be summoned when necessary. Everest College accepts no responsibility for the provision of health care, or for charges incurred for emergency care requested. The College does provide access for the handicapped.

## **HOUSING**

Everest College does not provide housing of any kind but may be able to assist students in locating appropriate facilities.

## **CLUBS AND ORGANIZATIONS**

Everest College encourages the establishment of clubs and organizations on campus to strengthen students socially, physically, spiritually, politically, and psychologically as they prepare to face career decisions after graduation. Students desiring to participate in campus organizations, or those students who desire to establish new organizations, should contact the Academic Dean for further information.

## **STUDY GROUPS**

The College will provide on-site facilities for the use of students choosing to work in study groups. Assistance will be provided to students, on request, in identifying other students in similar educational programs interested in participating in study groups.

## PROGRAMS BY LOCATION

<b>Program</b>	<b>Credential</b>	<b>Arlington</b>	<b>Tysons Corner</b>
Business Administration	Associate of Science Degree	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criminal Justice	Associate of Science Degree	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paralegal	Associate of Science Degree	<input checked="" type="checkbox"/>	
Homeland Security Specialist	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Massage Therapy	Diploma		<input checked="" type="checkbox"/>
Medical Administrative Assistant	Diploma		<input checked="" type="checkbox"/>
Medical Assisting	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing and Coding	Diploma		<input checked="" type="checkbox"/>

## QUARTER BASED-PROGRAMS

### BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE - 96 CREDITS

v1-0

The **Associate of Science** programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

#### Program Outline

COURSE NUMBER	COURSE TITLE	Associate Degree Quarter Credit Hours	
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
<b>Choose 8 units from the following courses:</b>			
OST 1141L	Keyboarding	2.0	
MAN 2031	Let's Talk Business	2.0	
OST 2335	Business Communications	4.0	
LIS 2004	Introduction to Internet Research	2.0	
OST 2725	Applied Word Processing	4.0	
CGS 2510C	Applied Spreadsheets	4.0	
MTB 1103	Business Math	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
MAN 1030	Introduction to Business Enterprise	4.0	
MAN 2021	Principles of Management	4.0	
MAN 2300	Introduction to Human Resources	4.0	
MAR 1011	Introduction to Marketing	4.0	
FIN 1103	Introduction to Finance	4.0	
MAN 2727	Strategic Planning for Business	4.0	
MAR 2305	Customer Relations and Servicing	4.0	
<b>Choose 2 of the following courses:</b>			
ACG 2178	Financial Statement Analysis	4.0	
ACG 2021	Introduction to Corporate Accounting	4.0	
SBM 2800	Small Business Management	4.0	
APA 2161	Introductory Cost/Managerial Accounting	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>48.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
AML 2000	Introduction to American Literature	4.0	
EVS 1001	Environmental Science	4.0	
SLS 1505	Basic Critical Thinking	2.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>30.0</b>
	<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

**CRIMINAL JUSTICE**  
**ASSOCIATE OF SCIENCE - 96 CREDITS**

v1-0

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

**Program Outline**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>Associate's Degree Quarter Credit Hrs.</b>	
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
BUL 2131	Applied Business Law	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
CCJ 1017	Criminology	4.0	
CCJ 1024	Introduction to Criminal Justice	4.0	
CJL 2130	Criminal Evidence	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	Introduction to Interviews and Interrogations	4.0	
DSC 2002	Introduction to Terrorism	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>36.0</b>
<b>The students will take 12.0 credits from following courses:</b>			
CJE 2100	Policing in America	4.0	
CCJ 2288	Spanish for the Criminal Justice Professional	4.0	
CCJ 2679	Introduction to Victims Advocacy	4.0	
CCJ 2943	Current Issues in Criminal Justice	4.0	
CJE 2670	Introduction to Forensics	4.0	
CCJ 1910	Career Choices in Criminal Justice	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
SYG 2000	Principles of Sociology	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SLS 1505	Basic Critical Thinking	2.0	
AML 2000	Introduction to American Literature	4.0	
EVS 1001	Environmental Science	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>34.0</b>
	<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

## PARALEGAL

### ASSOCIATE OF SCIENCE - 96 CREDITS

v1-0

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.

