

# Everest

## COLLEGE

### 2008-2009 CATALOG

Virginia 121708

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

A branch of Everest College  
Thornton, CO

Newport News Campus  
803 Diligence Drive  
Newport News, VA 23606  
(757) 873-1111

Tysons Corner Campus  
1430 Spring Hill Road, Suite 200  
McLean, Virginia, 22102  
(703) 288-3131

A branch of Everest College  
Colorado Springs, CO

Chesapeake Campus  
Greenbrier Circle Corporate Center  
825 Greenbrier Circle  
Chesapeake, VA 23320  
(757) 361-3900

A branch of Everest College  
Newport News, VA

[www.everest.edu](http://www.everest.edu)

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

Certified to operate by the State Council of Higher Education  
for Virginia (SCHEV)

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Effective December 17, 2008 through December 31, 2009

## 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.

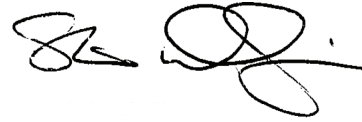
Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

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

Sincerely,



Troy Ralston  
College President  
Arlington Campus



Sheri Delozier  
College President  
Tysons Corner Campus



Calvin E. Lawrence  
College President  
Chesapeake Campus



Lisa Barbato  
College President  
Newport News Campus

## EVEREST COLLEGE

### Arlington Campus

Everest College, 801 North Quincy Street, Suite 500, Arlington, Virginia 22203, is certified to operate by the State Council of Higher Education for Virginia (SCHEV).

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, is certified to operate by the State Council of Higher Education for Virginia (SCHEV)

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
- 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.

### Newport News Campus

Everest College, 803 Diligence Drive, Newport News, Virginia 23606, is certified to operate by the State Council of Higher Education for Virginia (SCHEV)

Approved are the following programs:

- Associate of Science in Accounting 96 Quarter Credit Units
- Business Accounting Diploma Program 48 Quarter Credit Units
- Associate of Science in Business 96 Quarter Credit Units
- Associate of Science in Criminal Justice 96 Quarter Credit Units
- Massage Therapy Diploma Program 55 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 47 Quarter Credit Units

### Chesapeake Campus

Everest College, 825 Greenbrier Circle, Chesapeake, Virginia 23320, is certified to operate by the State Council of Higher Education for Virginia (SCHEV)

Approved are the following programs:

- Associate of Science in Business 96 Quarter Credit Units
- Associate of Science in Paralegal 96 Quarter Credit Units
- Associate of Science in Criminal Justice 96 Quarter Credit Units
- Business Accounting Diploma Program 54 Quarter Credit Units
- Dental Assisting Diploma Program 47 Quarter Credit Units
- Massage Therapy Diploma Program 57 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 47 Quarter Credit Units

## 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.

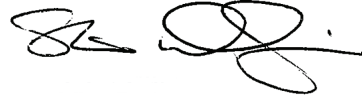
Everest College reserves the right to: 1) change any provisions or requirements, including fees, at any time, and 2) require a student to withdraw from the College for cause at any time. The College reserves the right to substitute equivalent classes within each diploma or degree program. It may add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

### **ABOUT CORINTHIAN COLLEGES, INC.**

These colleges are a part of Corinthian Colleges, Inc. (CCI). CCI was formed in 1995 to own and operate colleges across the nation that focus on high-demand, specialized curricula. CCI is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and colleges in various states, CCI provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. CCI provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCI ownership, the College maintains its long-standing reputation for innovation and high-quality private education.

### **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, and at the Ballston Medical Center on Fairfax Drive, 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 seven computer labs and seven lecture rooms, and two medical laboratories. Both facilities include 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.

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.

#### **Tyson's 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.

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 Tyson's Corner became Everest College

#### **Newport News (Main) Campus**

Everest College is located in Newport News 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.

The modern facility is designed for preparing students for the working world. The air-conditioned building has 16,000 square feet containing 10 classrooms, administrative offices, a student lounge and restrooms. Some classrooms are designed and equipped for laboratory instruction. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

The Newport News campus was founded as College of Hampton Roads in 1941. In 1982, the name was changed to Kee Business College. In 1986, National Education Centers, Inc. acquired the school, and the name was changed to National Education Center - Kee Business College Campus. The school was acquired by Corinthian Schools, Inc. in September, 1995. The school name was changed to Kee Business College on June 30, 1996. In April of 2007 the name was changed to Everest College.

### **Chesapeake Campus**

Everest College is located in Chesapeake 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.

The modern facility is designed for preparing students for the working world. The air conditioned building has approximately 26,900 square feet including six lecture rooms, five computer laboratories, two medical laboratories, two massage therapy laboratory, one dental laboratory with three operatories, library/resource center, administrative offices, a student lounge, a book room and restrooms.

The Chesapeake branch campus was established in February 1999 as Kee Business College. In April of 2007 the name was changed to Everest College. The modern facility is designed for preparing students for the working world. The air conditioned building has approximately 26,900 square feet including six lecture rooms, five computer laboratories, two medical laboratories, two massage therapy laboratory, one dental laboratory with three operatories, library/resource center, administrative offices, a student lounge, a book room and restrooms.

## **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**

Everest College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of the Commonwealth of Virginia. 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**

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.

The schools 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).

- Certified to Operate by State Council of Higher Education for Virginia
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, USC.
- Authorized under federal law to enroll nonimmigrant alien students (Arlington, Tysons Corner, and Newport News campuses only).
- Provides training services for the State Department of Vocational Rehabilitation.
- Member, Virginia Career College Association.
- National Certified Proctor Site, National Center for Competency Testing.
- Member, Career College Association.
- Member, American Registry of Medical Assistants (Chesapeake)
- Member, Hampton Roads Chamber of Commerce (Chesapeake)
- Member, Arlington Chamber of Commerce (Arlington)
- Member, McLean Chamber of Commerce (Tysons Corner)

## **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 standardized 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 at the Newport News campus are not required to take an entrance exam unless applying for admission under the Ability to Benefit provision.

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

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

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

The School reserves the right to reject students if the items listed above are not successfully completed. Once an applicant has completed and submitted the Enrollment Agreement, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the School are refunded. Students should be aware that the financial aid eligibility may change between the time of application and final enrollment.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the School with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file OR
2. Sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the School's requirements for admission.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply for some programs under the Ability to Benefit Provision (see below). The number of students enrolled under the Ability to Benefit Provision is limited. The School reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

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) have been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.

### **Retesting Requirements**

An applicant who has failed the CPAt 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.

### **ATB Advising**

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

### **Pre-Enrollment**

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs

- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encouraged to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

**Post-Enrollment**

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% in diploma programs. These advising sessions shall be documented using the **ATB Advising Form**.

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

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

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

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the School.

**INTERNATIONAL STUDENTS (ARLINGTON, NEWPORT NEWS, AND TYSONS CORNER CAMPUSES)**

The Tysons Corner, Newport News, and Arlington campuses of Everest College accept 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 by the following.

1. Evidence of English Proficiency - Everest University requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:

- a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45-46 (Internet-based);
- b) Completion of Level 107 from a designated English Language School Center (ELS);
- c) Score of 5.0 on the International English Language Testing System exam (IELTS);
- d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
- e) Graduation from high school in the United States or an official copy of a GED;
- f) Graduation from an American high school abroad where curriculum is delivered in English.

## 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 (ARLINGTON)

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 program:

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	59-0	0
I	Incomplete		0
P	Passing		Not Calculated
IP	In Progress		Not Calculated
L	Leave of Absence		Not Calculated
W	Withdrawal, not calculated in the CGPA		Not Calculated
WD	Withdrawal during add/drop period. This grade is only used in quarterly-based programs and 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
T	Transfer Credit (Quarterly Programs)		Not Calculated
TR	Transfer Credit (Homeland Security Specialist)		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		

\*the D grade is not used in modular Allied Health Programs. A grade of 70% or higher is required to pass in those programs. Refer to the following table.

