

2012/2013 CATALOG (APRIL 16, 2012 - JANUARY 31, 2013)

Welcome to the Kaplan College North Hollywood Catalog!

Kaplan College

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INSTITUTION INFORMATION

Mission and Objectives

Kaplan College is an institution of higher education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

To accomplish its mission, Kaplan College established the following objectives:

1. Provide programs that are continually assessed by faculty, staff, and members of the business and education communities;
2. Provide intensive and comprehensive instruction that strengthens student academic achievement;
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity;
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff;
5. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life; and
6. Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future.

Kaplan College recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. Kaplan College employs instructional methods based on adult learning theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development and seeking initial employment or career advancement.

Kaplan College believes that education should promote the development of positive self-esteem and, to that end Kaplan College provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, Kaplan College strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their programs of study.

Kaplan College helps students reach their educational goals by teaching the communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully participate in society, by providing students with the opportunity to gain the knowledge necessary to succeed in a competitive job market, and by encouraging students to become involved in professional organizations that promote their learning and professional skills.

Kaplan College provides assistance to eligible graduates in obtaining employment. Students attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

History

Effective: December 6, 2012

The North Hollywood campus of Kaplan College enrolled its first students in September 1982, operating as the Modern Technology School of XRay. The College initially taught X-Ray Technology-Limited Permit. It later added a Medical Assistant program to enable its graduates to have the opportunity to qualify for entry-level positions in the changing job market. Diagnostic Medical Sonography was added in September 1988. The campus was moved to its present location in April 1991. The College was purchased in July 1993 by Educational Medical, Inc. (EMI). Degree-granting status was achieved in 1996. In 1998, the College changed its name to Modern Technology College. EMI changed its name to Quest Education Corporation in September 1998. Quest was purchased in July 2000 by Kaplan, Inc., and in December 2002, Quest became known as Kaplan Higher Education Corporation. In April 2004, the College became Maric College. In March 2007, Maric College in Riverside became a branch campus of the North Hollywood campus. In August 2008, the campus name changed to Kaplan College.

Equipment

In keeping with the high standards of Kaplan College, students are afforded the opportunity to develop a practical, working knowledge of the equipment and materials they will likely be using on the job. Kaplan College provides students with hands-on instruction using a variety of program and industry related equipment.

The Back Office Medical Assistant program utilizes equipment and materials that include anatomical charts, model skeletons, autoclaves, centrifuges, electrocardiograph machines, microscopes, thermometers, otoscopes, patient scales, slide/tape programs, sphygmomanometers, and stethoscopes.

The Diagnostic Medical Sonography/Ultrasound program utilize materials and equipment including UltraSim/Ultrasound Training Simulator with male and female mannequins, Philips HD 11 (3D/4D), GE Logic 700, ATL HDI 5000, Acuson Aspen, HP/Philips Sonos 5500, Acuson 128 XP (3 systems), Acuson Sequoia revision 12.2, Philips HDI 5000, Vascular /Segmental Pressure Ultrasound System (Parks).

The Medical Assistant program provides training in clinical and computer labs. The equipment includes centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, microhematocrit readers, and support devices. Classroom/lab computers with installed software in the areas of keyboarding, electronic medical records, virtual medical office simulations, and medical administration are accessible to students. Printers are readily accessible to students.

The Radiologic Technology program utilizes materials and equipment that include articulated skeletons, an automatic film processor, cassettes, disarticulated bones, film badges, storage bins, lead aprons and gloves, markers and numbers, a penetrometer, radiographic training phantoms, safelights, x-ray illuminators, x-ray machines, examination tables, and assorted exposure and experiment accessories.

The Vocational Nursing program utilizes labs to simulate a hospital-style patient care unit. The equipment includes hospital type beds, low-fidelity and high-fidelity simulation mannequins (such as infant, child and a birthing simulator), medical charts, medication carts, vital sign equipment, naso-gastric feeding and IV pumps, ambulation equipment, articulated skeletons and various body part models to ensure hands on learning. Computer labs include printers and systems with installed software in the areas of keyboarding, word processing, nursing simulations, and medical administration.

Students enrolled in the X-RAY Technician/ Back Office Medical Assistant program utilize materials and equipment including centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, microhematocrit readers, and support devices. Classroom/lab computers and printers are readily accessible to student with installed software in the areas of keyboarding, word processing, and medical administration. During the X-Ray portion of the program students utilize materials such as articulated skeletons and disarticulated bones, an automatic film processor with various sized cassettes and film, darkroom safelight, a film storage bin, a digital processor with PACS storage system, lead aprons, gloves, and thyroid shields, personal dosimeters (film badges), lead markers and lead numbers, a penetrometer, densitometer, and sensitometer. Other equipment includes radiographic training phantoms for various body parts such as chest, torso, and extremities, x-ray illuminators (light boxes), single-phase and three-phase x-ray machines, x-ray tables, assorted exposure and experiment accessories including calipers and radiolucent sponges, and assorted overheads and visual aids such as power-point projectors.

The Phlebotomy program utilizes materials and equipment including needles, syringes, lancets, various blood collection tubes, glucometers, centrifuges, microhematocrit machines, and other support devices.

Institution Facilities

Kaplan College, North Hollywood campus, is conveniently located to serve the North Hollywood area. Classes are conducted at 6180 Laurel Canyon Boulevard, Suite 101, North Hollywood, California 91606. The campus occupies approximately 26,354 square feet of classroom and office space.

Each Kaplan College program is taught in specially built classrooms, fully equipped laboratories, and computer rooms. All facilities are compliant with the Americans with Disabilities Act.

Learning Resource Center

Effective: December 26, 2012

Each location maintains and develops information, resources, and services that support the educational goals of students, faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals, digital information access, computer workstations, and other materials.

All students receive an orientation to the Learning Resource Center during orientation. The orientation includes instruction regarding sign-in procedures to obtain access to the Center and use specific resources.

Because resource skills are an integral part of a student's academic achievement, students receive instruction in resource skills and procedures. The development of resource skills is strengthened by research components built into the Institution's curriculum. Trained support personnel are available to assist students and faculty.

Students enrolled in any of the Institution's educational delivery systems are assured access to educational resources and services through a variety of communication media.

Learning Resource Center hours are posted outside of the Learning Resource Center.

Accrediting Agencies, Approvals, and Memberships

Effective: December 26, 2012

Accrediting Agencies

- Accredited by the:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212

- The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology

Approvals

- This is a private institution approved to operate by the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov
916.431.6959

Approval to operate means compliance with state standards as set forth in the California Education Code, Title 3, Division 10, Part 59, Chapter 8.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, California, 95833, www.bppe.ca.gov, Toll-free telephone number: 888.370.7589 or by fax 916.263.1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1.888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

- The Vocational Nursing program is approved by the:

California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
 2535 Capitol Oaks Drive, Suite 205
 Sacramento, California 95833
 916.263.7800

- Approved as an Authorized Testing Center for examinations by the National Center for Competency Testing
- Approved by the California Department of Health Services, Field Services Division to offer Phlebotomy Technician courses
- The X-Ray Technician/Medical Assistant Back Office and Radiologic Technology programs are approved to operate by the California Department of Public Health, Radiologic Health Branch
- Approved under the provisions of Title 38, United States Code, to train eligible persons and Veterans
- Authorized under federal law to enroll nonimmigrant, alien students
- Approved to train eligible students under the Workforce Investment Board (WIB)

Memberships

- Member of the Career College Association
- Member of the California Association of Schools for X-Ray Technicians (CASXT)
- Member of the Alpha Beta Kappa National Honor Society

Disclosure Statement

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101, et seq.).