#### Program Outline

COURSE NUMBER	COURSE TITLE	Associate's Degree Quarter Credit Hrs.	
<b>COLLEGE CORE REQUIREMENTS</b>			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
OST 2725	Applied Word Processing	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
PLA 1003	Introduction to Paralegal	4.0	
PLA 2363	Criminal Procedure and the Constitution	4.0	
PLA 1105	Legal Research and Writing I	4.0	
PLA 2106	Legal Research and Writing II	4.0	
PLA 2273	Torts	4.0	
PLA 2423	Contract Law	4.0	
PLA 2600	Wills, Trusts, and Probate	4.0	
PLA 2800	Family Law	4.0	
PLA 2763	Law Office Management	4.0	
PLA 2203	Civil Procedure	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>40.0</b>
<b>The students will select 8.0 credits from the following list:</b>			
PLA 2460	Bankruptcy	4.0	
PLA 2930	Contemporary Issues and Law	4.0	
PLA 2433	Business Organizations	4.0	
PLA 2483	Introduction to Administrative Law	4.0	
PLA 2610	Real Estate Law	4.0	
PLA 2631	Environmental Law	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>8.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
SYG 2000	Principles of Sociology	4.0	
MAT 1003	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SLS 1505	Basic Critical Thinking	2.0	
AML 2000	Introduction to American Literature	4.0	
EVS 1001	Environmental Science	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>34.0</b>
	<b>PROGRAM TOTAL</b>		<b>96.0</b>

# MODULAR PROGRAMS

## HOMELAND SECURITY SPECIALIST DIPLOMA PROGRAM

v1-0

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS diploma program helps prepare graduates for careers in the security industry as corporate and government security and safety personnel.

The HSS diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

### Program Outline

COURSE NUMBER	COURSE TITLE	HOURS		
		LECTURE	LAB	CREDIT
HS01	Civil and Criminal Justice	60	20	7
HS02	Emergency Planning and Security Measures	60	20	7
HS03	Security: Principles, Planning, and Procedures	60	20	7
HS04	Tactical Communications	60	20	7
HS05	Domestic and International Terrorism	60	20	7
HS06	Emergency Medical Services and Fire Operations	40	40	6
HS07	Business and Ethics for Security Specialists	60	20	7
<b>PROGRAM TOTAL</b>		<b>400</b>	<b>160</b>	<b>48</b>

#### HS01 Civil and Criminal Justice

**7 Quarter Credit Units**

This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

#### HS02 Emergency Planning and Security Measures

**7 Quarter Credit Units**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and identify general models for facility protection.

#### HS03 Security: Principles, Planning and Procedures

**7 Quarter Credit Units**

This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

#### HS04 Tactical Communications

**7 Quarter Credit Units**

This course introduces students to sensitive communication styles, issues, and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and



crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

**HS05 Domestic and International Terrorism**

**7 Quarter Credit Units**

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HAZMAT, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local, and federal agencies in terrorism investigations and responses.

**HS06 Emergency Medical Services and Fire Operations**

**6 Quarter Credit Units**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations, as well as an overview of the incident command system.

**HS07 Business and Ethics for Security Specialists**

**7 Quarter Credit Units**

This course introduces the student to business management, organizational leadership, and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

## **MASSAGE THERAPY DIPLOMA PROGRAM**

55 Quarter Credit Hours/750 Clock Hours

v2-0

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 750-hour program consists of nine self-contained units of learning called modules, which includes an additional 30 hours (outside of the regular classroom training) of hands on training working in a massage clinic either on campus or in an off site clinic. Included in this program is 225 hours of Anatomy and Physiology, as well as an introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, ethics and health and wellness. Students also learn pathology, hydrotherapy and allied modalities. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice.