### GRADING SYSTEM FOR MODULAR ALLIED HEALTH PROGRAM ONLY (ARLINGTON)

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	PERCENTAGE	QUALITY POINTS PER QTR HOUR
A	Excellent	100-90	4
B	Good	89-80	3
C	Average	79-70	2
F	Failed to Meet Course Objectives	69-0	0
I	Incomplete		0
P	Pass		Not Calculated
IP	In Progress		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>			
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 (TYSONS CORNER)

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 program:

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	59-0	0
I	Incomplete		0



P	Passing		Not Calculated
IP	In Progress		Not Calculated
W	Withdrawal, not calculated in the CGPA		Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.		Not Calculated
T	Transfer Credit		Not Calculated
PE	Passed by Proficiency Challenge Exam		Not Calculated
PL	Prior Learning/Experiential Learning Credit		Not Calculated
<b>Course Repeat Codes</b>			
REXC	Class has repeated, grade excluded from statistics		
RINC	Class repeated, grade included in statistics		

### GRADING SYSTEM FOR MODULAR ALLIED HEALTH PROGRAM ONLY (TYSONS CORNER)

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	PERCENTAGE	QUALITY POINTS PER QTR HOUR
A	Excellent	100-90	4
B	Good	89-80	3
C	Average	79-70	2
F	Failed to Meet Course Objectives	69-0	0
I	Incomplete		0
P	Pass		Not Calculated
IP	In Progress		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

## GRADING SYSTEM (NEWPORT NEWS AND CHESAPEAKE)

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Business and Technical Programs, Massage Therapy 3-0 and MIBC 2-0				All Allied Health Programs except Massage Therapy 3-0 and MIBC 2-0		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D*	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	I	Incomplete	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education			L	Leave of Absence	
L	Leave of Absence					

\*the D grade is not used in modular Allied Health Programs. A grade of 70% or higher is required to pass in those programs.

### Applies to All Courses:

Course Repeat Codes	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

## GRADING SYSTEM FOR DEGREE PROGRAMS

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.

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	59-0	0
I	Incomplete		0
P	Passing		Not Calculated
IP	In Progress		Not Calculated
W	Withdrawal, not calculated in the CGPA		Not Calculated
WD	Withdrawal during add/drop 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
T	Transfer Credit (Quarterly Programs)		Not Calculated
Course Repeat Codes			
1	Student Must Repeat This Class		
R	Student in the Process of Repeating This Class		
2	Course Repeated - Original Grade No Longer Calculated in CGPA		

Students who wish to challenge or contest a grade earned on a particular assignment, test or full module must do so within 10 calendar days of the date they received the grade.

## 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.

## **ADD/DROP PERIOD**

The first 14 calendar days of each academic quarter are designated as the Add/drop 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 Add/drop 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 Add/drop Period. A student who attends a class beyond the Add/drop Period or who attends a class and does not drop it within the Add/drop 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 Add/drop Period. Holidays that fall during this timeframe are not counted as part of the Add/drop Period.

There is no Add/drop 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 Add/drop 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 office of the Academic Dean or Director of Education.

## **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 or Director of Education 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, Academic Dean, or Director of Education 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 or Director of Education. 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, Academic Dean, or Director of Education 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, Academic Dean, or Director of Education 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.

## **ATTENDANCE**

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

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

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

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

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

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

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

### **Monitoring Student Attendance**

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

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

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

### **Consecutive Absence Rule (All Programs)**

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days or seven (7) consecutive class days, excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for seven (7) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See "Student Academic Appeals Policy."

### **Percentage Absence Rule (Modular Programs)**

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

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

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

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

### Percentage Absence Rule (Quarter-based Programs)

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

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

### Additional Requirements for Veteran Students

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

### Date of Withdrawal

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

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

### Date of Determination (DOD)

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

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than 14 calendar days or 7 consecutive class days after the LDA; scheduled breaks are excluded when calculating the DOD.

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

### Attendance Records

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

### Add/Drop Period

The first 14 calendar days of each academic quarter are designated as the add/drop 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 add/drop period. Students who wish to make course changes must request approval from the Academic Dean or Director of Education and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the add/drop period. A student who attends a class beyond the add/drop period or who attends a class and does not drop it within the add/drop 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 calendar days of the mini-term are considered the add/drop period. Holidays that fall during this timeframe are not counted as part of the add/drop period.

There is no add/drop period for modular classes or for micro-terms.

## **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.

### **Extension of LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Director of Education provided:

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

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

### **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.

## **EXTERNSHIP/CLINICAL TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 7 calendar days from the last day of their final classroom module.

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

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

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

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

### **Evaluation Periods for Satisfactory Academic Progress**

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

### **GPA and CGPA Calculations**

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

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

### **Rate of Progress Toward Completion (ROP) Requirements**

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

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

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

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

### **Maximum Time in Which to Complete (MTF)**

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

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



**Satisfactory Academic Progress Tables**  
**Arlington Campus**

47 Quarter Credit Hour Modular Program (MA). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

48 Quarter Credit Hour Modular Program (HSS). Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	25%	66.7%	25%
25-48	2.0	63%	66.7%	63%
49-72	N/A	70%	N/A	66.7%

96 Quarter Credit Hour Quarter-Based Program (Bus Adm, CJ, Paralegal). Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

**Tyson's Corner Campus**

47 Quarter Credit Hour Modular Program (MAA, MA). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

48 Quarter Credit Hour Modular Program (HSS). Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	25%	66.7%	25%
25-48	2.0	63%	66.7%	63%
49-72	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Modular Program (MT). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	60%	66.7%	25%
25-55	70%	63%	66.7%	55%
56-66	70%	66%	66.7%	64%
67-82	70%	70%	N/A	66.7%

96 Quarter Credit Hour Program (Bus Adm., CJ, Paralegal). Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

### Newport News and Chesapeake

47 Quarter Credit Hour Modular Program (DA, MAA, MA). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (MIBC v 2-o). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

54 Quarter Credit Hour Modular Program (Bus Acctg v 2-o). Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-81	2.0	2.0	N/A	66.7%

55 Quarter Credit Hour Modular Program (MT v 3-o). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

96 Quarter Credit Hour Quarter-Based Programs. 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%

## **Academic Probation**

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

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

## **Academic Suspension**

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

## **Academic Appeals**

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

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

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

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

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

## **Reinstatement Following Suspension**

Students who successfully appeal a suspension are considered to be making SAP and may remain in school under the following conditions:

- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Advising Plan
- The student must demonstrate improvement in their CGPA and/or ROP at the end of each subsequent evaluation period

Students who successfully appeal a suspension but whose CGPA and/or ROP is in the suspension range at the end of any subsequent evaluation period must file a new academic appeal.

Students who have been dismissed from a program are not eligible for readmission to that program

## **Academic Dismissal**

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

## **Graduation**

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

## **Application of Grades and Credits**

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

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

### **Transfer Credit**

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

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

### **Satisfactory Academic Progress and Financial Aid**

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

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

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

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

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

### **Make-Up Assignments**

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

### **Maximum Time Frame for Veteran Students**

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

### **Veterans Academic Probation**

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

### **Veterans Reinstatement after Successful Appeal of Termination**

A student who successfully appeals termination from the School due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading

period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

## **STUDENT 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 re-admittance 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.

## **COURSE SUBSTITUTION**

Any substitution of courses not included in the published curriculum of a course of study must be approved by the Department Chair, Academic Dean, or Director of Education. 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, Director of Education, 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, Academic Dean, or Director of Education.

## **DIRECTED STUDY**

A Directed Study may be assigned in limited situations by the Department Chair, Academic Dean or Director of Education. 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 College may choose to offer certain courses online. Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses, students must:

Have a computer with a system profile that meets or exceeds the following:

- Windows Systems  
Windows 2000, XP, or Vista  
64 MB Ram  
28.8 kbps modem (56K recommended)  
Sound Card & Speakers  
Recommended Browser: Microsoft Internet Explorer 7.0  
Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Microsoft Internet Explorer 6.0

Supported Browser: Mozilla Firefox 3.0

or...

#### Mac Systems

Mac OS X or higher (in classic mode)

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Safari 3.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Safari 2.0

Supported Browser: Mozilla Firefox 3.0

- Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- Understand that student participation and class activities occur weekly throughout the course;

Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

## **ADMINISTRATIVE STANDARDS**

The Academic Dean, Director of Education 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, Director of Education 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%;
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 or Director of Education. 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:

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)

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**

### **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 or Director of Education 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 or Director of Education'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 of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.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, Director of Education, 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.

## **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.

### **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, Director of Education, 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 APPENDIX B: Tuition and Fees 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 Add/drop 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, or for weekend classes within seven calendar days from that date they started class, including the day they started class, all monies paid will be refunded.