Administration, Staff, and Faculty

Effective: December 6, 2012

Kaplan Higher Education Administration

Andrew S. Rosen, Chairman and Chief Executive Officer, Kaplan, Inc.
 John Lock, President, Kaplan Higher Education Corporation

Kaplan College Administration

Josh Levenson, Campus President
 Ken Barberian, Director of Education
 Richard Baldisseri, Director of Admissions
 Catherine Berry, Director of Financial Aid
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Diagnostic Medical Sonography Lab Instructor

Max Taufighi, RDMS, RDCS
Diagnostic Medical Sonography Instructor

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AA in Business, University of Phoenix, Phoenix AZ

Ziba Yousefzadeh, RDMS, RVT, RDCS
Diagnostic Medical Sonography Program Director

Maria Zorilla, RN, BSN
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BSN, Saint Louis University, Baguio City, Philippines

Disabilities Coordinator

Ken Barberian
Director of Education

Ownership

Kaplan College is a subsidiary of Kaplan Higher Education Corporation, 225 West Wacker Drive, Chicago, IL 60606. In addition, Kaplan Higher Education owns the schools listed below. Kaplan Higher Education is a subsidiary of Kaplan, Inc. Kaplan is a subsidiary of The Washington Post Company.

Andover College 475 Lisbon Street Lewiston, Maine 04240	Kaplan College 13610 North Black Canyon Highway, Suite 104 Phoenix, Arizona 85029
Andover College 265 Western Avenue South Portland, Maine 04106	Kaplan College (Main Campus) 4330 Watt Avenue, Suite 400 Sacramento, California 95821
Bauder College 384 Northyards Boulevard NWSuites 190 & 400 Atlanta, Georgia 30313	Kaplan College (Branch of Sacramento) 1914 Wible Road Bakersfield, California 93304
Kaplan Career Institute Lawrence Park Shopping Center 1991 Sproul Road, Suite 42 Broomall, Pennsylvania 19008	Kaplan College (Main Campus) 5172 Kiernan Court Salida, California 95368
Kaplan Career Institute (Main Campus) 177 Franklin Mills Boulevard Philadelphia, Pennsylvania 19154	Kaplan College (Branch of Salida) 44 Shaw Avenue Clovis, California 93612
Kaplan Career Institute (Branch of Franklin Mills) 3031 West Grand Boulevard, Suite 236 Detroit, Michigan 48202	Kaplan College (Main Campus) 7142 San Pedro Avenue, Suite 100 San Antonio, Texas 78216
Kaplan College (Branch of Franklin Mills) 801 Linn Street Cincinnati, Ohio 45238	Kaplan College (Branch of San Pedro) 1500 South Jackson Road McAllen, Texas 78503
Hesser College 16 Foundry Street, Suite 201 Concord, New Hampshire 03301	Kaplan College (Branch of San Pedro) South Coast Plaza 1620 South Padre Island Drive, Suite 600 Corpus Christi, Texas 78416
Hesser College 3 Sundial Avenue Manchester, New Hampshire 03103	Kaplan College (Branch of San Pedro) 2001 Beach Street, Suite 201 Fort Worth, Texas 76103
Hesser College 410 Amherst Street Nashua, New Hampshire 03063	Kaplan College (Main Campus) 6441 NW Loop 410 San Antonio, Texas 78238
Hesser College 170 Commerce Way Portsmouth, New Hampshire 03801	Kaplan College (Main Campus) 6441 NW Loop 410 San Antonio, Texas 78238
Hesser College 11 Manor Parkway Salem, New Hampshire 03079	Kaplan College (Branch of Ingram) Parkdale Mall 6115 Eastex Freeway Beaumont, Texas 77706
Kaplan Career Institute 8720 Brookpark Road Brooklyn, Ohio 44129	Kaplan College (Branch of Ingram) 6410 McPherson Road
Kaplan Career Institute (Main Campus)	

570 Rutherford Avenue
Charlestown, Massachusetts 02129

Kaplan Career Institute
(Branch of Charlestown)
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Boston, Massachusetts 02215

Kaplan Career Institute (Main Campus)
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Harrisburg, Pennsylvania 17111

Kaplan Career Institute-Dearborn
(Branch of Harrisburg)
18440 Ford Road
Detroit, Michigan 48228

Kaplan Career Institute
(Branch of Harrisburg)
3010 Market Street
Philadelphia, Pennsylvania 19104

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(Branch of Harrisburg)
10131 Pines Boulevard
Pembroke Pines, Florida 33026

Kaplan College
(Branch of Harrisburg)
7450 Beach Boulevard
Jacksonville, Florida 32216

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750 Envious Lane
Nashville, Tennessee 37212

Kaplan College
(Branch of Nashville)
6070 East Independence Boulevard
Charlotte, North Carolina 28212

Kaplan Career Institute
933 Penn Avenue
Pittsburgh, Pennsylvania 15222

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Columbus, Ohio 43232

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12005 Ford Road, Suite 100
Dallas, Texas 75234

Kaplan College
(Branch of Dallas)
Westwood Village Shopping Center
4320 West Illinois, Suite A
Midland, Texas 79703

Kaplan College

Laredo, Texas 78041

Kaplan College
(Branch of Ingram)
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Lubbock, Texas 79401

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9055 Balboa Avenue
San Diego, California 92123

Kaplan College
(Branch of San Diego)
Chula Vista Center
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Chula Vista, California 91910-5342

Kaplan College
722 West March Lane
Stockton, California 95207

Kaplan College
500 East Eighty-fourth Avenue Suite W-200
Thornton, Colorado 80229

Kaplan College (Main Campus)
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Vista, California 92083

Kaplan College
(Branch of Vista)
2475 East Tahquitz Canyon Way
Palm Springs, California 92262

Kaplan University (Main Campus)
1801 East Kimberly Road, Suite 1
Davenport, Iowa 52807

Kaplan University
(Branch of Davenport)
3165 Edgewood Parkway SW
Cedar Rapids, Iowa 52404

Kaplan University
(Branch of Davenport)
7009 Nordic Drive
Cedar Falls, Iowa 50613

Kaplan University
(Branch of Davenport)
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Council Bluffs, Iowa 51503

Kaplan University
(Branch of Davenport)
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Des Moines, Iowa 50323

Kaplan University
(Branch of Davenport)

(Branch of Dallas)
2241 S. Watson Road
Arlington, Texas 76010

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Dayton, Ohio 45439

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Kaplan College (Main Campus)
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Indianapolis, Indiana 46278

Kaplan College
(Branch of Indianapolis)
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Indianapolis, Indiana 46227

Kaplan College
3535 W. Sahara Avenue
Las Vegas, Nevada 89102

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7833 Indianapolis Boulevard
Hammond, Indiana 46324

Kaplan College
(Branch of Hammond)
111 West Pleasant Street, Suite 101
Milwaukee, Wisconsin 53212

Kaplan College (Main Campus)
6180 Laurel Canyon Boulevard, Suite 101
North Hollywood, California 91606

Kaplan College
(Branch of North Hollywood)
4040 Vine Street
Riverside, California 92507

1821 K Street
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Kaplan University
(Branch of Davenport)
Plaza West
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Mason City, Iowa 50401

Kaplan University
(Branch of Davenport)
3350 North Ninetieth Street
Omaha, Nebraska 68134

Kaplan University
(Branch of Davenport)
18618 Crestwood Drive
Hagerstown, Maryland 21742

Kaplan University
(Branch of Davenport)
5301 Buckeystown Pike, Suite 150
Frederick, Maryland 21704

TESST College of Technology
1520 South Caton Avenue
Baltimore, Maryland 21227

TESST College of Technology
4600 Powder Mill Road
Beltsville, Maryland 20705

Kaplan College
(Branch of Beltsville)
1987 S. Military Highway
Chesapeake, VA 23320

TESST College of Technology
803 Glen Eagles Court
Towson, Maryland 21286

Texas School of Business (Main Campus, North)
711 East Airtex Drive
Houston, Texas 77073

Texas School of Business
(Branch of North)
3208 FM 528
Friendswood, Texas 77546

Texas School of Business
(Branch of North)
12030 East Freeway
Houston, Texas 77029

Texas School of Business
(Branch of North)
6363 Richmond Avenue, Suite 300
Houston, Texas 77057

Catalog Certification

Kaplan Higher Education Corporation (KHEC) owns and operates Kaplan College, a nonpublic institution. Kaplan Higher Education certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Kaplan College or KHEC.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic Student Handbooks are received by the student at orientation or can be picked up in the Academic or Student Services Office.