### **Program Outline**

<b>MODULE</b>	<b>MODULE TITLE</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>OTHER HOURS</b>	<b>TOTAL CONTACT HOURS</b>	<b>QUARTER CREDIT UNITS</b>
MODULE A	Business and Ethics	40	40	0	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	40	40	0	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MODULE D	Eastern Theory and Practice	40	40	0	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MODULE H	Clinical and Sports Massage	40	40	0	80	6.0
MODULE I	Health and Wellness	40	40	0	80	6.0
* MODULE J	Massage Therapy Clinic	0	0	30	30	1.0
<b>PROGRAM TOTAL:</b>		<b>360</b>	<b>360</b>	<b>30</b>	<b>750</b>	<b>55.0</b>

Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

#### **Module A - Business and Ethics**

**6.0 Quarter Credit Units**

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

#### **Module B - Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease**

**6.0 Quarter Credit Units**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage** **6.0 Quarter Credit Units**  
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module D – Eastern Theory and Practice** **6.0 Quarter Credit Units**  
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module E – Energy & Non-Traditional Therapies, Wellness & CPR** **6.0 Quarter Credit Units**  
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module F – Deep Tissue, Myofascial Release & Pin and Stretch** **6.0 Quarter Credit Units**  
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques** **6.0 Quarter Credit Units**  
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module H – Clinical and Sports Massage** **6.0 Quarter Credit Units**  
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module I – Health and Wellness** **6.0 Quarter Credit Units**  
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module J – Massage Clinic** **1.0 Quarter Credit Unit**  
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or ‘mock’ clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6<sup>th</sup> module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.

# MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM

8 Months / 720 Clock Hours / 47.0 Credit Units

v1-0

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

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

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X, which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

## Program Outline

Module	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
<b>TOTAL</b>		280	280	160	720	47.0

### Module A: Office Finance

**6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

### Module B: Patient Processing and Assisting

**6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module C: Medical Insurance****6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module D: Insurance Plans and Collections****6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module E: Office Procedures****6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module F: Patient Care and Computerized Practice Management****6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module G: Dental Administrative Procedures****6.0 Quarter Credit Units**

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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module X - Medical Administrative Assistant Externship****5.0 Quarter Credit Units**

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. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160

# MEDICAL ASSISTING

## DIPLOMA PROGRAM

8 Months / 720 Clock Hours / 47.0 Credit Units

v1-1

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

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

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

### Program Outline

MODULE	MODULE TITLE	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

### MAJOR EQUIPMENT

Autoclave	Microscopes
Blood Chemistry Analyzer	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Mayo Stands	Surgical Instruments
Examination Tables	Training Manikins

#### 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 an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding 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 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 their new job so that they can advance in their career. Lec Hrs: 40 Lab Hrs. 40

#### 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 become familiar with 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 an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Lec Hrs: 40 Lab Hrs. 40

#### **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 study 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 an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Lec Hrs: 40 Lab Hrs. 40

#### **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 with 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 study essential medical terminology, build on their 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. Lec Hrs: 40 Lab Hrs. 40

#### **Module E - Laboratory Procedures**

**6.0 Quarter Credit Units**

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 knowledge in radiology and nuclear medicine and become familiar with 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. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lec Hrs: 40 Lab Hrs. 40

#### **Module F - Endocrinology and Reproduction**

**6.0 Quarter Credit Units**

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 an understanding about 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 study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lec Hrs: 40 Lab Hrs. 40

#### **Module G - Medical Law, Ethics, and Psychology**

**6.0 Quarter Credit Units**

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 an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that 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 study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Lec Hrs: 40 Lab Hrs. 40

#### **Module X - Externship**

**5.0 Quarter Credit Units**

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 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 Hrs: 0 Lab Hrs: 0 Other Hrs: 160



# MEDICAL INSURANCE BILLING AND CODING

## DIPLOMA PROGRAM

6 Months (Day)/560 Clock Hours/35.0 Credit Units

v1-0

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/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 medical 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.

### Program Outline

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

\*Either a Practicum or an Externship, but not both.

