

# Parks

COLLEGE

2004-2005 CATALOG

McLean 1004

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

Main Campus:  
Blair College  
1815 Jet Wing Drive  
Colorado Springs, CO 80916  
(719) 638-6580

Accredited by the Accrediting Council for Independent Colleges  
and Schools (ACICS) to award associate degrees.

The Institution has received approval from the State Council of  
Higher Education for Virginia.

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## MESSAGE FROM THE PRESIDENT

As President of Parks College, I want to welcome you to our campus. I am excited about the many opportunities that lie before us at Parks - opportunities to improve your educational experience and to enhance your career goals.

I 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. I want you to have a college experience that will truly be one to change your life for the better, and I feel we have the tools at Parks 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,

A handwritten signature in black ink that reads "Maxine Stine". The signature is written in a cursive style with a large initial "M".

Maxine Stine

College President

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

Approved are the following programs:

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

This catalog is the official announcement of the programs, requirements, and regulations of Parks 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.

Parks 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 Parks 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 thirty days may be directed to:

State Council of Higher Education for Virginia  
James Monroe Building  
101 North Fourteenth Street  
Richmond Virginia, 23219  
(804) 225-2600

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

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## ABOUT PARKS COLLEGE

This college is a part of Rhodes Colleges, Inc. (RCi). RCi was formed in 1996 to own and operate colleges across the nation that focus on high demand and specialized skills. RCi is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry.

Historically the roots of Blair 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 has grown to include a branch campus in McLean, Virginia, established in May, 2004. The branch campus is called "Parks College."

With headquarters in Santa Ana, California, and colleges in various states, RCi is dedicated to continuing this college's tradition of excellence in providing education and training to its community.

### PHILOSOPHY

Parks 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

Parks 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

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

In furtherance of these goals the College offers the following programs:

▪ Associate of Science in Business Administration	96 Credits
▪ Associate of Science in Criminal Justice	96 Credits
▪ Medical Assisting	47 Credits
▪ Homeland Security Specialist Diploma Program	48 Credit

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

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

### **ACCREDITATION**

Accredited by the Accrediting Council for Independent Colleges and Schools to award diploma's 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 for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

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

### **PROFESSIONAL RECOGNITIONS**

This institution has received approval to operate from the State Council of Higher Education for Virginia.

### **LOCATION AND FACILITIES**

Parks 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 four 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 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.

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## STUDENT DISABILITY SERVICES/ACCOMMODATIONS

College 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 College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

### LIBRARY

Parks 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.

### ADMINISTRATION

#### Executive

President	Maxine Stine
Academic Dean	LaDon Page
Director of Admissions	Open
Director of Finance	Brett Siclair
Director of Career Services	Open

#### Administration

Administrative Assistant	Open
Librarian	Kristy Yarnell
Receptionist	Courtney Yost
Evening Receptionist	Titinia Augustus
Registrar	Aimee Harley
Student Success Coordinator	Open

#### Admissions

Admissions Representative	Mark Brown
Admissions Representative	Mariann Michel
Admissions Representative	Susan Riggs
Admissions Representative	Naila Samuel
Admissions Representative	Lawrence Sanders
Admissions Representative	Karen Todd
Admissions Representative	Larry Williams
Admissions Representative	Open

#### Financial Aid

Financial Aid Officer	Pamela King
Financial Aid Officer	Open

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## FACULTY

<u>Name</u>	<u>Position</u>	<u>Subjects</u>	<u>Education</u>
Open	Adjunct Instructor	General Education	
Shelley Cochran	Instructor	Medical Assisting	B.A., Business Management National Lewis University, Maryland
Open	Instructor	General Education	
Eugene Landis	Instructor	Business	M.B.A., Business Management New York Institute of Technology
Open	Instructor	Criminal Justice	
Alia Carter	Instructor	Medical Assisting	Medical Assisting Diploma National Education Center, Atlanta, GA
Open	Instructor	Homeland Security	

## ADMISSIONS

### ADMISSION POLICY

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants who do possess a high school diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to successfully complete an assessment examination, the CPA<sub>t</sub>. This standardized, nationally normed test is administered by the College, and is designed to further ensure that the applicant has the skills necessary to pursue a college level program. Applicants are required to achieve a combined score of 120 for entrance into all programs.