## **REFUND POLICIES**

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

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

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

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

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

The refund calculation will be based on the 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 new equipment 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 unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans
8. Federal Pell Grants for which a Return of Funds is required
9. Academic Competitiveness Grants for which a Return of Funds is required
10. National Smart Grants for which a return of funds is required
11. Federal Supplemental Opportunity Grants for which a Return of funds is required
12. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

## **RETURN OF UNEARNED SFA PROGRAM FUNDS**

The School must return the lesser of:

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

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

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

## **INSTITUTIONAL REFUND CALCULATION**

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

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

Micro-Terms: Refunds for students who withdraw from one of the 3 week micro-terms will receive refunds based on the following calculation.

1. Micro Terms have no add/drop period.
2. Students withdrawing before the first week or failing to attend the first week receive a 100% refund.
3. Students who attend the first week and then drop receive a 50% refund.
4. Students who attend the second week and then drop receive no refund.

## **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.

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

5. 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**

6. 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.
7. 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.
8. 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...
9. 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 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**

For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Private Loan Programs**

Private lenders offer a variety of private loan programs to help students pay for their educational costs. Loan approval, origination fee, interest rate and terms are based on the applicant's credit and the lenders underwriting criteria. The use of a co-signer on these loans may increase the applicant's chances of loan approval

### **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.

## **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

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

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

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

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

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

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

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

## **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.

### **STUDENT ACTIVITIES**

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

### **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.

### **TRANSPORTATION ASSISTANCE**

The School maintains information on public transportation and a list of students interested in car pooling.

### **FIELD TRIPS**

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

**SPECIAL LECTURES**

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

**DRUG ABUSE PREVENTION**

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

**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.

**CERTIFICATION TESTING**

Students wishing to apply for certification should meet with the Associate Director of Education or the Director of Education.

## PROGRAMS BY LOCATION

Program	Arlington	Tysons Corner	Newport News	Chesapeake
<b>Associate in Science Degrees</b>				
Accounting			<input checked="" type="checkbox"/>	
Business Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Business			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criminal Justice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paralegal	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
<b>Diploma Programs</b>				
Business Accounting			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dental Assisting				<input checked="" type="checkbox"/>
Homeland Security Specialist	<input checked="" type="checkbox"/>			
Massage Therapy		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Administrative Assistant			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing and Coding		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## MODULAR PROGRAMS

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

### BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	600	48	7.5 months	Chesapeake*, Newport News*	1-0
*No longer enrolling new students in this version. New Business Accounting students will enroll in version 2-0 (see following pages)					

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 5 learning units called modules. Each module stands alone as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the 5-module program, students are awarded a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Principles of Accounting and Keyboarding	120	9
Module B	Computerized Office Applications	120	9
Module C	Computerized Accounting and Business English	120	10
Module D	Payroll Accounting, 10-Key, and Business Math	120	10
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	120	10
<b>Program Total</b>		<b>600</b>	<b>48</b>

<b>Module A – Principles of Accounting and Keyboarding</b>	<b>9.0 Quarter Credit Hours</b>
Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisites: none. Lec Hrs: 060, Lab Hrs: 060, Other Hrs: 000.	

<b>Module B - Computerized Office Applications</b>	<b>9.0 Quarter Credit Hours</b>
Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: none. Lec Hrs: 060, Lab Hrs: 060, Other Hrs: 000.	

<b>Module C - Computerized Accounting and Business English</b>	<b>10.0 Quarter Credit Hours</b>
Module C emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices. Prerequisite: Module A-B. Lec Hrs: 080, Lab Hrs: 040, Other Hrs: 000.	

<b>Module D - Payroll Accounting, 10-Key, and Business Math</b>	<b>10.0 Quarter Credit Hours</b>
Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisite: Module A-B. Lec Hrs: 080, Lab Hrs: 040, Other Hrs: 000.	

<b>Module E - Corporate Accounting, the Business Enterprise, and Career Skills</b>	<b>10.0 Quarter Credit Hours</b>
Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Prerequisite: Module A-B. Lec Hrs: 080, Lab Hrs: 040, Other Hrs: 000.	

## BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months	Chesapeake, Newport News	2-0

This 720-hour program consists of two pre-requisite modules (A & B), and nine self-contained units of learning called modules. Each student must successfully complete the pre-requisite modules before moving on to any one of the remaining modules in the program. The last two modules contain the Capstone AIPB curriculum which prepares students to take the national exams to become Certified Professional Bookkeepers. The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 9 learning units called modules. Each module stands alone as a unit of study and is four (4) weeks in length. If students do not complete any portion of one of these modules, the entire module must be retaken. Upon successful completion of the 9-module program, students are awarded a diploma.

Module	Module Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Hours
<b>Pre-requisite Course</b>						
<i>Mod. A or B may be taken first and the other must be taken second. A &amp; B are prerequisites.</i>						
A	Strategies for Success Keyboarding & 10-Key Computerized Office Applications	40	40	0	80	6.0
B	Principles of Accounting I Keyboarding & 10-Key Computerized Office Applications	40	40	0	80	6.0
<b>Modular Courses</b>						
<i>Mods. C through F may be taken in any order after mods A &amp; B have been completed. Recommended to start with Mod C.</i>						
C	Principles of Accounting II Applied Spreadsheets	40	40	0	80	6.0
D	Computerized Accounting Business Math	40	40	0	80	6.0
E	Business Communications Corporate Accounting	40	40	0	80	6.0
F	Business Enterprise Tax Accounting	40	40	0	80	6.0
<b>Modular Courses</b>						
<i>Mods G, H &amp; I are Capstone mods and maybe taken in any order after mods C-F have been successfully completed.</i>						
G	AIPB Capstone: Mastering Double-Entry Bookkeeping Adjustments & Error Correction	40	40	0	80	6.0
H	Payroll Accounting AIPB Capstone: Payroll & Depreciation	40	40	0	80	6.0
I	Career Skills AIPB Capstone: Inventory, Internal Controls & Fraud Prevention	40	40	0	80	6.0
<b>PROGRAM TOTAL:</b>		<b>360</b>	<b>360</b>	<b>0</b>	<b>720</b>	<b>54.0</b>

### Module A – Strategies for Success, Keyboarding/10-key and Computerized Office Applications 6.0 Quarter Credit Units

Module A is designed to equip students for transitions in their education and life. The course includes introduction to college and its resources, study skills, and personal resource management skills. Students will become familiar with basic keyboarding and will develop minimum typing skills including the practical skill of 10-key by touch. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p><b>Module B – Principles of Accounting I, Keyboarding/10-key and Computerized Office Applications</b></p> <p>Module B introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Computerized Office Applications introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Units</b></p>
<p><b>Module C – Principles of Accounting II and Applied Spreadsheets</b></p> <p>Module C 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. This module also focuses on 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. Prerequisites: Modules A&amp;B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module D - Computerized Accounting and Business Math</b></p> <p>Module D emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, and more. In addition, this module will provide a thorough review of Business Math. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisites: Modules A&amp;B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E - Corporate Accounting and Business Communications</b></p> <p>Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. The Business Communications portion is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: Modules A&amp;B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F -Business Enterprise and Tax Accounting</b></p> <p>Module F provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Specific focus is given towards tax accounting covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: Modules A&amp;B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G – AIPB Capstone: Mastering Double-Entry Bookkeeping, Adjustments &amp; Error Correction</b></p> <p>The intent of this module is to review and reinforce the concepts of double-entry bookkeeping, as well as accounting adjustments and error corrections and prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Students will review and actively practice topics such as recording journal entries, general ledger accounts, rules, income statements and balance sheets. Students will receive more in depth knowledge of accruals, deferral and other accounting adjustments and well as where accounting errors occur and how to find them. Prerequisites: Modules C, D, E &amp; F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module H – Payroll Accounting and AIPB Capstone: Mastering Payroll and Depreciation</b></p> <p>This module provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function as well as gain valuable experience with Federal laws, W-4 and state withholding, required payroll data and journal entries for payroll. Mastering Depreciation will prepare students to understand depreciation: for book versus tax purposes, under GAAP, under federal income tax rules and under MACRS. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E &amp; F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module I – Career Skills and AIPB Capstone: Mastering Inventory, Internal Controls &amp; Fraud Prevention</b></p> <p>Career skills will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Mastering Inventory will focus students to merchandise inventory, the perpetual and periodic methods, FIFO, LIFO and LCM concepts. Internal Controls &amp; Fraud Prevention presents students with topics such as: how employees steal non-cash assets, how to prevent employee theft, preventing check and credit-card fraud, con schemes and prevention against vendor cheating. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E &amp; F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>

## DENTAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Chesapeake	1-1

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are 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 and the comprehensive written and laboratory skills examination, students participate in a 160-clock-hour externship.