### Major Equipment

Calculators

Personal Computers

### Module A - Introduction to Medical Insurance and Managed Care

6.0 Quarter Credit Units

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None Lec Hrs: 40 Lab Hrs: 40

### 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: 40 Lab Hrs: 40

#### **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 (EDI), 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: 40 Lab Hrs: 40

#### **Module D – Medical Documentation, Evaluation, and Management**

**6.0 Quarter Credit Units**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role they play 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 are 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: 40 Lab Hrs: 40

#### **Module E - Health Insurance Claim Forms**

**6.0 Quarter Credit Units**

Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None Lec Hrs: 40 Lab Hrs: 40

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

#### **Module F – Practicum**

**5.0 Quarter Credit Units**

Upon successful completion of Modules A through E, Medical Insurance Billing/Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical Insurance Billing/ Coding 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: 0 Lab Hrs: 0 Other Hrs: 160

#### **Module X – Externship**

**5.0 Quarter Credit Units**

Upon successful completion of Modules A-E, Medical Insurance Billing/Coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160

# COURSE OFFERINGS

## COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

Students enrolled in Associate Degree programs take courses in the lower division.

## COURSE DESCRIPTIONS

<b>ACG 2021 Introduction to Corporate Accounting</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>ACG 2178 Financial Statement Analysis</b>	<b>4.0 Quarter Credit Hours</b>
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs.000 Other Hrs. 000	
<b>AML 2000 Introduction to American Literature</b>	<b>4.0 Quarter Credit Hours</b>
This course concentrates on the major writers of modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2111 Principles of Accounting I</b>	<b>4.0 Quarter Credit Hours</b>
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2121 Principles of Accounting II</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>APA 2161 Introductory Cost/Managerial Accounting</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>BUL 2131 Applied Business Law</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1017 Criminology</b>	<b>4.0 Quarter Credit Hours</b>
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1610 Criminal Investigations</b>	<b>4.0 Quarter Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2238 Criminal Investigation and Police Procedures</b>	<b>4.0 Quarter Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews, and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.	
<b>CCJ 2250 Constitutional Law for the Criminal Justice Professional</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024.	
<b>CCJ 2288 Spanish for the Criminal Justice Professional</b>	<b>4.0 Quarter Credit Hours</b>
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>CCJ 2306 Introduction to Corrections</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2358 Criminal Justice Communications</b>	<b>4.0 Quarter Credit Hours</b>
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques, written communication, report writing, and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4.0 Quarter Credit Hours</b>
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2940 Criminal Justice Externship</b>	<b>4.0 Quarter Credit Hours</b>
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and have approval of the Department Chair.	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>CGS 2167C Computer Applications</b>	<b>4.0 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2510C Applied Spreadsheets</b>	<b>4.0 Quarter Credit Hours</b>
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features, and pivot tables. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CJD 2250 Introduction to Interviews and Interrogations</b>	<b>4.0 Quarter Credit Hours</b>
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2100 Policing in America</b>	<b>4.0 Quarter Credit Hours</b>
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2670 Introduction to Forensics</b>	<b>4.0 Quarter Credit Hours</b>
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4.0 Quarter Credit Hours</b>
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, documentary, and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2132 Criminal Procedures</b>	<b>4.0 Quarter Credit Hours</b>
This course focuses on the constitutional provisions affecting the criminal process and the 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	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>CSC 102 Spreadsheet Basics</b>	<b>4.0 Quarter Credit Hours</b>
Using a spreadsheet such as Excel, the student learns how to develop, modify, format, and print spreadsheets and graphs, and how to save and retrieve spreadsheet files. Use of built-in functions is introduced with primary emphasis on mathematical and date functions. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CSC 117 Operating Systems</b>	<b>4.0 Quarter Credit Hours</b>
The student learns the major components of an operating system including system control programs, language processors, utilities, batch files, and interfacing with user application programs. Primary emphasis is on single-user operating systems. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4.0 Quarter Credit Hours</b>
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ECO 100 Basic Economics</b>	<b>4.0 Quarter Credit Hours</b>
This course provides an introduction to micro and macroeconomics. The course also presents the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the federal reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1101 Composition I</b>	<b>4.0 Quarter Credit Hours</b>
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1102 Composition II</b>	<b>4.0 Quarter Credit Hours</b>
This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>EVS 1001 Environmental Issues</b>	<b>4.0 Quarter Credit Hours</b>
This non-laboratory course introduces the student to environmental issues through an understanding of the interrelationship of humans to their planet. Attention is focused on the Earth, its elements and problems. Realistic solutions to environmental concerns are explored through group projects, field trips, readings, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>FIN 1103 Introduction to Finance</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2.0 Quarter Credit Hours</b>
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisites: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>MAN 1030 Introduction to Business Enterprise</b>	<b>4.0 Quarter Credit Hours</b>
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2021 Principles of Management</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>MAN 2031 Let's Talk Business</b>	<b>2.0 Quarter Credit Hours</b>
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4.0 Quarter Credit Hours</b>
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2500 International Business Management</b>	<b>4.0 Quarter Credit Hours</b>
This course is a study of the characteristics, operation, and function of business in the global market of the 2000's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4.0 Quarter Credit Hours</b>
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	