Transfer students who are high school graduates or GED holders (or other 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 will not be required to complete the above referenced test.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

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.

### INTERNATIONAL STUDENTS

Parks College accepts international students; however the College is not, at this time, approved by the Immigration and Naturalization Service to issue I-20 Forms. 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 Parks 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

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enrolling in any program. A TOEFL Score of 450 or its equivalent (133 computer based) is required for entry into an undergraduate degree program.

### **LANGUAGE PROFICIENCY**

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

## **ADMISSION PROCEDURES**

### **NEW STUDENTS**

Graduation from high school or its equivalency (such as the GED) is the minimum requirement for admission to Parks College. 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 Parks 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 an application for enrollment is completed 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.

### **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.

### **DROP/ADD PERIOD**

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

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

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

### **RE-ENTERING STUDENTS**

Readmission to Parks 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

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also be at the discretion of the Committee. Re-entry in certain programs may be prohibited. Readmission to Parks 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 re-entry to the College.

### **TRANSFER STUDENTS**

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

## **ADMINISTRATION POLICIES HOURS OF OPERATION**

### **OFFICE HOURS**

The Parks College administrative offices are open from 8:00 a.m. until 6:00 p.m. each school day and until 5:00 p.m. on Friday. We suggest calling for an appointment prior to visiting the College for information. Appointments with Financial Aid Officers, the Academic Dean or other administrative staff can also be made after 6:00 p.m. by calling the College.

### **CLASS HOURS**

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

## **CLASS SCHEDULES/SCHEDULE CHANGES**

Parks 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.

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

All full-time students are required to maintain a minimum load of twelve credit hours (8 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 twelve months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately twelve 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

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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.

### **CAMPUS POLICIES**

#### **TELEPHONES**

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

#### **SMOKING**

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

#### **FOOD AND BEVERAGE**

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

#### **GUESTS/CHILDREN ON CAMPUS**

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

#### **LOST AND FOUND**

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

#### **DRESS CODE**

Students are expected to dress in an appropriate manner that would not be construed as detrimental to the student body and the educational process at Parks 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.

### **CONDUCT CODE**

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

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student might later expect to find in a professional level work environment. The Colleges maintains the right to discipline students found in violation of college policies.

Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

### **STUDENT CONDUCT CODE**

Students must show respect towards 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 which 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 which 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 or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated college official.

### **STUDENT CONDUCT CODE VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE**

If the College has reason to believe that a student has violated the Student Conduct Code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

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

Other Student Conduct 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 which 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 with dismissal letter

### **ACADEMIC HONESTY**

Parks College adheres to the tenet that professional attitude begins in the classroom. For that reason, students and faculty of the this campus will not tolerate or commit any form of academic dishonesty.

Acts of academic dishonesty are defined as falsification of materials submitted for a grade, representation of another's work as one's own, or violation of test conditions as designated by the instructor.

When academic dishonesty is suspected, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

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If the student appeals the action, s/he must do so through the Grievance Committee. Statements will be taken from the student, the instructor, and from any witness to the suspected act. After review of all statements and evidence, the student will be notified in writing of the decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

## **SEXUAL HARASSMENT POLICY**

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

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

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

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

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

## **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).

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 OF 1974, AS AMENDED**

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

1. The right to inspect and review file student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.



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2. The right to request the amendment of the student's education 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. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
  4. Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
  5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

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

## **ORIENTATION**

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

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

## **POLICY AND PROGRAM CHANGES**

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

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

# ACADEMIC POLICIES AND PROCEDURES

## GRADING SYSTEM FOR MEDICAL ASSISTING PROGRAM

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:

Allied Health Programs		
Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Key to Transcript Symbols	
1	May need to repeat class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is waived

### 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.

### GRADING SYSTEM FOR DEGREE & HOMELAND SECURITY SPECIALIST 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.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	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	

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## **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.

## **DEFINITION OF CREDIT**

Parks 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. 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 & Fee Schedule).

## **STANDARDIZED TESTING**

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar at the college of attendance.