Upon successful completion of the Dental Assisting Program, students will receive a diploma and a Radiation Safety Certificate.

Module	Module Title	Clock Hours	Credit Units
Module A	Dental Office Emergencies and Compliance	80	6.0
Module B	Dental Radiography	80	6.0
Module C	Dental Specialties	80	6.0
Module D	Operator Dentistry	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Dental Anatomy and Orthodontics	80	6.0
Module G	Dental Health	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

Major Equipment			
Amalgamators	Model Vibrators	Handpieces	Oxygen Tank
Oral Evacuation Equipment	Model Trimmers	TV/DVD/VCR	DXTTR and Typodont Manikins
Dental Unit and Chairs	Personal Computers	Autoclave	X-Ray Units
Automatic and Manual Processing Equipment	Ultrasonic Units		

### Module A – Dental Office Emergencies and Compliance

**6.0 Quarter Credit Hour**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operator disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### Module B – Dental Radiography

**6.0 Quarter Credit Hour**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.



<p><b>Module C – Dental Specialties</b></p> <p>In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>Module D – Operatory Dentistry</b></p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>Module E – Laboratory Procedures</b></p> <p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>Module F – Dental Anatomy and Orthodontics</b></p> <p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>Module G – Dental Health</b></p> <p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>Module X – Dental Assisting Externship</b></p> <p>This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0</p>	<p><b>5.0 Quarter Credit Hour</b></p>

## HOMELAND SECURITY SPECIALIST

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	48	7 Months	Arlington	1-1

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.

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>

<b>HS01 Civil and Criminal Justice</b>	<b>7 Quarter Credit Units</b>
<p>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. Prerequisites: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000</p>	
<b>HS02 Emergency Planning and Security Measures</b>	<b>7 Quarter Credit Units</b>
<p>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. Prerequisites: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000</p>	
<b>HS03 Security: Principles, Planning and Procedures</b>	<b>7 Quarter Credit Units</b>
<p>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. Prerequisites: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000</p>	
<b>HS04 Tactical Communications</b>	<b>7 Quarter Credit Units</b>
<p>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. Prerequisites: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000</p>	
<b>HS05 Domestic and International Terrorism</b>	<b>7 Quarter Credit Units</b>
<p>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. Prerequisites: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000</p>	

**HSo6 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. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**HSo7 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. Prerequisites: None. Lec Hrs: 060, Lab Hrs: 020, Other Hrs: 000

## MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	750	55	9 months	Chesapeake, Newport News, Tysons Corner	3-0

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 one pre-requisite course, eight self-contained units of learning called modules, and a 30 hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. 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. 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. Massage Therapists may be employed in urban, suburban, and rural areas. The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Module Number	Module Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Units
<b>Prerequisite Course</b>						
MTD100	Introduction to Massage Therapy	40	40	0	80	6.0
<b>Modular Courses</b>						
MTD201	Business and Ethics	40	40	0	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MTD263	Eastern Theory and Practice	40	40	0	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MTD246	Clinical and Sports Massage	40	40	0	80	6.0
MTD295	Health and Wellness	40	40	0	80	6.0
MTD278	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.

<p><b>MTD100 – Introduction to Massage Therapy</b></p> <p>This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory &amp; History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD201 - Business and Ethics</b></p> <p>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, and chair massage. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b></p> <p>This module is designed to provide the student with the theory &amp; hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant &amp; elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD263 – Eastern Theory and Practice</b></p> <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>

<p><b>MTD220 – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b></p> <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD282- Deep Tissue, Myofascial Release &amp; Pin and Stretch</b></p> <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b></p> <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD246 - Clinical and Sports Massage</b></p> <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD295 – Health and Wellness</b></p> <p>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: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hour</b></p>
<p><b>MTD278 – Massage Clinic</b></p> <p>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.</p>	<p><b>1.0 Quarter Credit Hour</b></p>

## MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 Months	Chesapeake, Newport News	1-0

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.

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>		<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

### 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. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

### Module B: Patient Processing and Assisting

**6.0 Quarter Credit 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. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building 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. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

## MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 Months	Arlington, Chesapeake, Newport News, Tysons Corner	1-1

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.

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	Electrocardiography Machine	Microscopes	Stethoscopes
Blood Chemistry Analyzer	Mayo Stands	Personal Computers	Surgical Instruments
Calculators	Examination Tables	Sphygmomanometers	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. Prerequisite: None. Lec Hrs: 040 Lab Hrs. 040 Other Hrs: 000

### 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. Prerequisite: None. Lec Hrs: 040 Lab Hrs. 040 Other Hrs: 000

### 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.



<p>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. Prerequisite: None. Lec Hrs: 040 Lab Hrs. 040 Other Hrs: 000</p>	
<p><b>Module D - Cardiopulmonary and Electrocardiography</b></p> <p>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. Prerequisite: None. Lec Hrs: 040 Lab Hrs. 040 Other Hrs: 000</p>	<b>6.0 Quarter Credit Units</b>
<p><b>Module E - Laboratory Procedures</b></p> <p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain 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. Prerequisite: None. Lec Hrs: 040 Lab Hrs. 040 Other Hrs: 000</p>	<b>6.0 Quarter Credit Units</b>
<p><b>Module F - Endocrinology and Reproduction</b></p> <p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain 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. Prerequisite: None. Lec Hrs: 040 Lab Hrs. 040 Other Hrs: 000</p>	<b>6.0 Quarter Credit Units</b>
<p><b>Module G – Medical Law, Ethics, and Psychology</b></p> <p>Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain 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. Prerequisite: None. Lec Hrs: 040 Lab Hrs. 040 Other Hrs: 000</p>	<b>6.0 Quarter Credit Units</b>
<p><b>Module X – Externship</b></p> <p>Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting 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. Prerequisite: Completion of Modules A-G. Lec Hrs: 000 Lab Hrs. 000 Other Hrs: 160</p>	<b>5.0 Quarter Credit Units</b>

## MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Chesapeake, Newport News, Tysons Corner	2-0

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

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will 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 Medical Insurance Billing and Coding Program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working in an outside facility in the field of medical insurance billing and coding.

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

<b>MODULE MEDINTRO Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel</b>	<b>6.0 quarter credit units</b>
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This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec. Hrs: 040 Lab Hrs: 40 Other Hrs: 000

<b>MODULE MIBCL</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</b>	<b>6.0 quarter credit units</b>
<p>This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000</p>		
<b>MODULE MIBGU</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System</b>	<b>6.0 quarter credit units</b>
<p>This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000</p>		
<b>MODULE MIBIE</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology</b>	<b>6.0 quarter credit units</b>
<p>This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs:0 40 Other Hrs: 000</p>		

<b>MODULE MIBMS</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System</b>	<b>6.0 quarter credit units</b>
<p>This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs: 40 Other Hrs: 000</p>		
<b>Module MIBRG</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems</b>	<b>6.0 quarter credit units</b>
<p>This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs: 40 Other Hrs: 000</p>		
<b>Module MIBSN</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology</b>	<b>6.0 quarter credit units</b>
<p>This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec. Hrs: 040 Lab Hrs: 40 Other Hrs: 000</p>		
<p><b>Once a student has completed all modules, he or she will be placed in their final module of training in the field in an approved externship facility, as chosen by the school administration.</b></p>		

<b>MODULE MIBE</b>	<b>EXTERNSHIP</b>	<b>5.0 quarter credit units</b>
<p>Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec. Hrs: 000 Lab Hrs: 000 Other Hrs: 160</p>		
<b>MODULE MIBP</b>	<b>PRACTICUM</b>	<b>5.0 quarter credit units</b>
<p>Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec. Hrs: 000 Lab Hrs: 000 Other Hrs: 160</p>		

## Quarter Based-Programs

### ACCOUNTING (AS)

Credential	Credit Units	Length	Campuses	Version
Associate of Science Degree	96	24 months	Newport News	1-2

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program

				Associate Degree	
				Quarter Credit Hrs.	
<b>COLLEGE CORE REQUIREMENTS</b>					
SLS	1105	Strategies for Success	4.0		
CGS	2167C	Computer Applications	4.0		
SLS	1321	Career Skills	2.0		
Associates students choose 8 credits from the following:					
LIS	2004	Introduction to Internet Research	2.0		
MAN	2031	Let's Talk Business	2.0		
OST	2335	Business Communications	4.0		
MTB	1103	Business Math	4.0		
OST	1141L	Keyboarding	2.0		
CGS	2510C	Applied Spreadsheets	4.0		
TOTAL QUARTER CREDIT HOURS					<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		
APA	2161	Introductory Cost/Managerial Accounting	4.0		
ACG	2021	Introduction to Corporate Accounting	4.0		
APA	2141	Computerized Accounting	4.0		
ACO	1806	Payroll Accounting	4.0		
ACG	2551	Non-Profit Accounting	4.0		
TAX	2000	Tax Accounting	4.0		
MAN	1030	Introduction to Business Enterprise	4.0		
BUL	2131	Applied Business Law	4.0		
<b>Choose two courses from the following:</b>					
CGS	2510C	Applied Spreadsheets	4.0		
FIN	1103	Introduction to Finance	4.0		
ACG	2178	Financial Statement Analysis	4.0		
MAN	2021	Principles of Management	4.0		
					<b>48.0</b>

<b>GENERAL EDUCATION CORE 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>

\*Online students will take POS 2041 American National Government

## BUSINESS (AS)

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associate of Science	970 - 1010	96	18 - 24 months	Chesapeake, Newport News	2-0

The **Associate of Science in Business** program is 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 following describes each area of concentration.