<b>MAN 2800 Small Business Management</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 1011 Introduction to Marketing</b>	<b>4.0 Quarter Credit Hours</b>
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2305 Customer Relations and Servicing</b>	<b>4.0 Quarter Credit Hours</b>
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAT 1033 College Algebra</b>	<b>4.0 Quarter Credit Hours</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MTB 1103 Business Mathematics</b>	<b>4.0 Quarter Credit Hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>OST 1141L Keyboarding</b>	<b>2.0 Quarter Credit Hours</b>
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
<b>OST 2335 Business Communications</b>	<b>4.0 Quarter Credit Hours</b>
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>OST 2725 Applied Word Processing</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>PLA 1003 Introduction to Paralegal</b>	<b>4.0 Quarter Credit Hours</b>
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 1105 Legal Research and Writing I</b>	<b>4.0 Quarter Credit Hours</b>
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>PLA 2106 Legal Research and Writing II</b>	<b>4.0 Quarter Credit Hours</b>
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>PLA 2203 Civil Procedure</b>	<b>4.0 Quarter Credit Hours</b>
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. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2273 Torts</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>PLA 2363 Criminal Procedure and the Constitution</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2423 Contract Law</b>	<b>4.0 Quarter Credit Hours</b>
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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2433 Business Organizations</b>	<b>4.0 Quarter Credit Hours</b>
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2460 Bankruptcy</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2483 Introduction to Administrative Law</b>	<b>4.0 Quarter Credit Hours</b>
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rule making, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2600 Wills, Trusts, and Probate</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2610 Real Estate Law</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2631 Environmental Law</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2763 Law Office Management</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2800 Family Law</b>	<b>4.0 Quarter Credit Hours</b>
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2930 Contemporary Issues and Law</b>	<b>4.0 Quarter Credit Hours</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PSY 2012 General Psychology</b>	<b>4.0 Quarter Credit Hours</b>
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	

<b>SBM 2000 Small Business Management</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lecture: Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>SLS 1105 Strategies for Success</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to equip students for transitions in their education and life. Includes introduction to the College and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1321 Career Skills</b>	<b>2.0 Quarter Credit Hours</b>
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1505 Basic Critical Thinking</b>	<b>2.0 Quarter Credit Hours</b>
This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>SPC 2016 Oral Communications</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SYG 2000 Principles of Sociology</b>	<b>4.0 Quarter Credit Hours</b>
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	



# CORINTHIAN COLLEGES, INC.

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

**Ashmead College**

Everett, WA (branch of Ashmead College, Seattle, WA)  
 Fife, WA (branch of Ashmead College, Seattle, WA)  
 Portland (Tigard), OR (branch of Ashmead College, Seattle, WA)  
 Seattle, WA (main campus)  
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

**Bryman College**

Lynnwood, WA (branch of Everest College, Renton, WA)