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## **TRANSFER OF CREDITS**

### **FROM OTHER COLLEGES**

Parks College may grant full academic and financial credit to students who have successfully completed the same or substantially the same subject as required in the College curriculum from other accredited institutions of higher learning provided:

1. The credits must have been earned at an institution that is or was at the time the credits were earned accredited by an accrediting agency that held recognition from the U.S. Secretary of Education under the provisions of Public Law 82-550 and subsequent legislation.
2. A grade must be designated for each course completed. Only courses completed in which credit has been designated with grades assigned can be considered for transfer.
3. Final determination on credits accepted for transfer to Parks College shall be made by the Academic Dean under the authority of the President of the College.
4. Only those credits with a minimum grade of "C" or its equivalent will be considered for transfer. The credits will be transferred as earned credits only and will have no effect on the student's grade point average.
5. If it is unclear to the Academic Dean whether the course(s) submitted for transfer credit are equivalent to course(s) required by Parks College, the student will be required to provide official documentation from the other institution describing in detail the content and level of the course(s) in question (copy of course description and catalog cover from the year the course was taken).
6. Students who wish to receive credit from Parks College for work completed at other accredited institutions of higher learning must furnish an official transcript from that institution.
7. Parks College will accept transfer credits up to a maximum of forty percent (40) of the total required credits for the degree sought.

Consideration for transfer of credit hours that were earned over 7 years prior to admission to Parks College requires a review and evaluation as to the acceptability of the credits to the current curricula of the College by the Academic Dean and approval of the College President.

### **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 Parks College. Students who anticipate the necessity of transferring quarter credits earned at Parks 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, Parks College cannot and does not guarantee the transferability of credits. Likewise, Parks College is not obligated to accept credits from all other collegiate institutions.

### **WITHIN THE COLLEGE**

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

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

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## ACADEMIC HONORS

### PRESIDENT'S LIST AWARD

Parks 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

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

### GRADUATION HONORS

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

## WITHDRAWAL PROCEDURES

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

### OUT-PROCESSING UPON WITHDRAWAL

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

## GENERAL EDUCATION REQUIREMENTS

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

## SATISFACTORY ACADEMIC PROGRESS

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

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

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## **CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

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

## **RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS**

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

## **MAXIMUM TIME IN WHICH TO COMPLETE**

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the Satisfactory Academic Progress Tables.

## **GRADUATION**

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

## **ACADEMIC PROBATION**

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

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

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

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## **ACADEMIC SUSPENSION**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on Academic Suspension, and must be withdrawn from the College.

## **READMITTANCE FOLLOWING SUSPENSION**

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

## **ACADEMIC DISMISSAL**

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

## **APPLICATION OF GRADES AND CREDITS**

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress. For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

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

## **TRANSFER CREDITS**

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

## **CONTINUATION AS AN EXTENDED ENROLLMENT STUDENT**

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

- The student is allowed to continue in an extended enrollment student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.

- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on Extended Enrollment status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

### REINSTATEMENT AS A REGULAR STUDENT FROM EXTENDED ENROLLMENT STATUS

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

### SATISFACTORY PROGRESS AND FINANCIAL AID

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

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

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

### SATISFACTORY PROGRESS TABLE

47 and 48 Quarter Credit Hours Programs

The total credits that may be attempted (maximum program length) is 72 (150% of 48) for Homeland Security and 70 (150% of 47) for Medical Assisting.

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	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 54	2.00	1.75	66%	65%
55 - 72	N/A	2.0	N/A	66%



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## 96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 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	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

## STUDENT APPEAL PROCESS

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for 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

Parks 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 Parks 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.

## DROP/ADD PERIOD

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

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

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

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## ATTENDANCE POLICY

### QUARTER BASED

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

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

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

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

**Parks College does not allow leaves-of-absence.**

### MODULAR PROGRAMS

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

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

### COURSE SUBSTITUTION

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

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## **REPEATING A CLASS**

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recalculated to count the last attempt only. All repeats will be charged at the student's current tuition rate.

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

## **DIRECTED STUDY**

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

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

## **ONLINE LEARNING**

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty 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 requirements listed on the Online Learning Application at the time of enrollment.
- Students will be required to complete the application only once but must check quarterly to make sure they are maintaining the correct systems profile.
- Have Internet access and an established email account.
- Students are required to verify their email account/address with their online coordinator at the time of registration each quarter.
- Commence online contact with the course site within the first few days of the registration.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

## **ADMINISTRATIVE STANDARDS**

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

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

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

1. Have a minimum cumulative grade point average of 2.0 or 70% for Medical Assisting Program;
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 and;
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 Placement 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 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 Parks College.