### Business Administration

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.

### Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

### Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

### International Business

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The graduate of this program will be prepared for entry-level and middle-management positions in companies involved in international business.

Course Code	Course	Credit Hrs.	
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
Choose 4 credits from the following list:			
OST	1141L	Keyboarding	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
OSTP	2725	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
MTB	1103	Business Math	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>14.0</b>	
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
MANP	2501	Senior Capstone Experience- AS	4.0
<b>Select one of the following 4 concentrations:</b>			
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
FIN	1103	Introduction to Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:			
MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0



<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
OR			
<b>MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
OR			
<b>MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2323	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2721	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
OR			
<b>INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	Introduction Competitiveness	4.0
BUL	2261	International Business Law	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
GENERAL EDUCATION REQUIREMENTS			
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
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
General Education Requirements Must include at least one course from each of the following subject areas: communications/Humanities, Math/Science, Social Science.			
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>26.0</b>
APPROVED ELECTIVE REQUIREMENT			8.0
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.			
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>
*Totally Online students take POS 2041 American National Government			

## BUSINESS ADMINISTRATION

Credential	Credit Units	Campuses	Version
Associate of Science Degree	96	Arlington, Tysons Corner	1-0

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.

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 2000	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

Credential	Credit Units	Campuses	Version
Associate of Science Degree	96	Chesapeake, Newport News	1-2

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

Course Number	Course Title	Associate's Quarter Credit Hrs.	Degree
<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>TOTAL QUARTER CREDIT HOURS</b>	<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
BUL	2131	Applied Business Law	4.0
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>40.0</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>

## CRIMINAL JUSTICE

Credential	Credit Units	Campuses	Version
Associate of Science Degree	96	Arlington, Tysons Corner	1-0

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

COURSE NUMBER	COURSE TITLE	Associate's Degree Quarter Credit Hrs.	
<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

Credential	Credit Units	Campuses	Version
Associate of Science Degree	96	Arlington, Chesapeake	1-0

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.

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 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>PROGRAM TOTAL</b>		<b>96.0</b>

## COURSE DESCRIPTIONS

### Course Numbering System

This institution uses the following course numbering system:

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

Students enrolled in Associate Degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = Management and PLA = Paralegal.

<p><b>ACG 2021 Introduction to Corporate Accounting</b></p> <p>This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>ACG 2178 Financial Statement Analysis</b></p> <p>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</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>ACG 2551 Non Profit Accounting</b></p> <p>In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>ACO 1806 Payroll Accounting</b></p> <p>This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>AML 2000 Introduction to American Literature</b></p> <p>This course concentrates on the major writers of modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>APA 2111 Principles of Accounting I</b></p> <p>Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>APA 2121 Principles of Accounting II</b></p> <p>This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>APA 2141 Computerized Accounting</b></p> <p>This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>APA 2161 Introductory Cost/Managerial Accounting</b></p> <p>This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>BUL 2131 Applied Business Law</b></p> <p>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</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>BUL 2261 International Business Law</b></p> <p>This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>CCJ 1017 Criminology</b></p> <p>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</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>CCJ 1024 Introduction to Criminal Justice</b></p> <p>This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>CCJ 1610 Criminal Investigations</b></p> <p>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</p>	<p><b>4.0 Quarter Credit Hours</b></p>
<p><b>CCJ 1910 Career Choices in Criminal Justice</b></p> <p>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</p>	<p><b>4.0 Quarter Credit Hours</b></p>

<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 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 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>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>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 Science</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>GEB 2353 International Competitiveness</b>	<b>4.0 Quarter Credit Hours</b>
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2.0 Quarter Credit Hours</b>
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to 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 2604 Introduction to International Management</b>	<b>4.0 Quarter Credit Hours</b>
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across borderlines. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<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>MANP 2501 Capstone Experience (AS)</b>	<b>4.0 Quarter Credit Hours</b>
This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Lecture Hours: 40.0 Lab Hours: 0.0	
<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 2141 Introduction to International Marketing</b>	<b>4.0 Quarter Credit Hours</b>
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<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>MAR 2323 Advertising</b>	<b>4.0 Quarter Credit Hours</b>
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0	
<b>MAR 2721 Marketing on the Internet</b>	<b>4.0 Quarter Credit Hours</b>
A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011. Lecture Hrs: 30. Lab. Hrs: 20. Other Hrs: 0.	
<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>OSTP 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>SOP 4005 Social Psychology:</b>	<b>4.0 Quarter Credit Hours</b>
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY2012. Lecture Hrs. 040 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	
<b>TAX 2000 Tax Accounting</b>	<b>4.0 Quarter Credit Hours</b>
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: None. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	

## CORINTHIAN COLLEGES, INC.

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

### **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)  
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)  
 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)  
 Fife, WA (branch of Everest College, Seattle, 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 Everest University, Pompano Beach, FL)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 Newport News, VA (main campus)  
 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)  
 Seattle, WA (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)  
 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (main campus)

### **Everest Institute**

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)

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)  
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Grand Rapids/Southfield, Southfield, MI (branch of Everest Institute, Grand Rapids, MI)  
 Hialeah, FL (branch of Everest Institute, Miami, FL)  
 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, Ontario, CA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest College, Reseda, CA)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)  
 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)

### **Everest University**

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

### **Las Vegas College**

Henderson, NV (main campus)

### **WyoTech**

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

These campuses are 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.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Terry O. Hartshorn	Chairman of the Board
Peter Waller	Paul R. St. Pierre	Vice Chairman of the Board
Terry O. Hartshorn	Jack D. Massimino	Chief Executive Officer
Paul R. St. Pierre	Peter Waller	President and Chief Operating Officer
Linda Arey Skladany	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Hank Adler	Beth A. Wilson	Executive Vice President, Operations
Alice T. Kane	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Robert Lee	William Buchanan	Executive Vice President, Marketing
Tim Sullivan	David Poldoian	President, Pegasus Division
John M Dionisio	Janis Schoonmaker	President, RCI Division
Leon Panetta	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
	Rick Simpson	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
<b>RHODES COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

### Arlington Campus

<b>Executive</b>	
President	Troy Ralston
Academic Dean	Willie Pomeroy
Associate Academic Dean	Okechukwu Nwobodo
Director of Admissions	Shirley Long
Director of Student Finance	Tanya Allen
Director of Career Services	Open
<b>Administration</b>	
Administrative Assistant	Liza Ortega
Receptionist	Pamela Smith
Receptionist	Gregory White
Evening Receptionist	Jashawna Jones
Registrar	Viola Sparks
Assistant Registrar	Valerie Parker
Student Success Coordinator	Timera Williams
Librarian	Amy Billerbeck
<b>Admissions</b>	
Admissions Manager	Open
Admissions Representative	Bipin Karki
Admissions Representative	Dionne White
Admissions Representative	Suzetter Burns
Admissions Representative	Penny Davey
Admissions Representative	Charles G. Ross
Admissions Representative	Angela Maith
Admissions Representative	Melissa Thomas
Admissions Representative	Monique Raulston
Admissions Representative	Derrell Russell
Admissions Representative	Mary Chris Chapman
Admissions Representative	Patricia Segovia
Admissions Representative	Janarria Johnson
High School Admissions Representative	Patricia Brock
High School Presenter	Whitney Wright
<b>Career Services</b>	
Externship Coordinator	Nadia Bethea
Career Services Representative	Erica Williams
<b>Financial Aid</b>	
Financial Aid Officer	Barbara Lee
Financial Aid Officer	Donna Alexander
Financial Aid Officer	Dana Cephas
Financial Aid Officer	Carolyn Galloway
Financial Aid Officer	Janell Hudson
Financial Aid Officer	Chalay Terry
Financial Aid Officer	Melissa Blas
Collections Officer	Sherron Thomas
Collections Officer	Lorraine Williams
Collections Officer	Louise Brennan