Board of Directors

Kaplan Board of Directors

Andrew S. Rosen
Johan de Muinck Keizer
Matthew C. Seelye

ADMISSION INFORMATION

Acceptance to the Institution

All first-time students will be considered conditionally admitted to the Institution and will not be eligible for Title IV federal financial aid while in this status. All of the Institution's policies nevertheless apply to such students, and they enjoy all the rights and resources of an officially accepted student during the conditional admittance period. Students in non-degree-seeking/short-course programs, international students, and students transferring credit into specified courses will not be considered conditionally admitted. Students returning to school may be excluded from this policy based on a review of their academic record of previous coursework. While a student is conditionally admitted to the Institution, charges will accrue to the student's account; however, students choosing to withdraw during the conditional admittance period will not have any financial obligation to the Institution other than the non-refundable enrollment fee, as allowed by state law.

The Kaplan Commitment conditional admittance period begins on the first day of the term and continues through the close of business on the 30th calendar day of the term. Students have the right to withdraw, upon written notice, at any time prior to the close of business on the 30th calendar day of the term owing nothing more than the nonrefundable enrollment fee, as allowed by state law.

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will conditionally withdraw any student not meeting the criteria, and such a student will not owe any financial obligation to the Institution except for the enrollment fee, which is nonrefundable, as allowed by state law.

Upon completion of all admission requirements, the Institution's administration will review the information and inform applicants in writing whether they have been officially accepted. If an applicant is not officially accepted, all monies paid will be refunded with the exception of the nonrefundable enrollment fee, as allowed by state law.

Admission Requirements and Conditions

Effective: December 26, 2012

1. A prospective student interested in the Institution must:
 - a. be a high school graduate (high school seniors are eligible to complete an Enrollment Agreement but cannot start class until submitting acceptable proof of high school graduation), or
 - b. possess a General Education Development (GED) certificate, or
 - c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state.

Evidence of high school graduation or equivalent must be presented to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED

certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If prospective students who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

2. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.

3. All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.

4. Programs at the Institution will require prospective students to take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score in order to gain admittance to the Institution. The programs and minimum scores are listed below. See Admissions - Entrance Testing Conditions.

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5. Students may enroll through the end of the day on the Official Start Date as published in the Academic Calendar.

6. New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.

7. For students in Nursing programs, applications for credit for prior learning must be completed prior to the start date. For students in programs other than Nursing, applications for credit for prior learning must be completed prior to the start date in order to receive credit for any courses that are part of Kaplan Commitment. Applications for courses that are not part of Kaplan Commitment should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

8. Students must be able to speak, read, and write English fluently as all courses are taught in English. **Students must be able to speak, read, and write English fluently as all courses are taught in English. Acceptable documentation of English proficiency includes graduation from a high school that teaches all non-foreign language courses in English, or an acceptable score on the TOEFL (see "I-20 Applicants").**

NOTE: While Kaplan College requires students to speak and read English fluently to be admitted to the College and participate in classes, any student whose primary language is not English may obtain translation services before enrollment for the purposes of understanding the terms of the Enrollment Agreement. Accordingly, if English is not the primary language of the student completing this agreement, and the student is unable to understand the terms and conditions of the agreement, the student has the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Notify a School Official and translation services will be provided.

9. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
10. Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. In certain programs, this documentation must be submitted prior to the first day of class in the student's first term.
11. If a national criminal background check reveals that a prospective student has a felony conviction or is listed as a registered sex offender, that student, as a result, will not be allowed to start or remain in classes or transfer to a different program.
12. Students may be required to undergo criminal background checks before being placed in an externship/practicum, clinical or fieldwork rotation or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the externship/practicum, clinical or fieldwork portion of the program, which is a requirement for graduation from the program. Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.
13. Some programs require students to pass a drug/chemical substance test that must be completed prior to the start date.
14. Many externship/practicum, clinical, and fieldwork sites require drug/chemical substance testing. It is the student's responsibility to comply with the requirements of his or her specific externship/practicum, clinical, or fieldwork site.
15. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.
16. You may be allowed to satisfy certain degree requirements by taking online courses through Kaplan University. You should consult your program director and/or admissions representative for more specific information as far as which programs allow requirements to be satisfied through online courses; however, under no circumstances would you be allowed to complete more than 50% of your program through Kaplan University online courses. Using Kaplan University online courses may result in additional costs to you as you will be required to have access to a computer with internet service and may be required to pay additional course fees for Kaplan University courses.
17. Results of a satisfactory national criminal background check must be received for the programs below. Other programs may require fingerprints as part of the background check. The cost of this fingerprinting may be the responsibility of the prospective student. Please see the Certifications, State Board, and National Board Exams section of this catalog.

Diagnostic Medical Sonography/Ultrasound
Radiologic Technology
Vocational Nursing
X-Ray Technician/Medical Assistant Back Office

18. For nursing programs, students will be chosen per enrollment period based on ranking and test scores.
19. Credit for Previous Nursing Education: Appropriate credit will be granted for nursing courses taken within the last three years. All credit will be awarded based on the policies set forth in the Prior Learning Assessment section of the Institution's catalog.
20. Prospective students interested in the Nursing program must pass the KTP Admission Test with a minimum score of 50% in Math and 50% in Reading (See Admissions - Entrance Testing Conditions)
21. Prospective students interested in the Diagnostic Medical Sonography/Ultrasound program also must have either:
 - 1) a bachelor's degree, or international bachelor's degree equivalent, or higher from an accredited four-year college or university; or
 - 2) have completed a two-year allied health education program that is patient-care related, defined as:
 - (a) 24 full-time consecutive calendar months or 60 semester credits or 84 quarter credits; and
 - (b) requiring a clinical internship/externship to complete the program. The program or school must be authorized by an accrediting agency to award semester or quarter credits and the type of credits granted must be reflected on the transcript. Transcripts reflecting clock hours must be converted to credit hours. If submitting a foreign degree, an original course by course foreign transcript evaluation must accompany the application summary and indicate the aforementioned requirements.

22. Prospective students interested in the Diagnostic Cardiac Sonography program also must have successfully completed one of the following:

- a. a minimum of one year of full-time formal education in diagnostic medical sonography
- b. be ARDMS registered in one of the following specialties: abdomen, obstetrics, gynecology, vascular technology, or pediatric echocardiography
- c. possess a medical school transcript and diploma
- d. be able to document a minimum of one year of full-time direct-patient care or clinical work experience with cardiac-related functions in a hospital, medical office, or allied health care setting

23. Prospective students interested in specialized training in the Limited X-Ray Technology certificate program (Continuing Education) must have successfully completed a basic X-Ray Technician program, hold a current California Limited Permit in Radiologic Technology, or must be currently enrolled in a basic X-Ray Technician diploma program and present approval of the department head.

24. Prospective students interested in the Radiologic Technology program must meet one of the following requirements:

- Possess an Allied Health Medical Diploma from a program lasting a minimum of 8 months in length, where the applicant has achieved a minimum cumulative GPA of 3.4 or higher ; or
- Received a C or better in Anatomy & Physiology classes from an accredited College or University and have scored a 75% or higher on the Kaplan College entrance "Anatomy & Physiology test"; or
- Possess a current State of California Limited Permit (License) in Chest, Extremities, and Torso Skeletal

25. Prospective students interested in advanced standing in the Radiologic Technology program will be given admissions preference if they are Graduates of a X-ray Technician/Medical Assistant Back Office program at a Kaplan-affiliated school and have passed the State of California Limited Permit Exam in Chest, Extremities, and Torso Skeletal. Preference will also be given to Kaplan Graduates based on their academic performance in the X-ray Technician/Medical Assistant Back Office program.