## **GRADUATION CEREMONY**

Although students officially graduate from Parks 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 only holds one graduation ceremony each year. It is traditionally held in the summer. All graduates during the year preceding the ceremony are eligible to participate in the ceremony. Graduates will be assessed a graduation fee (See schedule of tuition and fees).

## **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.

## **STUDENT GRIEVANCE PROCEDURES**

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

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Complaints not resolved within thirty days may be directed to:

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

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

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

## **APPEALS PROCEDURES**

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

## FINANCIAL POLICIES

### TUITION CHARGES

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, however the average has been \$200 to \$250 per quarter. 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.

#### Tuition per credit hour per term

PROGRAM	TUITION PER CREDIT HOUR
All Degree Programs	\$254

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. Additional Fees, not included in the above costs, are listed below.

ADDITIONAL FEES	AMOUNT
Registration Fee (each quarter)	\$25.00
Proficiency Examination Testing Fee (per credit hour)	\$20.00
	Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)
Transcript Fee (First Copy Free)	\$3.00
Transcript Fee for One Day Service	\$5.00
Network Administration Technology Fee (each quarter)	\$25.00
Online Learning Fee (per course)	\$100.00
Graduation Fee	\$50.00

Program	Program Length	Credit Units	Tuition	Books
Homeland Security Specialist	7 Modules	48	\$8,532	\$1,050
Medical Assisting	8 Modules	47	\$10,665	\$375

### STATEMENT OF FINANCIAL OBLIGATIONS

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.

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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.

## CANCELLATIONS AND REFUNDS

### CANCELLATIONS

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date of the College becomes aware of the withdrawal.

### REFUNDS

This institution 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.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institution refund 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 institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the state or the institutional refund policy 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 institution.

#### **Refund Policies**

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A 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 data that the student begins the withdrawal process. Students who must withdraw from the College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official data of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

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

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

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student had earned up to the date of withdrawal.

If a recipient of the SFA Program assistance withdraws from the institution during a payment period in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA Program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

The percentage of the payment period completed is the total number of calendar days\* in the payment period for which the SFA assistance is awarded divided into the number of calendar days\* completed in that period as of the date of withdrawal.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator).

**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 multiplied by the percentage of SFA funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

**Remittance to the Federal Government**

If it is determined that SFA program funds must be returned, based on the student’s financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program and;
10. Other grant or loan assistance authorized by Title IV of the HEA.

**Institutional Refund Policy (For Associated Degree Programs)**

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

<b>For Withdrawal During</b>	<b>Refunded</b>	<b>Amount Retained</b>
First 7 calendar days of the Quarter	100% Tuition & Fees	0
After first 7 calendar days through 25% of the Quarter	25% Tuition & Fees	75% Tuition
Remaining 75% of Quarter	0	100% Tuition



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### Virginia Board of Education Refund Requirements For Modular Diploma Programs

Under the Virginia Board of Education Refund Requirements, refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

<b>A Student Who Withdraws or Is Terminated...</b>	<b>Is Entitled to a Refund of...</b>	<b>The Institution Is Eligible to Retain...</b>
During the first week of the payment period or period of enrollment	90% Tuition	10% Tuition
After the first week of the payment period or period of enrollment, but prior to the completion of 25%	75% Tuition	25% Tuition
After completion of 25% of the payment period or period of enrollment, but prior to the completion of 50%	50% Tuition	50% Tuition
After completion of 50% of the payment period or period of enrollment, but prior to completion of 75%	25% Tuition	75% Tuition
After completion of 75% of the payment period or period of enrollment	0	100% Tuition

### FINANCIAL ASSISTANCE

This campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan.

The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies. This institution does not currently offer Title IV Financial Aid programs to its students.

#### 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. 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 paid back.

#### FEDERAL STAFFORD LOAN (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 starts six months after the student drops below half-time status, terminates training or graduates.

#### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the 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 the school.