<b>Faculty</b>			
<b>Name</b>	<b>Position</b>	<b>Subjects</b>	<b>Education</b>
Zachary Kinney	Academic Program Director	Paralegal, Criminal Justice, Homeland Security Specialist	BA, University of Maryland JD, Antioch School of Law
Illiana Rivera	Lead Instructor	Criminal Justice and General Studies	BS, University of Houston MA, University of Houston MA, University of Houston

Greg Smith	Lead Instructor	Paralegal	BA, University of Maryland MA, American University ML, American University JD, American University
Edward Macias	Lead Instructor	Homeland Security Specialist	BA, California State University MA, La Verne University
Lillie Langley-Glover	Academic Program Director	Business	BS, Benedict College MBPA, Southeastern University
Lester Larose	Lead Instructor	Business	BBA, Pace University
Christella Small	Academic Program Director	Medical Assisting	Diploma, Applied Career Training Diploma, Greensville County Schools AS, Ashworth College
Clay Troy	Lead Instructor	Medical Assisting	Diploma, Medix School
Ronda Williams	Online Coordinator		MBA, Southeastern University BA, UDC

### Tysons Corner Campus

<b>Executive</b>	
President	Sheri DeLozier
Academic Dean	Peter DePascale
Director of Admissions	James Byers
Director of Financial Aid	Stephanie Busby
Director of Career Services	Terrell Waller
<b>Administration</b>	
Administrative Assistant	Nicole Trader
Librarian	Mark Rosenkrantz
Day Receptionist	Dominique Peace
Registrar	Monique Wilson
Medical Department Chair	Shelley Crochan
<b>Admissions</b>	
Admissions Representative	Omica Harper
Admissions Representative	Robert Jackson
Admissions Representative	Latonya Nettles
Admissions Representative	Ida Holley
Admissions Representative	Michael Jusu
Admissions Representative	Tia Sheffield
Admissions Representative	Rayshaun Hackett
<b>Financial Aid</b>	
Financial Aid Officer	Shameka Young
Financial Aid Officer	Ryan Young
Financial Aid Officer	Katrina Buckwalter

<b>Faculty</b>			
Name	Position	Subject	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

### Chesapeake Campus

<b>Administration</b>	
Calvin Lawrence	School President
Marilyn Jordan	Director of Education
Aisha Wilkinson	Director of Admissions
Patricia Whitt	Director of Finance
Marilyn Jordan	Director of Career Services
Amanda DeVorse	Director of Student Services
Delynn Ivy	Registrar
Lauren Cehula	Administrative Assistant
Briana Barbato	Career Service Representative

Vegas Robinson	Career Service Representative
Michael Jones	Career Service Representative
Kanika Lundy	Job Developer
Lisa Misuna	Extern Coordinator
Heather Goodfield	Extern Coordinator
<b>Medical Assisting</b>	
Lori Bedford, IDC, Department Chair-MA/ MAA	United States Navy Corp SchoolDiploma, Naval School Health Science BS, Warren National University
Sarah Lawrence, CMA, EMT	Diploma, Wallace Community College
Cynthia Viera, LPN	Diploma, Tidewater Tech
Cedric Hollie, Lead Instructor-MA/MAA	US Naval Hospital Corps
Stephanie Smith	Diploma, Southeastern Technical College
Wayne Reynolds	AS, Tidewater Community College BS, Old Dominion University
Tiffany Minor, PN	Diploma, Walter Reed Army Medical Center
Sophia Gamble, CMA	Certificate, Tidewater Community College
Marie Richard	Certificate, National Education Center
Georgia Patterson	
<b>Medical Administrative Assistant</b>	
Oliver Davis, MS	AAS, Community College of the Air Force MBAA, Embry Riddle MS, Golden Gate University
Elizabeth DeVictoria	BS, New York University MS, New York University
Evelyn Banks	BS, Christopher Newport University
<b>Dental Assisting</b>	
Robert Fisher, D.M.D. (Dentistry) Department Chair- DA	DMD, Temple University BS, Indiana University of Pennsylvania
Dawn Ruiz, CDA	CDA, Norfolk Technical Vocational Center
Brenda Ramos	Diploma, Altoona Area Vocational School
Eafrica Jamerson	Diploma, Kee Business College
Rachel Sawyer	Diploma, Kee Business College
<b>Massage Therapy</b>	
Todd Bowker , Department Chair	Diploma, Virginia Career College
Matthew Timmons	Diploma, Cayce/Reilly School of Massotherapy
Denise Smith	Diploma, Kee Business College
Wendy Smith	Certificate, Institute of Health and Healing
Latoya Waiters	Diploma, Virginia School of Technology
Jesse Felton	Diploma, Kee Business College
Jessica Palmieri	Diploma, Kee Business College
<b>Medical Insurance Billing and Coding</b>	
Roy Williams , Department Chair-MIBC	BS, Northeastern University
Teresa Kudsk	Diploma, Kee Business College
Judy Jones	Certificate, Certified Professional Coder
Betty Gilbertson	Certificate, Certified Professional Coder
Cecilia Worrell	BS, Norfolk State University
<b>Business Accounting</b>	
Yolanda Anderson, Lead Instructor-BA	BA, University of AR MA, Webster University MBA, Webster University
Elaine Robertson	BS, Hampton University MBA, Strayer University
Daphne Jackson	BS, Virginia State University MBA, Walden University
<b>Criminal Justice</b>	
Anne Frey	MS, Norwich University BS, Hawaii Pacific University University of West Florida Penn State University

## Newport News Campus

<b>Administration</b>		
Lisa Barbato	President	
Natalie Daniels	Director of Education	
Monique Griffin	Admissions Director	
Jacob Witt	Finance Director	
Mike Richardson	Director of Career Services	
Adrienne Ward	Registrar	
Maranda Best/Candis Harper	Externship Coordinators	
<b>Department Chairs</b>		
Thalia Stone	Medical	AAS, Commonwealth College Diploma, Kee Business College
Allison Durkee	Massage Therapy	Certificate, Fuller School of Massage
<b>Business Instructors</b>		
Allison Jordan	Business Accounting	MBA, American International University, BS Accounting, Central State University
Yi-Mei Howell	Business Accounting	B.S. Accounting, Christopher Newport University
<b>Medical Instructors</b>		
Tyrone Bosier	Medical Assisting	United States Navy
Shawn Howard	Medical Assisting	United States Navy Corpsman
Karen Cross	Medical Assisting	Diploma, Kee Business College
Roni Krinsky	Medical Assisting	LPN, Boston School of Practical Nursing
Kate Cambria-Haas	Medical Assisting	Certified Medical Assistant, Berks Technical Institute
Angela Burke	Medical Administrative Assistant	Diploma, Medical Careers College
Michael Godfrey	Medical Administrative Assistant	BS, Bluefield College MA, St. Leo University
Darcell Campbell	Medical Insurance Billing/Coding	BS, Norfolk State University
<b>Massage Therapy Instructors</b>		
Tami Lynn	Massage Therapy	AAS Degree in Nursing, Thomas Nelson; Cert in School of Massotherapy, Harold J Reilly
Jeanette Wolchko	Massage Therapy	Diploma, Natural Touch School of Massage Therapy
Brandon Vertz	Massage Therapy	Diploma, Virginia Career College



## APPENDIX B: TUITION AND FEES

### Degree Programs

Tuition will be charged on a quarterly basis.

ARLINGTON AND TYSONS CORNER				
Program	Program Length	Credit Units	Tuition	Books
All Degree Programs	18 months	96	\$327 per credit hour	\$350 per term
Effective July 1, 2008				

### Modular Programs

Tuition will be charged for the entire program.