**Everest College**

Alhambra, CA (main campus)  
 Anaheim, CA (main campus)  
 Arlington, TX (branch of Everest Institute, Rochester, NY)  
 Arlington, VA (branch of Everest College, Thornton, CO)  
 Aurora, CO (branch of Everest College, Thornton, CO)  
 Bremerton, WA (main campus)  
 Burr Ridge, IL (branch of Everest College, Skokie, IL)  
 Chicago, IL (branch of Everest College, San Francisco, CA)  
 City of Industry, CA (branch of WyoTech, Long Beach, CA)  
 Colorado Springs, CO (main campus)  
 Dallas, TX (branch of Everest College, Portland, OR)  
 Everett, WA (branch of Everest College, Bremerton, WA)  
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
 Gardena, CA (main campus)  
 Hayward, CA (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 West Los Angeles, CA (branch of NIT, Long Beach, CA)

**Everest Institute**

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Atlanta (Downtown), GA (main campus)

Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Jonesboro, GA (branch of Everest Institute, Atlanta, GA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest Institute, Atlanta, GA)  
 Newport News, VA (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

**Florida Metropolitan University**

Tampa (Brandon), FL (branch of FMU Tampa, FL)  
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Melbourne, FL (branch of FMU, Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of FMU, Tampa, FL)  
 Clearwater (Pinellas), FL (main campus)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of FMU, North Orlando, FL)  
 Tampa, FL (main campus)

**Las Vegas College**

Henderson, NV (main campus)

**National School of Technology**

Fort Lauderdale, FL (branch of NST, Kendall, FL)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)

**WyoTech**

Bedford, MA (main campus)  
 Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Long Beach, CA (main campus)  
 Oakland, CA (branch of WyoTech, Fremont, CA)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

## STATEMENT OF OWNERSHIP

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

### DIRECTORS

Terry O. Hartshorn  
Paul R. St. Pierre  
Jack D. Massimino  
Linda Arey Skladany  
Hank Adler  
Alice T. Kane  
David G. Moore  
Robert Lee

### OFFICERS

	TITLE
Terry O. Hartshorn	Chairman of the Board
Paul R. St. Pierre	Vice Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Peter Waller	President and Chief Operating Officer
Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Executive Vice President, Operations
Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
William Buchanan	Executive Vice President, Marketing
William Murtagh, Jr.	President, CSI Division
David Poldoian	President, Pegasus Division
Janis Schoonmaker	President, RCI Division
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
Fardad Fateri	Senior Vice President, Academic Affairs
Carmella Cassetta	Senior Vice President and Chief Information Officer
Jim Wade	Senior Vice President, Human Resources

### RHODES COLLEGES, INC.

### DIRECTORS

David G. Moore  
Jack D. Massimino  
Beth A. Wilson

### OFFICERS

	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive 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: ADMINISTRATION AND FACULTY

### ADMINISTRATION

ARLINGTON CAMPUS	
<b>Executive</b>	
President	Stephen Goddard
Academic Dean	Willie Pomeroy
Director of Admissions	Shirley Long
Director of Financial Aid	TBD
Business Manager	Jeffrey Winkelmann
Director of Career Services	Nijjama C. Smalls
Librarian	Amy Billerbeck
<b>Administration</b>	
Administrative Assistant	Liza Ortega
Receptionist	Pamela Smith
Evening Receptionist	Virginia Herrera
Registrar	Julian Ainsworth
Student Success Coordinator	LaCandance Speight
<b>Admissions</b>	
Admissions Representative	Bipin Karki
Admissions Representative	Don Scott
Admissions Representative	D'Von Pryor
Admissions Representative	Penny Davy
Admissions Representative	Charles G. Ross
Admissions Representative	Angela Maith
Admissions Representative	James Byers
Admissions Representative	Haydee Gonzalez
Admissions Representative	Derrell Russell
Admissions Representative	Mary Chris Chapman
Admissions Representative	Karen Anne Singleton
<b>Career Services</b>	
Externship Coordinator	Shanta Smith
Career Services Representative	Twana Walker
<b>Financial Aid</b>	
Financial Aid Officer	Barbara Lee
Financial Aid Officer	Donna Alexander
Financial Aid Officer	Dana Daniels
Financial Aid Officer	Carlos Monge
Financial Aid Officer	Elianne Alvarado
Financial Aid Officer	Paulina Weeden
Collections Officer	Lorenzo Evans
Student Account Representative	Lorraine Williams