26. Prospective students interested in advanced standing in the Phlebotomy Basic and Advanced certificate program must have completed the didactic portion of the entire North Hollywood Medical Assistant Program, the North Hollywood Medical Assistant Back Office Program, or the North Hollywood X-Ray Technician/Medical Assistant Back Office Program and have successfully passed the National Certified Phlebotomy Technician certification exam offered by The National Center for Competency Testing.

Admissions - Entrance Testing Conditions

Specific information regarding waivers to the test can be obtained from Admissions.

A prospective student may attempt the SLE no more than four times within a 12-month period. Students may take tests one and two on the same day; however, they are not required to do so. Tests one and two may be taken at the student's requested time interval. Should the student fail to achieve the minimum required score on both tests one and two, the student must wait 24 hours between the administration of tests two and three. Should the student fail to achieve the minimum required score on the first three testing attempts, the student must wait 24 hours between the administration of tests three and four.

All prospective students interested in the Nursing program must successfully complete the SLE prior to attempting the KTP Admission Test. Students may attempt the KTP Admission Test two times within a 12 month period. Should the student fail to achieve the minimum required score on the first KTP attempt, the student must wait 7 days before attempting the KTP for the second time.

I-20 Applicants

Effective: September 28, 2012

The Institution is authorized under federal law to enroll nonimmigrant students. The Institution will assist qualified international students in securing the immigration documents necessary for school attendance in the United States. I-20 applicants are not eligible for conditional admittance under the terms defined by Kaplan Commitment. Please note that only students pursuing a full course of study are eligible to apply for an I-20 form.

In order to apply for admission, I-20 applicants must take the following steps, in order:

1. Complete an informational interview. Applicants to some programs may have an additional interview with a member of the academic department to further assess the applicant's readiness to enter the educational program.
2. Take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score in order to gain admittance to the Institution. The programs and minimum scores are listed in the supplement to this catalog. Students applying from out of the country who are unable to visit the campus in person must complete the SLE-Q online assessment, earning the minimum score required to gain admittance to the applicable program, and must take the nationally standardized Wonderlic SLE once on campus. Additional entrance tests may be required for specific programs and should be taken at this time (see Admissions Requirement and Conditions for program-specific admissions requirements).
3. Satisfy any additional programmatic admissions requirements (background check, drug testing, immunizations, etc), if applicable. Applicants who apply from out of the country and are unable to visit the campus in person must satisfactorily complete drug testing once in the country, and prior to beginning their course of study.

Upon satisfactory completion of items 1-3, applicants must submit the following items:

4. A signed Enrollment Agreement (which must be signed by a parent or guardian if the applicant is under 18 years of age), a completed Form I-20 application, and any other necessary admissions paperwork.

5. A \$100 nonrefundable application fee. Payment of this fee will exempt applicants from paying enrollment fees stated on the Tuition and Fees page, if applicable.

6. An official high school or college transcript. Foreign transcripts must be accompanied by an explanation of the grading scale and course descriptions, and evaluated for equivalency to a United States high school diploma by an authorized school official or appropriate outside agency and translated into English, if applicable. Prospective students may contact an agency specializing in translation, explanation, or equivalency services. Agencies can be located at www.naces.org/members.htm. Any costs incurred as a result of these services will be the responsibility of the prospective student and may range from approximately 50.00 to 150.00 U.S. dollars.

7. Current, notarized bank statement(s), with balance(s) converted into U.S. dollars, indicating that the applicant or the applicant's parent/guardian has sufficient funds to cover the costs of tuition, fees, and living expenses for the entire program of study, or a certified government sponsor letter indicating that tuition, fees, and living expenses will be paid in advance of each term.

8. A paper-based minimum TOEFL score of 477 or above, or an internet-based minimum TOEFL score of 71 if English is not the student's primary language.

The campus will review items 4-8 and notify applicants of their eligibility for enrollment. If the applicant is eligible, the campus will issue a Certificate of Eligibility (INS Form I-20) for the applicant's use in applying for a student visa.

Applicants for Single Courses

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
- Submit a nonrefundable enrollment fee.

Students who do not enroll into a program of study are not eligible to receive Title IV funds.

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.

Prior Learning Assessment

Effective: December 26, 2012

Students applying for credit in any of the categories described below must complete a Prior Learning Assessment form and submit official transcripts, course descriptions, and other supporting documentation prior to the start date.

Although all students are encouraged to apply for credit, those who will be using veterans benefits to attend the Institution must complete the request form. The Institution will grant appropriate credit, shorten the duration of the program proportionately, and notify the student and Veterans Affairs accordingly.

Students in programs other than Nursing must complete 25% of the credits required for degree and diploma programs at the campus awarding the graduation credential. Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded.

For students in Nursing programs, credits in any combination may not exceed 50% of the program. Transfer credit for science courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

Students who are denied credit may present a written appeal for reconsideration to the Director of Education or Academic Dean.

Previous Education or Training

The Institution will consider awarding credit from postsecondary institutions accredited by agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation. When evaluation is made of the student's transcript, credit may be awarded for courses successfully completed at another accredited postsecondary institution where course and credit values are comparable to those offered by the Institution. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated. The Institution does not guarantee the transferability of credits from any of these sources. Students earning credit through previous education will be awarded the grade of "TC."

The transfer-of-credit award is based on:

- courses that have a grade of C- or better (a C or higher is required for nursing programs), or a P in a pass/fail system;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program;
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions; and
- course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

If the student is enrolled in a course or program that requires higher than a C- to pass, the student must receive the required score or grade to receive credit.

For students in programs other than Nursing, the Institution will also consider awarding credit for previous professional learning. Professional learning consists of transcribed coursework from a professional or nonacademic environment that has been reviewed by the American Council on Education (ACE) and determined to be college level. Students earning credit through professional learning will be awarded the grade of "TC."

Military Training

The Institution recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's degree, may be eligible for transfer credit. Students who earn credit through their military training will be awarded the grade of "TC."

Externally Administered Exams

Credit for the following exams may be accepted with minimum scores recommended by the Educational Testing Service (ETS) or the American Council on Education (ACE):

- College Level Examination Program (CLEP) (all programs)
- DANES Subject Standardized Tests (DSSTs) (programs other than Nursing)
- Advanced Placement Program (AP) (programs other than Nursing)

Credit is awarded for each test in which the ETS or ACE recommended minimum score is earned and the grade awarded will be "CC".

Challenge Exams

Students in programs other than Nursing, may request to "test out" of certain courses if they have documented subject area knowledge by passing the final exam for the course with a predetermined score. Students earning credit through Challenge Exams will be awarded the grade of "CC." Challenge Exams from other colleges or universities will not be accepted. Students will have only one attempt to enroll in and take a particular Challenge Exam. A student cannot take a Challenge Exam if he or she has already begun the course or has received a failing grade in the course. Challenge exams will not be considered for clinical or externship courses. The student must submit evidence of subject area knowledge to attempt a challenge exam.

Experiential Learning - Nursing programs only

The Institution will consider awarding credit for experiential learning (previous work experience). Equivalency to related coursework may be determined by submission of supporting documentation such as a job description, a description of equipment used, a description of the work environment, verification of employment by the previous supervisor or employer on the employer's letterhead, or various other appropriate forms of documentation verifying previous employment or work experience.

The awarding of credit and determination of equivalency for experiential learning to related coursework will require that the student submit proof of experience and may require a 75% skill proficiency demonstration on the course final exam. Documentation of previous work experience will be evaluated by the instructors who teach the related courses. Credit for previous work experience will not exceed 15% of the total program and will not be used in calculating the cumulative grade point average. Students earning credit through Experiential Learning will be awarded the grade of "CC."

There is no charge to students for prior learning assessments.

Credit Awarded to Kaplan Higher Education Diploma Graduates

The Institution will consider awarding credit to graduates from certain Kaplan Higher Education diploma programs who are continuing their education in certain Kaplan Higher Education associate's degree programs.