ARLINGTON				
Program	Program Length	Credit Units	Tuition	Books
Homeland Security Specialist	7 Months	48	\$10,450	\$703.41
Massage Therapy	9 Months	55	\$12,825	\$1,500
Medical Administrative Assistant	8 Months	47	\$13,200	\$1,050
Medical Assisting	8 Months	47	\$13,590	\$1,170.06
Medical Insurance Billing and Coding	6 Months	35	\$10,290	\$1,050
Effective November 1, 2008				

TYSONS CORNER				
Program	Program Length	Credit Units	Tuition	Books
Homeland Security Specialist	7 Months	48	\$10,450	\$1,050
Massage Therapy	9 Months	55	\$12,825	\$1,500
Medical Administrative Assistant	8 Months	47	\$13,200	\$1,050
Medical Assisting	8 Months	47	\$13,590	\$1,100
Medical Insurance Billing and Coding	6 Months	35	\$10,290	\$1,050
Effective July 1, 2008				

NEWPORT NEWS					
Degree Programs	Program Length	Credit Units	Fee	Textbooks and Equipment (estimated)	Tuition
Accounting	18 months	96		\$325 per term	\$27,000 (\$281.25 per credit hour)
Business	18 months	96		\$325 per term	\$27,000 (\$281.25 per credit hour)
Criminal Justice	18 months	96		\$325 per term	\$27,000 (\$281.25 per credit hour)
Modular Programs	Program Length	Credit Units	Fee	Textbooks and Equipment (estimated)	Tuition
Business Accounting	9 Months	54	\$0	\$2031.72	\$11,797
Massage Therapy	9 Months	55	\$368	\$1,300.28	\$15,543
Medical Administrative Assistant	8 Months	47	\$38	\$1,166.17	\$14,695
Medical Assisting	8 Months	47	\$38	\$1,118.80	\$14,695
Medical Insurance Billing and Coding	8 Months	47	\$38	\$1,773.07	\$13,811
Effective date: July 16, 2008					
For Degree Programs tuition is charged on a quarterly basis.					

## CHESAPEAKE

CHESAPEAKE					
<b>Degree Programs</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Fee</b>	<b>Textbooks and Equipment (Estimated)</b>	<b>Tuition</b>
Business	18 – 24 months	96		\$325 per term	\$27,000 (\$281.25 per credit hour)
Criminal Justice	18 – 24 months	96		\$325 per term	\$27,000 (\$281.25 per credit hour)
Paralegal	18 – 24 months	96		\$325 per term	\$27,000 (\$281.25 per credit hour)
<b>Modular Programs</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Fee</b>	<b>Textbooks and Equipment (Estimated)</b>	<b>Tuition</b>
Business Accounting	9 Months	54		\$2031.72	\$11,797
Dental Assisting	8 Months	47	\$38	\$818.70	\$15,210
Massage Therapy	9 Months	57	\$368	\$1,300.28	\$15,543
Medical Administrative Assistant	8 Months	47	\$38	\$1,166.17	\$14,695
Medical Assisting	8 Months	47	\$38	\$1,118.80	\$14,695
Medical Insurance Billing and Coding	8 Months	47	\$38	\$1,773.07	\$13,811
Effective date: January 1, 2009					
For Degree Programs tuition is charged on a quarterly basis.					

## APPENDIX C: CALENDARS

### QUARTER CALENDAR

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Add/drop Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Add/drop Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Micro-Term Starts		September	15	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 Add/drop Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Add/drop Deadline		December	2	2008
Micro-Term Starts		December	8	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	11	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Add/drop Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Add/drop Deadline		February	28	2009
Micro-Term Starts		March	16	2009
Winter Term Ends		April	5	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Add/drop Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Add/drop Deadline		June	1	2009
Micro-Term Starts		June	15	2009
Spring Term Ends		July	3	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Add/drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	20	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/drop Deadline		January	26	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/drop Deadline		April	25	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010

**MODULAR CALENDARS - ARLINGTON**

<b>Medical Assisting Calendar - Arlington Campus Monday - Friday AM, PM, and Evening Schedule 2008 - 2009</b>		
<b>Start date</b>	<b>End Date</b>	<b>Student Breaks</b>
10/20, 2008	11/14, 2008	November 27-28- Thanksgiving
11/17/08	12/16/08	Christmas/New Year's (2 week break - Dec 22-Jan 2)
12/17/08	1/23/09	MLK Day-Jan 19
1/27/09	2/24/09	Presidents Day Feb 16
2/26/09	3/25/09	Memorial Day May 25
3/27/09	4/23/09	Independence Day July 3
4/27/09	5/22/09	Labor Day Sept 1
5/26/09	6/22/09	Thanksgiving Nov 27 – 29
6/24/09	7/22/09	Winter Break Dec 24 – Jan 1

<b>Medical Assisting Calendar - Arlington Campus Monday - Thursday AM, and Evening Schedule 2008 - 2009</b>		
<b>Start date</b>	<b>End Date</b>	<b>Student Breaks</b>
10/20, 2008	11/14, 2008	November 27-28- Thanksgiving
11/17/08	12/16/08	Christmas/New Year's (2 week break - Dec 22-Jan 2)
12/17/08	1/23/09	MLK Day-Jan 19
1/27/09	2/24/09	Presidents Day Feb 16
2/26/09	3/25/09	Memorial Day May 25
3/27/09	4/23/09	Independence Day July 3
4/27/09	5/22/09	Labor Day Sept 1
5/26/09	6/22/09	Thanksgiving Nov 27 – 29
6/24/09	7/22/09	Winter Break Dec 24 – Jan 1
7/24/09	8/20/09	
8/24/09	9/21/09	
9/23/09	10/20/09	
10/22/09	11/18/09	
11/19/09	12/18/09	
12/21/09	1/27/10	

<b>Homeland Security - Arlington Monday - Friday 8:30 AM - 1:30 PM or 5:30 PM - 10:30 PM 2008 - 2009</b>		
<b>Start Date</b>	<b>End Date</b>	<b>Student Breaks</b>
10/20, 2008	11/14, 2008	November 27-28- Thanksgiving
		Christmas/New Year's (2 week break - Dec 22-Jan 2)
11/17, 2008	12/16, 2008	
12/17, 2008	01/ 28, 2009	MLK Day-Jan 19
1/29/09	2/26/09	Presidents Day Feb 16
3/2/09	3/26/09	Memorial Day May 25
3/30/09	4/23/09	Independence Day July 3
4/27/09	5/21/09	Labor Day Sept 1
5/26/09	6/22/09	Thanksgiving Nov 27 – 29
6/25/09	7/22/09	Winter Break Dec 24 – Jan 1

Arlington - Medical Assisting, Weekend Schedule Fridays 3-10, Saturdays 9-4, Sundays 9-4 (21hours/weekend) 2008 - 2009		
Start Date	End Date	Student Breaks
1/9/09	2/1/09	November 22-23- Thanksgiving
2/06/09	3/1/09	Christmas/New Year's (2 week break - Dec 24-Jan 4) MLK Day- Jan 21
3/6/09	3/29/09	Feb 18- President's Day
4/3/09	5/3/09	May 26-Memorial Day
5/15/09	6/14/09	Independence Day (1 week break- June 30-July 4)
6/19/09		Labor Day - Aug 29 & Sept 1
		November 27-28- Thanksgiving
		Christmas/New Year's (2 week break - Dec 22-Jan 2) MLK Day-Jan 19

## MODULAR CALENDARS – CHESAPEAKE

Business Administration, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Dental Assisting, and Medical Insurance Billing and Coding	
Day Schedule - Five Day Week (Monday through Friday)	
2008	
Start Dates	End Dates
Oct 21	Nov 17
Nov 18	Dec 16/17
Dec 18	
Student Holidays 2008	
Jan 1	July 2-4
Jan 21	Sept 1
Feb 18	Nov 27-28
Mar 20-21	Dec 24-Jan 2, 2009
May 26	

Medical Assisting Weekends (Friday through Sunday)	
2008	
Start Dates	End Dates
Oct 31	Nov 23
Dec 5	Jan 4, 2009
Student Holidays 2008	
Mar 21-Mar 23	Nov. 28-30
July 4 – 6	Dec 26-28

Medical Assisting, Medical Administrative Assistant, Business Accounting, Medical Insurance Billing and Coding, Massage Therapy, Dental Assisting Day/Evening Schedule 2009	
Start Dates	End Dates
Oct 19	Nov 12/13
Nov 16	Dec 14/15
Dec 16	TBA

**Medical Assisting, Medical Administrative Assistant, Business Accounting, Medical Insurance Billing and Coding, Massage Therapy, Dental Assisting Day/Evening Schedule 2009**