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## **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)**

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

## **SALLIE MAE ALTERNATIVE LOAN PROGRAM (SLM)**

SLM Financial and Corinthian Colleges (CCI) have developed a customized private student loan program that will offer students educational financing for their direct academic costs. This program offers a tiered loan program that gives the applicant three opportunities to obtain CCI loan approval. Borrowers with excellent credit histories will be provided the most favorable loan terms and conditions with borrowers having good or moderate credit offered slightly higher fees and rates. Co-borrowers are encouraged and will generally improve the loan terms and conditions for the applicant. This loan has a variable interest rate that is tied to the prime lending rate. Contact the financial aid office for application and information.

## **STUDENT TUITION ASSISTANCE RESOURCE LOAN (STAR LOAN)**

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

## **IMAGINE AMERICA SCHOLARSHIPS**

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

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

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

Imagine America scholarship certificates are to be given to the Financial Aid Office, 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.

## **PARKS COLLEGE SCHOLARSHIPS**

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

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

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

These scholarships do not include books or registration fee.

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

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

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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**

Parks 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 Parks 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.

Parks 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**

Parks 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**

Parks 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. Parks 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.

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## **HOUSING**

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

## **CLUBS AND ORGANIZATIONS**

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

## **STUDY GROUPS**

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

## PROGRAMS OFFERED

### ASSOCIATE OF SCIENCE

#### BUSINESS ADMINISTRATION

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. Freedom to select an area of emphasis allows the students to tailor the program more precisely to their career goals. The Business Administration program prepares the student for a supervisory position, which may lead to office or departmental management.

COURSE NUMBER	COURSE TITLE	HOURS		
		LECTURE	LAB	CREDIT
<b>COLLEGE CORE REQUIREMENTS</b>				
APA 2121	Principles of Accounting II	40	0	4
APA 2161	Introduction to Cost/Managerial Accounting	40	0	4
	-OR-			
ACG 2021	Introduction to Corporate Accounting			
BUL 2131	Applied Business Law	40	0	4
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding	0	40	2
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Core Requirements	210	60	24
<b>MAJOR CORE REQUIREMENTS</b>				
APA 2111	Principles of Accounting I	40	0	4
APA 2121	Principles of Accounting II	40	0	4
APA 2161	Introduction to Cost/Managerial Accounting	40	0	4
	-OR-			
ACG 2021	Introduction to Corporate Accounting			
BUL 2131	Applied Business Law	40	0	4
ECO 100	Basic Economics	40	0	4
MAN 1030	Introduction to Business Enterprise	40	0	4
MAR 1011	Introduction to Marketing	40	0	4
MAN 2021	Principles of Management	40	0	4
FIN 1103	Introduction to Finance	40	0	4
MAR 2305	Customer Relations and Servicing	40	0	4
MAN 2300	Introduction to Human Resources	40	0	4
MAN 2500	International Business Management	40	0	4
MAN 2800	Small Business Management	40	0	4
CSC 102	Spreadsheet Basics	30	20	4
CSC 117	Operating Systems	30	20	4
	Total Major Core Requirements	460	40	48
<b>GENERAL EDUCATION REQUIREMENTS</b>				
ENC 1106	Composition I	40	0	4
ENC 1107	Composition II	40	0	4
SPC 2016	Oral Communications	40	0	4
PSY 2012	General Psychology	40	0	4
SCI 1001	Environmental Issues	40	0	4
MAC 2104	College Algebra	40	0	4
	Total General Education Requirements	240	0	24
<b>HOURS REQUIRED FOR GRADUATION</b>		<b>910</b>	<b>100</b>	<b>96</b>

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ASSOCIATE OF SCIENCE

**CRIMINAL JUSTICE**

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.

<b>COLLEGE CORE REQUIREMENTS</b>			<b>Associate's Degree Quarter Credit Hrs.</b>
SLS	1130	Strategies for Success	4.0
SLS	1320	Career Skills	2.0
CGS	2110	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	1011	Criminology	4.0
CCJ	1024	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CCJ	2160	Criminal Procedure and the Constitution	4.0
CCJ	1800	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CCJ	2306	Introduction to Corrections	4.0
CCJ	2560	Introduction to Interviews and Interrogations	4.0
CCJ	2260	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>			
CCJ	2110	Policing in America	4.0
CCJ	2288	Spanish for the Criminal Justice Professional	4.0
CCJ	2268	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CCJ	2020	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	1106	Composition I	4.0
ENC	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
SYG	2000	Principles of Sociology	4.0
MAC	2104	College Algebra	4.0
PSY	2012	General Psychology	4.0
PHI	1001	Basic Critical Thinking	2.0
AFL	2010	Introduction to American Literature	4.0
SCI	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>

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## DIPLOMA PROGRAM

### MEDICAL ASSISTING

**8 Months / 720 Clock Hours / 47.0 Credit Units**

**DOT: 079.367-010: Medical Assistant**

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer and electric typewriter. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

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

#### MAJOR EQUIPMENT

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

#### MODULE DESCRIPTIONS

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work or externship work and provides a total of 6.0 credit units.