TYSONS CORNER CAMPUS	
<b>Executive</b>	
President	Sheri Delozier
Academic Dean	Open
Director of Admissions	Michael Hendrick
<b>Administration</b>	
Administrative Assistant	Sandy Hernderson
Librarian	Mark Rosenkrantz
Day Receptionist	Sandy Henderson
Registrar	Florence Gamble
Medical Department Chair	Leslie Torbert
<b>Admissions</b>	
Admissions Representative	Omica Harper

Admissions Representative	Omar Fonseca
Admissions Representative	Larry Williams, Jr.
Admissions Representative	Karl Matthews
Admissions Representative	Hellena Epperson
<b>Financial Aid</b>	
Financial Aid Officer	Tyra Austin
Financial Aid Officer	Ryan Young

## FACULTY

ARLINGTON CAMPUS			
NAME	POSITION	SUBJECTS	EDUCATION
Willie Pomeroy	Academic Dean	Criminal Justice/Homeland Security	MA, New Mexico Highlands University BA, College of Santa Fe BA, University of New Mexico
Zachary Kinney	Associate Dean and Academic Program Director	Paralegal	BA, University of Maryland JD, Antioch School of Law
Lillie Langley-Glover	Academic Program Director	Business	M.B.P.A., Southeastern University B.S., Benedict College
M. Renee Mottenon	Academic Program Director	Criminal Justice/Homeland Security	MA, New Jersey City University BS, New Jersey City University
Lester Larose	Instructor	Business	BBA MIS, Pace University

TYSONS CORNER CAMPUS			
NAME	POSITION	SUBJECTS	EDUCATION
Shelley Crochan	Instructor	Medical Assisting	B.A., Business Management National Lewis University, Maryland
Eugene Landis	Instructor	Business Administration	M.B.A., Business Management New York Institute of Technology

## APPENDIX B: TUITION AND FEES

### Degree Programs

Tuition will be charged on a quarterly basis.

Program	Program Length	Credit Units	Tuition	Books
All Degree Programs	18 months	96	\$278 per credit hour	\$350 per term
Effective July 1, 2007				

### Modular Programs

Tuition will be charged for the entire program.

Program	Program Length	Credit Units	Tuition	Books
Homeland Security Specialist	7 Modules	48	\$9,403	\$1,050
Massage Therapy	9 Modules	55	\$11,517	\$1,500
Medical Administrative Assistant	8 Modules	47	\$11,900	\$1,050
Medical Assisting	8 Modules	47	\$12,257	\$1,100
Medical Insurance Billing and Coding	6 Modules	35	\$9,261	\$1,050
Effective July 1, 2007				

Additional Fees	Amount
Transcript Fee (First Copy Free)	\$3.00
Transcript Fee for One-Day Service	\$5.00

## APPENDIX C: CALENDARS

### QUARTER CALENDAR

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

## MODULAR CALENDARS - TYSONS CORNER

Homeland Security, Medical Assisting, Medical Insurance Billing and Coding, Medical Administrative Assistant and Massage Therapy	
Tysons Corner Campus	
Start date	End date
6/27/07	7/25/07
7/26/2007	8/22/2007
8/23/07	9/20/07
9/24/07	10/19/07
10/22/07	11/16/07
11/19/07	12/18/07
12/19/07	1/25/08
1/28/08	2/26/08
2/27/08	3/25/08
3/26/08	4/25/08
4/28/08	5/23/08
5/27/08	6/24/08
6/25/08	7/24/08