Start Dates	End Dates
Dec 18, 2008	Jan 27
Jan 28	Feb 25
Feb 26	Mar 25
Mar 26	Apr 23/24
Apr 27	May 21/22
May 26	Jun 22
Jun 23	Jul 21/22
Jul 23	Aug 19
Aug 20	Sep 17
Sep 21	Oct 15/16
Oct 19	Nov 12/13
Nov 16	Dec 14/15

**Medical Assisting Weekend Schedule 2009**

Start Dates	End Dates
12-5-08	1-4-09
1-9-09	2-1-09
2-6-09	3-1-09
3-6-09	3-29-09
4-3-09	5-3-09
5-8-09	6-7-09
6-12-09	7-12-09
7-17-09	8-9-09
8-14-09	9-13-09
9-18-09	10-11-09
10-16-09	11-8-09
11-13-09	12-13-09
Dec 18	TBA

**Student Holidays Weekday Schedule 2009**

New Year's Day	Jan 1 <sup>st</sup> -2 <sup>nd</sup>
Martin Luther King Birthday	Jan. 19 <sup>th</sup>
President's Day	Feb. 16 <sup>th</sup>
Spring Break	Apr. 9 <sup>th</sup> -10 <sup>th</sup>
Memorial Day	May 25 <sup>th</sup>
Summer Break	July 2 <sup>nd</sup> -3 <sup>rd</sup>
Labor Day	Sept. 7 <sup>th</sup>
Thanksgiving	Nov. 26 <sup>th</sup> -27 <sup>th</sup>
Winter Break	Dec. 24 - TBA

**Student Holidays Weekend Schedule 2009**

Spring Break	April 10 - 12
Memorial Day	May 22 - 24
Summer Break	July 3 - 5
Labor Day	Sept 4 - 6
Thanksgiving	Nov 27 - 29
Winter Break	Dec. 25 - TBA

## MODULAR CALENDARS – NEWPORT NEWS

Medical Assisting Day Schedule I – Five Day Week (Monday through Friday) 2008 - 2009	
Start Dates	End Dates
9/11/2008	10/8/2008
10/13/2008	11/7/2008
11/10/2008	12/9/2008
12/11/2008	1/20/2009
1/22/2009	2/19/2009
2/24/2009	3/23/2009
3/26/2009	4/27/2009
4/28/2009	5/26/2009
5/27/2009	6/23/2009
6/24/2009	7/22/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/16/2009
10/19/2009	11/13/2009
11/16/2009	12/15/2009
12/16/2009	1/22/2010

Medical Assisting, Medical Administrative Assistant, Massage Therapy, Medical Insurance Billing and Coding Day Schedule I – Five Day Week (Monday through Friday) 2008 - 2009	
Start Dates	End Dates
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/17/2008
12/18/2008	1/27/2009
1/28/2009	2/25/2009
2/26/2009	3/25/2009
3/26/2009	4/27/2009
4/28/2009	5/26/2009
5/27/2009	6/23/2009
6/24/2009	7/22/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/16/2009
10/19/2009	11/13/2009
11/16/2009	12/15/2009
12/16/2009	1/22/2010

Medical Assisting, Medical Administrative Assistant Evening Schedule I – Four Day Week (Monday through Thursday) 2008 - 2009	
Start Dates	End Dates
9/11/2008	10/8/2008
10/13/2008	11/6/2008
11/10/2008	12/8/2008
12/11/2008	1/20/2009
1/22/2009	2/19/2009
2/24/2009	3/23/2009
3/26/2009	4/27/2009
4/28/2009	5/26/2009
5/27/2009	6/23/2009
6/24/2009	7/21/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/15/2009
10/19/2009	11/12/2009
11/16/2009	12/14/2009
12/16/2009	1/21/2010

Medical Assisting, Medical Administrative Assistant, Massage Therapy, Medical Insurance Billing and Coding Evening Schedule I – Four Day Week (Monday through Thursday) 2008 - 2009	
Start Dates	End Dates
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/16/2008
12/18/2008	1/27/2009
1/28/2009	2/25/2009
2/26/2009	3/25/2009
3/26/2009	4/27/2009
4/28/2009	5/26/2009
5/27/2009	6/23/2009
6/24/2009	7/21/2009
7/23/2009	8/19/2009
8/20/2009	9/17/2009
9/21/2009	10/15/2009
10/19/2009	11/12/2009
11/16/2009	12/14/2009
12/16/2009	1/21/2010

Medical Assisting, Massage Therapy, Business Accounting Weekend Schedule 2008 - 2009	
Start Dates	End Dates
9/27/2008	10/19/2008
10/25/2008	11/16/2008
11/22/2008	12/21/2008
1/3/2009	1/25/2009
1/31/2009	2/22/2009
2/28/2009	3/22/2009
3/28/2009	4/26/2009
5/2/2009	5/24/2009
5/30/2009	6/21/2009
6/27/2009	7/26/2009
8/1/2009	8/23/2009
8/29/2009	9/20/2009
9/26/2009	10/18/2009
10/24/2009	11/15/2009
11/21/2009	12/20/2009
1/2/2010	1/24/2010
1/30/2010	

Student Breaks 2008 - 2009	
November 27-30 2008	May 25
December 24-31 2008	July 3-5
January 1-2 2009	September 7
January 19	November 26-29
February 16	December 24- January 1, 2010
April 8-12	January 18, 2010

## MODULAR CALENDARS - TYSONS CORNER

Medical Administrative Assistant	
Tysons Corner Campus	
Start date	End date
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

Medical Assisting, Medical Insurance Billing and Coding, Massage Therapy	
Tysons Corner Campus	
Start date	End date
12/19/07	1/25/08
1/28/08	2/26/08
2/27/08	3/25/08
3/26/08	4/22/08
4/28/08	5/23/08
5/27/08	6/23/08
6/25/08	7/23/08

## APPENDIX D: OPERATING HOURS

### ARLINGTON

Office:			
8:00 am to	8:00 pm	Monday through Thursday	
8:00 am to	5:00 pm	Friday	
9:00 am to	1:00 pm	Saturday	By Appointment
School:			
7:00 am to	6:00 pm	Monday through Thursday	Day (Medical Assisting)
8:30 am to	4:30 pm	Monday through Thursday	Day Classes (Quarterly programs)
8:30 am to	1:30 pm	Monday through Thursday	Day (Homeland Security)
5:30 pm to	10:30 pm	Monday through Thursday	Evening Classes (Homeland Security)
5:50 pm to	9:50 pm	Monday through Thursday	Evening Classes (Quarterly programs)
6:00 pm to	10:00 pm	Monday through Friday	Evening Classes (Medical Assisting)
9:00 am to	4:00 pm	Saturday and Sunday	Weekend (Medical Assisting)

### TYSONS CORNER

Office:			
8:00 am to	8:00 pm	Monday through Thursday	
8:00 am to	5:00 pm	Friday	
9:00 am to	1:00 pm	Saturday	By Appointment
School:			
8:00 am to	1:00 pm	Monday through Thursday	Day
6:00 pm to	10:00 pm	Monday through Thursday	Evening

### CHESAPEAKE

Office:			
8:00 am to	8:00 pm	Monday through Thursday	
8:00 am to	5:00 pm	Friday	
9:00 am to	2:00 pm	Saturday	
School:			
8:00 am to	1:00 pm	Monday through Thursday	Day (MT and MDAA)
9:00 am to	1:00 pm	Monday through Friday	Day Classes
1:00 pm to	5:00 pm	Monday through Friday	Afternoon Classes



5:30 pm to	10:30 pm	Monday through Thursday	Evening Classes
6:00 pm to	10:00 pm	Friday	Weekend
9:00 am to	5:30 pm	Saturday and Sunday	Weekend

**NEWPORT NEWS**

<b>Office:</b>			
8:00 am to	7:00 pm	Monday through Thursday	
8:30 am to	5:00 pm	Friday	
<b>School:</b>			
8:00 am to	1:00 pm	Monday through Friday	Day I
9:00 am to	1:00 pm	Monday through Friday	Day II
10:00 am to	2:00 pm	Monday through Friday	Day III
12:00 pm to	4:00 pm	Monday through Friday	Afternoon I
1:00 pm to	5:00 pm	Monday through Friday	Afternoon II
5:30 pm to	10:30 pm	Monday through Thursday	Evening

Alternate schedules may also be available.