#### 40/40/6.0 - Module A - Patient Care and Communication

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems is also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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#### **40/40/6.0 - Module B - Clinical Assisting and Pharmacology**

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. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

#### **40/40/6.0 - Module C - Medical Insurance, Bookkeeping, and Health Sciences**

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures which are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

#### **40/40/6.0- Module D - Cardiopulmonary and Electrocardiography**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. 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 also teaches students how 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 upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

#### **40/40/6.0 - Module E - Laboratory Procedures**

Module E introduces laboratory procedures commonly performed in a physician's office. 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. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

#### **40/40/6.0 - Module F - Endocrinology and Reproduction**

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 assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

#### **40/40/6.0 Module G - Medical Law, Ethics, and Psychology**

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered are office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

#### **0/160/5.0 - Module X - Externship**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship at an approved facility. This provides externs an opportunity to work with patients and apply 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. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation.



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## DIPLOMA PROGRAM

### HOMELAND SECURITY SPECIALIST

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>

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## COURSE OFFERINGS COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

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

### COURSE DESCRIPTIONS

**ACG 2021 Introduction to Corporate Accounting** **4.0 Quarter Credit Hours**  
This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**AFL 2010 Introduction to American Literature** **4.0 Quarter Credit Hours**  
This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**APA 2111 Principles of Accounting I** **4.0 Quarter Credit Hours**  
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

**APA 2121 Principles of Accounting II** **4.0 Quarter Credit Hours**  
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

**APA 2161 Introductory Cost/Managerial Accounting** **4.0 Quarter Credit Hours**  
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

**BUL 2131 Applied Business Law** **4.0 Quarter Credit Hours**  
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 1011 Criminology** **4.0 Quarter Credit Hours**  
This course includes a study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 1024 Introduction to Criminal Justice** **4.0 Quarter Credit Hours**  
This is an introductory course dealing with the Criminal Justice System in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 1800 Criminal Investigations** **4.0 Quarter Credit Hours**  
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

**CCJ 1910 Career Choices in Criminal Justice** **4.0 Quarter Credit Hours**  
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2020 Introduction to Forensics** **4.0 Quarter Credit Hours**  
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

<b>CCJ 2110 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>CCJ 2160 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>CCJ 2238 Criminal Investigation and Police Procedures</b>	<b>4.0 Quarter Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.	
<b>CCJ 2250 Constitutional Law for the Criminal Justice Professional</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024.	
<b>CCJ 2260 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>CCJ 2268 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 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 Report Writing</b>	<b>4.0 Quarter Credit Hours</b>
This course prepares the student, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content and presentation. Prerequisite: CCJ 1024.	
<b>CCJ 2501 Juvenile Delinquency</b>	<b>4.0 Quarter Credit Hours</b>
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024.	
<b>CCJ 2560 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>CCJ 2940 Criminal Justice Externship</b>	<b>4.0 Quarter Credit Hours</b>
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as sated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and have approval of the Department Chair.	

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**CCJ 2943 Current Issues in Criminal Justice****4.0 Quarter Credit Hours**

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

**CGS 2110 Computer Applications****4.0 Quarter Credit Hours**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CJL 2130 Criminal Evidence****4.0 Quarter Credit Hours**

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

**CJL 2132 Criminal Procedures****4.0 Quarter Credit Hours**

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

**CSC 102 Spreadsheet Basics****4.0 Quarter Credit Hours**

Using a spreadsheet such as Excel, the student learns how to develop, modify, format, and print spreadsheets and graphs, and how to save and retrieve spreadsheet files. Use of built-in functions is introduced with primary emphasis on mathematical and date functions. Prerequisite: CGS 2110. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CSC 117 Operating Systems****4.0 Quarter Credit Hours**