Transfer of Credit between Kaplan Higher Education Institutions

Effective: August 31, 2012

Course credits may be transferred from any Kaplan Higher Education institution upon a student's acceptance to the receiving Kaplan Higher Education institution. The transfer-of-credit award is based on:

- **courses that have a grade of D (applies to graduates of Kaplan Higher Education programs) or C- (applies to students who attended but did not graduate from a Kaplan Higher Education program) or better;**
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program; and
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.
- Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit.

Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

Students transferring from any Kaplan Higher Education institution must complete a minimum of 25% of the course credits at the Kaplan Higher Education institution awarding the graduation credential.

Policy of Nondiscrimination

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation,

marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Students Seeking Reasonable Accommodations

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to reasonably attempt to overcome the effects of conditions that limit the participation of qualified disabled students.

In order to facilitate its compliance with applicable laws and regulations, the Institution has appointed a Disabilities Coordinator to assist those who are seeking ADA accommodations. The Disabilities Coordinator will meet with students requesting accommodations to complete the KHE-180 form.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to the Disabilities Coordinator as soon as those needs arise.

Documentation to support the disability must be provided to the Institution at the time of the request. All requests for accommodations should be made to the Disabilities Coordinator.

The name, address, and telephone number of the Disabilities Coordinator are noted on the Administration, Staff, and Faculty page, are posted in the Admissions Office, or can be obtained from the President/Executive Director of the Institution.

STUDENT INFORMATION AND SERVICES

Advising

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

Academic Advising

Students who may be experiencing academic challenges are advised to contact the Education Department.

Tutoring

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

Student Responsibilities

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.

8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

Conduct

Effective: November 5, 2012

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.

16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. **For Nursing students**, the conduct process is outlined in detail in the Student Handbook. Students dismissed for conduct violations will not be readmitted.

Student Interaction

Student interaction is considered to be an important component of the academic experience at the Institution. Both the faculty and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

Personal Appearance

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

Ownership of Student and Third-Party Intellectual Property

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

1. The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
2. The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
3. The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

General Student Complaint Procedure/Grievance Policy

Kaplan College encourages students to bring all complaints or grievances about academically related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute resolution procedures. The Institution will investigate all complaints or grievances fully and promptly.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or Kaplan College staff. Grievances may include misapplication of the Institution's policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other Kaplan College employee.

Students within the conditional admittance period will have two business days to appeal their final grade. Students who appeal their final grade may attend classes during the appeal process.

STEP 1

A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2

The student should next bring the grievance to the attention of his/her Advisor, Director of Student Services, or Program Director.

STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps 1 and 2, or if steps 1 and 2 are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Director of Education.

STEP 4

Contact the Campus President/Executive Director.

STEP 5

Unresolved concerns regarding the grievance may be appealed within 14 days from the Campus President/Executive Director's decision to the Grievance Committee either in writing or by personal appearance. To appear at the Grievance Committee, make an appointment through the Program Director, Director of Education, Director of Student Services, or Campus President/Executive Director. The Grievance Committee consists of the Director of Education, Director of Career Services, Director of Student Services (or Registrar if no such position exists on campus), the Program Director, and a faculty member from an unrelated program appointed by the Director of Education. The Grievance Committee will convene to review the grievance with the student, the instructor, and all other appropriate parties. The student has the option of representation at this hearing by a faculty member at the Institution or an impartial student advocate. This advocate may serve as the student's advocate throughout the grievance process. The Grievance Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the Institution. Written minutes of the grievance meeting will be distributed to those attending and will include a description of the outcome, the resolution reached, or the next steps to be taken within two working days of the meeting.

STEP 6

Contact the Kaplan Higher Education Director of Student Relations at 866.863.8591.

STEP 7

If the grievance cannot be resolved between Kaplan College and the student directly, the student may contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov
916.431.6959

For Vocational Nursing, students may also contact the:

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2635 Capitol Oaks Drive, Suite 205
Sacramento, California 95833
916.263.7800

For students residing in any state not listed above, a complete list of state agencies to which students may direct questions, concerns, or complaints is provided in the supplement to this catalog.

STEP 8

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the Institution for a

response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703.247.4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the Institution and may be obtained by contacting the Disabilities Coordinator or online at www.accsc.org.

Additionally, other than for a grievance related to grades, students are encouraged, but not required, to utilize the Grievance Procedure described herein prior to proceeding with any demand for arbitration. Any dispute arising from enrollment at the Institution, other than a dispute related to grades, and no matter how described, pleaded, or styled, will be resolved by binding arbitration under the Federal Arbitration Act conducted in the city in which the Institution is located. The arbitration will be administered by Judicial Arbitration & Mediation Services ("JAMS") under JAMS' Streamlined Arbitration Rules and Procedures or other applicable JAMS rules. Any award rendered by the arbitrator may be entered in any court having competent jurisdiction. This arbitration provision summarizes and incorporates the arbitration agreement found elsewhere in the Institution's enrollment materials, including the Arbitration Agreement and Waiver of Jury Trial.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Web site, www.bppe.ca.gov.

The following is separate from the above Grievance process:

The Joint Review Committee on Education in Radiologic Technology is the accrediting agency for all programs in the Radiologic Sciences and Radiation Therapy. If a student of these programs does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

Career Services

Effective: December 6, 2012

Career Services

The Institution offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Services Department will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career services offered by the Institution are not an obligation or guarantee of employment. If a student fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Services Department.

Part-time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Student Services and Career Services Departments will make a reasonable effort to assist them in their search.

Student Health Services

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Student Housing

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, or the Director of Education.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Institution distributes annually to all current students and employees a disclosure regarding the availability, location, and contents of the campus security report.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug-Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

Family Educational Rights and Privacy Act

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request

for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- 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 prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school 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) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

- 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 Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

Directory Information Public Notice

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Institution maintains an online directory for the Institution's community. Upon the first day of attendance, students' profile listings, including student names and user names, become available to the Institution's community (students, faculty, and administrators). The online directory may also include information commonly referred to as "directory information." The Institution designates the following categories of student information as directory information:

- Student's name
- Student's address
- Student's telephone number
- Student's email address
- Photographic representations of students
- Student's field of study
- Student's grade level
- Student's enrollment status
- Student's dates of attendance at the Institution
- Student's degrees, honors, and awards received
- Student's participation in officially recognized campus activities

The Institution does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. Students who improperly use the directory or any information it contains may be subject to disciplinary action. Students have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon a student's withdrawal from the Institution, student directory information will be removed. Upon a student's graduation from the Institution, student directory information will become eligible for inclusion in an alumni directory.

Additionally, the Institution may release directory information to third parties without prior consent of students. Directory information may be disclosed by the Institution at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

Currently enrolled students may choose to withhold disclosure of their directory information by obtaining the Directory Information Withholding Request Form from the Campus Registrar, completing the form, and returning it to the Campus Registrar's Office. The Institution will honor a student's request to withhold directory information; however, the Institution cannot assume responsibility for subsequently contacting the student for permission to release information to prospective employers, relatives, or other persons. The failure on the part of any student to specifically request that his or her directory information be withheld indicates individual approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by the Institution prior to receipt of the request.

Personal Property

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

State Agencies

If a student's complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate the Institution or in what states the Institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the Institution is required to be licensed in that state.