## MODULAR CALENDARS - ARLINGTON

Medical Assisting Calendar - Arlington Campus			
Monday - Friday 9:00 AM - 1:00 PM or 6:00 PM - 10:00 PM			
Mods	Start dates	End Dates	Holidays
<b>A or X</b>	Wednesday, July 25, 2007	Tuesday, August 21, 2007	
<b>B</b>	Wednesday, August 22, 2007	Wednesday, September 19, 2007	Sept 3-Labor Day
<b>C</b>	Thursday, September 20, 2007	Wednesday, October 17, 2007	
<b>D</b>	Thursday, October 18, 2007	Wednesday, November 14, 2007	
<b>E</b>	Thursday, November 15, 2007	Friday, December 14, 2007	Nov 22 & 23-Thanksgiving
<b>F</b>	Monday, December 17, 2007	Monday, January 28, 2008	Christmas/New Year's (2 week break - Dec 24-Jan 4) MLK Day- Jan 21
<b>G</b>	Tuesday, January 29, 2008	Tuesday, February 26, 2008	Feb 18- President's Day
<b>A or X</b>	Wednesday, February 27, 2008	Tuesday, March 25, 2008	
<b>B</b>	Wednesday, March 26, 2008	Tuesday, April 22, 2008	
<b>C</b>	Wednesday, April 23, 2008	Tuesday, May 20, 2008	
<b>D</b>	Wednesday, May 21, 2008	Wednesday, June 18, 2008	May 26-Memorial Day
<b>E</b>	Thursday, June 19, 2008	Wednesday, July 23, 2008	Independence Day (1 week break- June 30-July 4)
<b>F</b>	Thursday, July 24, 2008	Wednesday, August 20, 2008	
<b>G</b>	Thursday, August 21, 2008	Friday, September 19, 2008	Labor Day - Aug 29 & Sept 1
<b>A or X</b>	Monday, September 22, 2008	Friday, October 17, 2008	
<b>B</b>	Monday, October 20, 2008	Friday, November 14, 2008	
<b>C</b>	Monday, November 17, 2008	Tuesday, December 16, 2008	November 27-28- Thanksgiving
<b>D</b>	Wednesday, December 17, 2008	Wednesday, January 28, 2009	Christmas/New Year's (2 week break - Dec 22-Jan 2) MLK Day-Jan 19

<b>HOMELAND SECURITY CALENDAR</b>			
<b>Monday - Friday 9:00 AM - 1:00 PM or 6:00 PM - 10:00 PM</b>			
<b>Module</b>	<b>Start Date</b>	<b>End Date</b>	<b>Holidays</b>
IV	Wednesday, July 25, 2007	Tuesday, August 21, 2007	
V	Wednesday, August 22, 2007	Wednesday, September 19, 2007	Sep 3- Labor Day
VI	Thursday, September 20, 2007	Wednesday, October 17, 2007	
VII	Thursday, October 18, 2007	Wednesday, November 14, 2007	
I	Thursday, November 15, 2007	Friday, December 14, 2007	November 22-23- Thanksgiving
II	Monday, December 17, 2007	Monday, January 28, 2008	Christmas/New Year's <b>(2 week break - Dec 24-Jan 4)</b> MLK Day- Jan 21
III	Tuesday, January 29, 2008	Tuesday, February 26, 2008	Feb 18- President's Day
IV	Wednesday, February 27, 2008	Tuesday, March 25, 2008	
V	Wednesday, March 26, 2008	Tuesday, April 22, 2008	
VI	Wednesday, April 23, 2008	Tuesday, May 20, 2008	
VII	Wednesday, May 21, 2008	Wednesday, June 18, 2008	May 26-Memorial Day
I	Thursday, June 19, 2008	Wednesday, July 23, 2008	Independence Day <b>(1 week break- June 30-July 4)</b>
II	Thursday, July 24, 2008	Wednesday, August 20, 2008	
III	Thursday, August 21, 2008	Friday, September 19, 2008	Labor Day - <b>Aug 29</b> & Sept 1
IV	Monday, September 22, 2008	Friday, October 17, 2008	
V	Monday, October 20, 2008	Friday, November 14, 2008	
VI	Monday, November 17, 2008	Tuesday, December 16, 2008	November 27-28- Thanksgiving
VII	Wednesday, December 17, 2008	Wednesday, January 28, 2009	Christmas/New Year's <b>(2 week break - Dec 22-Jan 2)</b> MLK Day-Jan 19