The student learns the major components of an operating system including system control programs, language processors, utilities, batch files, and interfacing with user application programs. Primary emphasis is on single-user operating systems. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**HS01 Civil and Criminal Justice****7.0 Quarter Credit Hours**

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. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS02 Emergency Planning and Security Measures****7.0 Quarter Credit Hours**

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. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS03 Security: Principles, Planning and Procedures****7.0 Quarter Credit Hours**

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. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS04 Tactical Communications****7.0 Quarter Credit Hours**

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. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

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**HS05 Domestic and International Terrorism****7.0 Quarter Credit Hours**

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. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS06 Emergency Medical Services and Fire Operations****6.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

**HS07 Business and Ethics for Security Specialists****7.0 Quarter Credit Hours**

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. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**ECO 100 Basic Economics****4.0 Quarter Credit Hours**

This course provides an introduction to micro and macroeconomics. The course also presents the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the federal reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 1106 Composition I****4.0 Quarter Credit Hours**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ENC 1107 Composition II****4.0 Quarter Credit Hours**

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 1106 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 1103 Introduction to Finance****4.0 Quarter Credit Hours**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAC 2104 College Algebra****4.0 Quarter Credit Hours**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 1030 Introduction to Business Enterprise****4.0 Quarter Credit Hours**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2021 Principles of Management****4.0 Quarter Credit Hours**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2300 Introduction to Human Resources****4.0 Quarter Credit Hours**

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**MAN 2500 International Business Management****4.0 Quarter Credit Hours**

This course is a study of the characteristics, operation, and function of business in the global market of the 2000's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2800 Small Business Management****4.0 Quarter Credit Hours**

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: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 1011 Introduction to Marketing****4.0 Quarter Credit Hours**

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2305 Customer Relations and Servicing****4.0 Quarter Credit Hours**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**OFT 1141 Keyboarding****2.0 Quarter Credit Hours**

This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.

**PHI 1001 Basic Critical Thinking****2.0 Quarter Credit Hours**

This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**PSY 2012 General Psychology****4.0 Quarter Credit Hours**

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

**SCI 1001 Environmental Issues****4.0 Quarter Credit Hours**

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

**SLS 1130 Strategies for Success****4.0 Quarter Credit Hours**

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

**SLS 1320 Career Skills****2.0 Quarter Credit Hours**

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

**SPC 2016 Oral Communications****4.0 Quarter Credit Hours**

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

**SYG 2000 Principles of Sociology****4.0 Quarter Credit Hours**

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

## Academic Quarter Calendar

2004 CALENDAR				
EVENT				
		Month	Day	Year
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004
<b>Winter Term Starts</b>		<b>1</b>	<b>12</b>	<b>2004</b>
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
<b>Mini-Term Starts</b>		<b>2</b>	<b>23</b>	<b>2004</b>
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
<b>Spring Term Starts</b>		<b>4</b>	<b>12</b>	<b>2004</b>
Memorial Day Holiday		5	31	2004
<b>Mini-Term Starts</b>		<b>5</b>	<b>24</b>	<b>2004</b>
Spring Term Ends		7	3	2004
Independence Day Holiday		7	5	2004
Summer Vacation	From:	7	6	2004
	To:	7	10	2004
<b>Summer Term Starts</b>		<b>7</b>	<b>12</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>23</b>	<b>2004</b>
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
<b>Fall Term Start</b>		<b>10</b>	<b>11</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>22</b>	<b>2004</b>
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	26	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005

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**2005 CALENDAR**

<b>EVENT</b>				
Christmas Holidays	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005
<b>Winter Term Starts</b>		<b>1</b>	<b>18</b>	<b>2005</b>
M.L. King Jr. Birthday Holiday		1	17	2005
Presidents' Day		2	21	2005
<b>Mini-Term Starts</b>		<b>2</b>	<b>28</b>	<b>2005</b>
Winter Term Ends		4	9	2005
Spring Vacation	From:	4	11	2005
	To:	4	16	2005
<b>Spring Term Starts</b>		<b>4</b>	<b>18</b>	<b>2005</b>
Memorial Day Holiday		5	30	2005
<b>Mini-Term Starts</b>		<b>5</b>	<b>31</b>	<b>2005</b>
Spring Term Ends		7	9	2005
Independence Day Holiday		7	4	2005
Summer Vacation	From:	7	11	2005
	To:	7	16	2005
<b>Summer Term Starts</b>		<b>7</b>	<b>18</b>	<b>2005</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>29</b>	<b>2005</b>
Labor Day Holiday		9	5	2005
Summer Term Ends		10	8	2005
Fall Break	From:	10	10	2005
	To:	10	15	2005
<b>Fall Term Start</b>		<b>10</b>	<b>17</b>	<b>2005</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>28</b>	<b>2005</b>
Thanksgiving Day Holiday	From:	11	24	2005
	To:	11	25	2005
Christmas Holiday	From:	12	26	2005
	To:	1	2	2006
Classes Resume		1	3	2006
Fall Term Ends		1	14	2006