ALABAMA

Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000
<http://www.accs.cc/complaintform.aspx>

ALASKA

Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
customer.service@alaska.gov

Alaska Office of Attorney General
Consumer Protection Unit
1031 West Fourth Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov
http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf

ARIZONA

Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
http://azppse.state.az.us/student_info/compliance.asp

ARKANSAS

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave

NEVADA

Nevada Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, NV 89120
<http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>

Nevada State Board of Nursing
2500 W. Sahara Ave., Suite 207
Las Vegas, NV 89102
<http://www.nevadanursingboard.org>

NEW HAMPSHIRE

New Hampshire Postsecondary Education Commission
3 Barrell Court #300
Concord, NH 03301-8531
<http://www.nh.gov/postsecondary/complaints>

NEW JERSEY

New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us
New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110
schoolapprovalunit@dol.state.nj.us
http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf

Little Rock, AR 72201
ADHE_Info@adhe.edu
<http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf>

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov
http://www.sbpce.org/complaint_process.html

CALIFORNIA

California Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
bppe@dca.ca.gov
http://www.bppe.ca.gov/forms_pubs/complaint.pdf

COLORADO

Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
<http://higher.ed.colorado.gov/Academics/Complaints/default.html>

CONNECTICUT

Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
info@ctdhe.org

Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov
http://www.ct.gov/dcp/lib/dcp/pdf/forms/consumer_statementcpfr-2_rev_8-06_edited1106.pdf
Consumer Complaint Hotline: (800) 842-2649

DELAWARE

Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

Delaware Attorney General
Consumer Protection Wilmington:
820 North French Street, 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of Education

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

NEW MEXICO

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
<http://www.hed.state.nm.us/uploads/FileLinks/b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20Form.pdf>

NEW YORK

New York Office of College and University Evaluation
New York State Education Department
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

New York Bureau of Proprietary School Supervision
New York State Education Department
99 Washington Avenue, Room 1613 OCP
Albany, NY 12234

New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza, Suite 2101
Albany, NY 12223-1556
<https://www1.consumer.state.ny.us/cpb/CauComplaintForm.html>

NORTH CAROLINA

North Carolina Community College System Office of Proprietary Schools
200 West Jones Street
Raleigh, NC 27603
http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdComplForm.pdf

North Carolina Consumer Protection
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001
<http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx>

NORTH DAKOTA

North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
cte@nd.gov

North Dakota Consumer Protection Division

Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002
http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/elementary_and_secondary_education/may_2011/complaint_form_4_11.pdf

FLORIDA

Florida Commission on Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
commissioner@fldoe.org
<http://www.fldoe.org/cie/complaint.asp>

GEORGIA

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place #220
Tucker, GA 30084-5334
<http://rules.sos.state.ga.us/docs/392/5/06.pdf>

HAWAII

Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ocp@dcca.hawaii.gov
http://hawaii.gov/dcca/ocp/consumer_complaint

IDAHO

Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street, Room 307
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS

Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
info@ibhe.org
Institutional Complaint Hotline: (217) 557-7359

Illinois State Board of Education
100 North 1st Street
Springfield, IL 62777
<http://webprod1.isbe.net/contactisbe/>

Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706
http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp
<http://www.illinoisattorneygeneral.gov/consumers/conscmp.pdf>
Consumer Fraud Hotline: (800) 243-0618

INDIANA

Office of Attorney General
Gateway Professional Center
1050 East Interstate Avenue, Suite 200
Bismarck, ND 58503-5574
<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

OHIO

Ohio State Board of Career Colleges and Schools
30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215
<http://scr.ohio.gov/>

Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215-3414

Ohio Attorney General
Consumer Protection Section
30 East Broad Street, 14th Floor
Columbus, OH 43215-3400
<http://www.ohioattorneygeneral.gov/consumercomplaint>

OKLAHOMA

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104

Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864

Oklahoma Office of the Attorney General
Consumer Protection Unit
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
<http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>

OREGON

Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, OR 97401

Oregon Department of Education
Private Career Schools Office
255 Capitol Street NE
Salem, OR 97310-0203
<http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/complaint-procedures.doc>

Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301-4096
<http://www.doj.state.or.us/finfraud/pdf/concompform.pdf>

PENNSYLVANIA

Pennsylvania Department of Education

Indiana Commission on Proprietary Education
Attn: Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis, IN 46204
<http://www.in.gov/cpe/files/sf39280-complaint.pdf>

IOWA

Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov
<http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

KANSAS

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
<http://www.kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf>

KENTUCKY

Kentucky Council on Postsecondary Education
1024 Capital Center Drive #320
Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education
911 Leawood Drive
Frankfort, KY 40601-3319
<http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/0/ComplaintForm.doc>

Office of the Attorney General
Capitol Suite 118
700 Capitol Avenue
Frankfort, KY 40601-3449
consumer.protection@ag.ky.gov
http://www.ag.ky.gov/NR/rdonlyres/19D2FEF3-0666-49B5-A184-38006DA45B2C/0/complaint_gen.pdf

LOUISIANA

Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
<http://regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf>

MAINE

Maine Department of Education
Complaint Investigator
23 State House Station
Augusta, ME 04333-0023
jonathan.bruff@maine.gov

Maine Attorney General
Consumer Protection Division
6 State House Station

333 Market Street
Harrisburg, PA 17126-0333

Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP_Complaint_Form.pdf

PUERTO RICO

Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910-1900

Puerto Rico Department of Justice
G.P.O. Box 9020192
San Juan, PR 00902-0192

RHODE ISLAND

Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903

Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
<http://www.riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf>

SOUTH CAROLINA

South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf

SOUTH DAKOTA

South Dakota Board of Regents
306 East Capitol Avenue, Suite 200
Pierre, SD 57501-2545

South Dakota Office of Attorney General
Division of Consumer Protection
1302 East Highway 14, Suite 3
Pierre, SD 57501-8053
<http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

TENNESSEE

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
<http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>

TEXAS

Augusta, ME 04333
http://www.maine.gov/ag/consumer/complaints/complaint_form.shtml

MARYLAND

Maryland Higher Education Commission
6 Liberty Street
Baltimore, MD 21201
<http://www.mhec.state.md.us/career/pcs/gripe.asp>

Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
consumer@oag.state.md.us
<https://web.oag.state.md.us/editor/customer/onlineformhelpers/formviewer.aspx?filename=MUGeneral.htm>
Consumer Protection Hotline: (410) 528-8662

MASSACHUSETTS

The Massachusetts Department of Elementary and Secondary Education
Office of Proprietary Schools
75 Pleasant Street
Malden, MA 02148-4906
<http://www.doe.mass.edu/ops/proprietaryschools@doe.mass.edu>

MICHIGAN

Michigan Department of Labor & Economic Growth
Office of Postsecondary Services
Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913
<http://www.michiganps.net/complaint.aspx>

MINNESOTA

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
<http://www.ohe.state.mn.us/oheContactForm.cfm>

Minnesota Attorney General's Office
1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101
<http://www.ag.state.mn.us/ElectronicForms/ComplaintForm.pdf>

MISSISSIPPI

Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453

Mississippi Commission of Proprietary Schools and College Registration
3825 Ridgewood Road

Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778-0001
<http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf>

Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752

Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548
<https://www.oag.state.tx.us/consumer/complaintform.pdf>

U.S. VIRGIN ISLANDS

Government of the U.S. Virgin Islands
Department of Education
Office of the Commissioner
1834 Kongens Gade
St. Thomas, V.I. 00802

UTAH

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
consumerprotection@utah.gov
<http://consumerprotection.utah.gov/complaints/index.html>

VERMONT

Vermont Department of Education
State Board of Education
120 State Street
Montpelier, VT 05620-2501

Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

VIRGINIA

State Council of Higher Education
101 North 14th St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu
<http://www.schev.edu/forms/StudentComplaintInformation.pdf>

WASHINGTON

Washington Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
dainfo@hecb.wa.gov
<http://www.hecb.wa.gov/autheval/daa/ConsumerInformation.asp>

Washington Workforce Training and Education Coordinating Board

Jackson, MS 39211-6453

Consumer Protection Division
Office of the Attorney General
State of Mississippi
P.O. Box 22947
Jackson, MS 39225-2947
[http://www.ago.state.ms.us/index.php/
contact](http://www.ago.state.ms.us/index.php/contact)
[http://www.ago.state.ms.us/images/uploads/forms/
MSAGO_Complaint_Form.pdf](http://www.ago.state.ms.us/images/uploads/forms/MSAGO_Complaint_Form.pdf)

MISSOURI

Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
info@dhe.mo.gov

MONTANA

Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201

Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov
<http://www.doj.mt.gov/consumer/docs/complaintform.pdf>

NEBRASKA

Nebraska Coordinating Commission for Postsecondary
Education
P.O. Box 95005
Lincoln, NE 68509-5005

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
[http://www.ago.state.ne.us/consumer/emailforms/
consumer_complaint.htm](http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm)
Consumer Protection Hotline: (800) 727-6432

128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
workforce@wtb.wa.gov
[http://www.wtb.wa.gov/
PCS_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)

Washington State Office of the Attorney General
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504-0100
[https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?su
bject=Consumer%20Protection](https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection)
<https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx>

WEST VIRGINIA

West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301-2800

Community and Technical College System of West Virginia
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301

West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789
[http://www.wvago.gov/pdf/general-consumer-complaint-
form.pdf](http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf)

WISCONSIN

Wisconsin Educational Approval Board
30 West Mifflin Street, 9th Floor
P.O. Box 8696
Madison, WI 53708
eabmail@eab.state.wi.us
<http://eab.state.wi.us/resources/complaint.asp>

WYOMING

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050

Attorney General's Office
123 Capitol Building
200 West 24th Street
Cheyenne, WY 82002

ACADEMIC INFORMATION

Class Size

The maximum number of students in a typical classroom is 40 students. The student-to-teacher ratio for the Radiologic Technology program is 10:1 for clinical classes. The student-to-teacher ratio for the Nursing program is 15:1 for clinical classes.

Hours of Operation

Classes

MON-FRI8:00 a.m. to 10:30 p.m.

Administrative Offices

MON-THUR8:00 a.m. to 7:00 p.m.

FRI8:00 a.m. to 5:00 p.m.

Definition of an Academic Year

The academic year consists of a minimum of 30 weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits.

Definition of Academic Credit

Effective: December 6, 2012

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Honors and Awards

Awarded at Graduation

Academic Distinction

Students with a 4.0 cumulative grade point average receive certificates and are recognized at graduation.

High Academic Honors

Students with a 3.75 and higher cumulative grade point average receive certificates and are recognized at graduation.

Academic Honors

Students with a 3.5 - 3.74 cumulative grade point average receive certificates and are recognized at graduation.

Perfect Attendance

Students who have received a perfect attendance award for each module receive a certificates and are recognized at graduation.

Awarded at the end of each module

Dean's List

Students who earned a 3.5 and higher for the module will receive a certificate.

Perfect Attendance

All students with perfect attendance for the module are recognized with a certificate.

Student of the Month

The Student of the Month Award is given monthly to one student in each program who exemplifies

excellence. Criteria include, but are not limited to, scholarship, citizenship, progress, and attendance. The student is chosen by program chairs and the faculty. Students are honored with the presentation of a certificate.

Alpha Betta Kappa National Honor Society

The Alpha Betta Kappa National Honor Society recognizes superior academic achievement. Alpha Beta Kappa is the only national honor society that recognizes achievement in technical and general studies, as well as in the arts and sciences. Nomination of the candidates is conducted by the individual program directors. The finalists will be elected by a committee consisting of the Director(s) of Education, Director of Student Services, Director of Career Services, and one member of the faculty.

The following qualifications are required for nomination into the honor society:

1. Academics: Candidates must achieve an overall GPA of 3.85 or above by the end of their academic career.
2. Professional Conduct: Candidates must demonstrate professional and ethical conduct during both the didactic and externship portion of their studies. Candidates must demonstrate such qualities of character as courtesy, honesty, positive attitude, and teamwork. Candidates must also maintain an overall attendance record of 90% or above throughout their course of study and may not have violated any of the standards of behavior or conduct as outlined in the student conduct section of the Institutional catalog.

Required Study Time

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

Changes in Programs or Policies

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The Institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

English as a Second Language Instruction

The Institution does not offer English as a Second Language instruction. The Institution staff will refer students to learning centers that offer this instruction.

Attendance/Tardiness Policy

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.

New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.

Dismissal Policy for Nonattendance

The specific requirements relating to dismissal from the program due to nonattendance are:

- Students who are absent from the Institution 14 consecutive calendar days (excluding the Institution's holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.

- If a student starts a course late, time missed becomes part of the 14 consecutive calendar days.
- Students may follow the process presented in the Grievance Policy outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Make-Up Standards

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with the Institution's guidelines.

Hours of make-up work will not be accepted as hours of class attendance, and make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Following an absence, the Institution recommends that students schedule a meeting with their instructor to review material missed and to attend appropriate tutoring and applicable make-up lab sessions.

Leave of Absence

In accordance with Title IX, the Institution will permit a leave of absence (LOA) due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period of time as is deemed medically necessary by the student's physician. Students wishing to take a leave of absence under this provision must provide the Institution with documentation from a physician showing that such a leave of absence is medically necessary and must update that documentation as requested by the Institution during the term of the student's leave. Upon return, the student will be reinstated to the Institution with the same academic status as when the student began the leave of absence, dependent on availability of necessary courses. However, a student who does not return from the leave of absence or is unable to provide documentation will be dismissed.

Leave of Absence Procedure

Students must submit a written request for an LOA to the Director of Education. The Director of Education will review the student's request for eligibility for an LOA and ensure that all information and documentation has been provided. The student will be informed, in writing, of the decision to grant or deny the request for LOA by the Director of Education. The student must meet with the Financial Aid Department to determine the financial aid implications of taking an LOA.

Additional Provisions

- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return to class on the scheduled date will be dropped from the program. This may impact a student's loan repayment obligations.
- Students making tuition payments to the Institution remain under that obligation during an LOA.
- If a student who has received Title IV loans fails to return from an LOA, the Federal loan grace period begins retroactively from the date the leave began.
- If students do not return following the leave of absence period, the Institution must apply its refund policy in accordance with the applicable and published requirements.
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted an LOA.
- Military students called up for active military deployment should discuss their upcoming absence with the Director of Education.

The following are acceptable reasons for an LOA for students who started before May 1, 2010. The total LOA cannot exceed 180 days within a 12-month period. Students who started after May 1, 2010 are not eligible for an LOA for any of the reasons listed below.

- Injury or illness of a student that prevents the student from attending school: Medical documentation must be received from the student's doctor or health care provider stating the student is unable to attend school and the date upon which the student would be released to return to school.
- Injury or illness of a student's immediate family member: Medical documentation must be received from the family doctor or health care provider stating the student must be available to care for the family member and the date the student would be available to return to school.

- **Jury Duty:** Students selected to serve on a jury are eligible to request an LOA. Court documents stating the time of service required of the student must be obtained prior to granting an LOA.
- **Other unanticipated or extenuating circumstances:** Students encountering unanticipated or extenuating circumstances not listed above may apply for an LOA by providing documentation of the circumstance.

Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Institution reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the Conduct section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to the Institution.

Time on suspension will be counted as an absence from the Institution and cannot exceed the allowable absences stated in the attendance policy.

Withdrawal from the Institution

The Institution expects that most students who begin classes at the Institution successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw from the Institution. Please refer to the Refund Policy located in the Financial Information section of the catalog for the Withdrawal after Cancellation Period, Cancellation of Enrollment Agreement, Notice to Students, and Refunds information. Students who determine the need to withdraw from the Institution prior to completion must follow the steps below for an official withdrawal:

Withdrawal During the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to withdraw, in person or in writing, by the end of the conditional admittance period. The conditional admittance period expires on the close of business on the 30th calendar day of the term.
2. Once students have officially notified a Campus Director of their intent to withdraw, the Institution will process the Conditional Withdrawal form. Students who withdraw during the conditional admittance period will not have financial obligations or student loan repayment responsibilities other than the nonrefundable enrollment fee, as allowed by state law.

Withdrawal After the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to officially withdraw, in person, via telephone or in writing. The Institution will make a reasonable effort to assist students in continuing their education.
2. Once students have officially notified a Campus Director of their intent to withdraw, the Institution will process the Student Status Change or Request form, which includes the student's last date of attendance and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Financial Aid Office and Business Office. The Business Office may answer questions regarding financial obligations to the Institution and complete the refund calculation, and the Financial Aid Office may answer questions regarding any student loan repayment responsibilities.
3. The student will receive notification of the refund of any loan which will include the date the refund was made.

Externship/Practicum, Clinical, or Fieldwork

In particular phases of study, some programs include an externship/practicum, clinical, or fieldwork experience that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with the Institution's Externship office and program faculty on a regular basis.