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## ACADEMIC CALENDAR

### MODULAR CALENDAR

#### Medical Assisting Program Homeland Security Specialist Program

Day and Evening Classes

2004		2005	
Start Dates	End Dates	Start Dates	End Dates
Jun 21 Mon	Jul 19 Mon	Jan 24 Mon	Feb 18 Fri
Jul 20 Tue	Aug 16 Mon	Feb 22 Tue	Mar 21 Mon
Aug 17 Tue	Sep 14 Tue	Mar 22 Tue	Apr 25 Mon
Sep 15 Wed	Oct 13 Wed	Apr 26 Tue	May 23 Mon
Oct 18 Mon	Nov 12 Fri	May 24 Tue	Jun 21 Tue
Nov 15 Mon	Dec 14 Tue	Jun 22 Wed	Jul 20 Wed
Dec 15 Wed	Jan 20 Thu		

### STUDENT HOLIDAYS

Holiday	2004	2005
New Year's Day		Jan 1
Martin Luther King, Jr. Day		Jan 17
President's Day		Feb 21
Spring Recess	Apr 12-16	Apr 4-8
Memorial Day	May 31	May 30
Independence Day	Jul 5	Jul 4
Labor Day	Sep 6	Sep 5
Columbus Day	Oct 11	Oct 10
Thanksgiving	Nov 25-26	November 24-25
Winter Recess	Dec 24 - Jan 2 '05	Dec 24 - Jan 1 '06

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## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

### COLLEGE

Blair College  
Duff's Business Institute  
Everest College  
Everest College  
Everest College  
Everest College  
Everest College  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Florida Metropolitan University  
Las Vegas College  
Las Vegas College  
Mountain West College  
National School of Technology  
National School of Technology  
National School of Technology  
National School of Technology  
Parks College  
Parks College  
Parks College  
Parks College  
Parks College  
Rochester Business Institute  
Springfield College  
Western Business College  
Western Business College

### LOCATION

Colorado Springs, CO  
Pittsburgh, PA  
Phoenix, AZ  
Rancho Cucamonga, CA  
Dallas, TX  
Arlington, TX  
Fort Worth, TX  
Clearwater (Pinellas), FL  
Pompano Beach, FL  
Jacksonville, FL  
Lakeland, FL  
Melbourne, FL  
Orange Park, FL  
Orlando (North), FL  
Orlando (South), FL  
Tampa (Brandon), FL  
Tampa, FL  
Las Vegas, NV  
Henderson, NV  
Salt Lake City, UT  
Hialeah, FL  
Kendall, FL  
Fort Lauderdale, FL  
N. Miami Beach, FL  
Arlington, VA  
Aurora, CO  
McLean, VA  
Thornton, CO  
Rochester, NY  
Springfield, MO  
Portland, OR  
Vancouver, WA

### STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation. The parent level corporation is Corinthian Colleges, Inc., a Delaware corporation.

#### **Rhodes Colleges, Inc. - Corinthian Colleges, Inc.**

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(800) 611-2101

### DIRECTORS

David G. Moore  
Dennis L. Devereux  
Dennis N. Beal

### OFFICERS

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Nolan A. Miura  
Dennis N. Beal  
Dennis L. Devereux  
Beth Wilson  
Stan A. Mortensen

### TITLE

Chairman of the Board and Chief Executive Officer  
President and Chief Operating Officer  
Executive Vice President, Chief Financial Officer and Treasurer  
Executive Vice President, Administrative Services and Assistant Secretary  
Executive Vice President, Operations  
Senior Vice President, General Counsel and Corporate Secretary