The following academic requirements must be met prior to starting the externship/practicum, clinical, or fieldwork:

- Students must have passed all required prerequisite courses as indicated in the catalog;
- Students may not have any incomplete grades for any prerequisites; and
- Students are required to have a minimum 2.0 CGPA.

The Institution may have program-specific eligibility requirements. Students should talk to their advisors regarding these.

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

Many programs require an orientation and/or preparation class prior to students being placed at an externship/practicum, clinical, or fieldwork site. Additionally, many programs require a certification exam preparation class at the conclusion of the program. Where required, these classes must be successfully completed in order to graduate from the program.

During externship/practicum, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship/practicum, clinical, or fieldwork hours may be scheduled during the day and are typically full-time, Monday through Friday. This will require night students to complete externship/practicum, clinical, or fieldwork hours during the day. Night hours are rarely available; therefore, students must not count on the possibility of working in the evening and may be required to make arrangements to complete the externship/practicum, clinical, or fieldwork during daytime work hours. Successful completion of the externship/practicum, clinical, or fieldwork is a requirement of graduation.

Because situations may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.

All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

The Institution maintains affiliation agreements with a variety of facilities to provide students with externship/practicum, clinical, or fieldwork opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention of the Externship Administrator or Program Director so the site may be evaluated.

Students may arrange the days or times of externship/practicum, clinical, or fieldwork only with written permission from the Institution. If a student is absent from his or her site or training, both the site and the Institution must be informed by the student.

The externship/practicum, clinical, or fieldwork facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship/practicum, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship/practicum, clinical, or fieldwork in the time allowed, students may have to increase the number of hours spent on site beyond those normally required during classroom training. All required hours for externship/practicum, clinical, or fieldwork must be completed.

A reassignment of the externship/practicum, clinical, or fieldwork training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with drug testing for externship/practicum, clinical, or fieldwork requirements are the responsibility of the student. If an externship/practicum, clinical, or fieldwork is required for a program, it must be successfully completed in order to graduate from that program.

- Nursing Programs: Clinical practice for all nursing programs is interspersed throughout the program. Students are assigned to specific sites and times of attendance and are supervised on site by a faculty member of the Institution.

Dropping or Adding Courses

Current students may add or drop courses according to the following guidelines. New students may not add or drop courses. These guidelines pertain to dropping courses when the student maintains enrollment within his/her program. If dropping a course results in the student withdrawing from the program, the Refund Policy would apply.

- For diploma/certificate programs, students may add or drop a course prior to or during the first three days of the academic term/module.
- For associate's degree programs and all nursing programs, students may add or drop a course prior to or during the first week of the academic term.
- Adding or dropping a course could affect a student's financial aid.
- Students may add a course based upon the availability of scheduling and approval by the Institution.
- Students dropping a course beyond the add/drop period may incur 100% financial responsibility for the course.
- All schedule changes must be documented. A student's failure to initiate the appropriate paperwork may result in the recording of a failing grade.

Program Transfers

Reasonable efforts are made to direct each student to the program of study best suited to his or her individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to the Director of Education for a program change. Program transfers must be approved by a Financial Aid Officer and the Campus President/Executive Director. Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

Graduation Requirements

In order to graduate, students must

- earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- return all property belonging to the Institution;

- fulfill all financial obligations to the Institution prior to graduation unless previous satisfactory arrangements have been made; and
- attend a Financial Aid Exit Interview.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the Institution including the name and address where the transcript should be mailed. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. A fee will be charged for additional copies and must be paid in advance before they are processed. Official transcripts will not be released for students who have a past-due account with the Institution.

Transfer of Credit to Other Schools

Effective: December 26, 2012

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Kaplan College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this Institution are not accepted at the Institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that Institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Kaplan College to determine if your credits or degree, diploma, or certificate will transfer.

Transfer or Articulation Agreements

The Institution has no transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

Graduate Refresher Courses

Graduates of the Institution are welcome to return for refresher courses at no cost, provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the Director of Education. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

ACADEMIC STANDARDS

Grading System

Effective: August 31, 2012

The grading system listed below is used for all courses. Letter grades are used for transcripts.

Standard Grading Scale

Numeric	Letter Grade	Quality Points
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
70-72.99	C-	1.7
67-69.99	D+	1.3
60-66.99	D	1.0
0-59.99	F	0.0
	AC	Academic Credit
	AU	Audit
	CC	CLEP Credit
	I	Incomplete
	P	Pass
	**	Repeated Course
	S	Satisfactory
	TC	Transfer Credit
	U	Unsatisfactory
	W	Withdrawal
	◆	Associated Course

Standard Nursing Grading Scale

Numeric Letter Grade Quality Points

93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
75-76.99	C	2.0
70-74.99	C-	1.7
67-69.99	D+	1.3
60-66.99	D	1.0
0-59.99	F	0.0

AC	Academic Credit
AU	Audit
CC	CLEP Credit
I	Incomplete
P	Pass
**	Repeated Course
S	Satisfactory
TC	Transfer Credit
U	Unsatisfactory
W	Withdrawal
◆	Associated Course

AC Academic Credit. An "AC" grade is assigned when a student needs to receive credit for a course due to a program or course change. Academic Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

AU Audit. A grade assigned to a course that is being audited; this grade does not have any credits attempted or earned, and therefore does not count towards MTF or POC, nor will it affect the student's CGPA.

CC CLEP Credit. A "CC" grade is assigned to a student who presents evidence that he/she has taken and received the minimum score for earning college credit on the CLEP exam series, DANTES Subject Standardized Tests, or Advanced Placement Program credits. A "CC" grade is also assigned to students who test out of a required program course through the successful completion of a challenge exam. CLEP Credit is counted as credits attempted and earned and will count towards

MTF and POC, but will not affect the student's CGPA.

- I Incomplete. The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade is counted as credits attempted but not earned, and will not impact MTF, POC or CGPA.
- P Pass. This grade will count as credits attempted and earned, and will count towards MTF and POC, but not affect the student's CGPA.
- ** Repeated Course. Two asterisks next to the quality points indicate a repeated course.
- S Satisfactory. This grade is only used in remedial courses when a student has successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- TC Transfer Credit. Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC." Transfer Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- U Unsatisfactory. This grade is only used in remedial courses when a student has not successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- W Withdrawal. Students receive a "W" if they withdraw from a course after the add/drop period listed in the campus catalog. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.
- ◆ Associated Course. A diamond symbol before the course code on a transcript indicates an Associated Course. This is a course completed in another Kaplan Higher Education program version, or at another Kaplan Higher Education-owned institution for a program from which the student has graduated. An Associated Course counts as credits attempted and earned, and will count towards MTF, POC, and CGPA.

Repeated Courses

Students will only be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- Nursing students are allowed to repeat no more than two courses in the Nursing program.
- Any student who earns less than a C (75%) for any course in the Nursing program will be considered to have not passed the course and will have one opportunity to repeat and pass the course. If the student fails the course on the second attempt, the student will be dismissed from the Nursing program.
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "**."
- Students who do not successfully pass a required course three times will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade.

Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times (two times for Nursing) must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Repeats may result in additional charges, including additional tuition.

Satisfactory Academic Progress

Effective: August 31, 2012

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5×60) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time frame.

Required Evaluation Schedule

All students will be evaluated for satisfactory academic progress at the end of every payment period. All credit hours attempted and earned in a student's program are counted in the evaluation of SAP.

The following credits are counted as credits attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: Academic Credit (AC), CLEP Credit (CC), and Transfer Credit (TC).

Audit courses (AU) have no credits attempted or earned and do not count in maximum timeframe, pace of completion, or CGPA.

Incomplete grades (I) will count as credits attempted but not earned until the final grade has been posted.

Satisfactory (S) and Unsatisfactory (U) grades will count as credits attempted and earned and will count toward maximum timeframe, but not toward pace of completion or CGPA.

Repeated courses (**) and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

Associated courses (◆) count as credits attempted and earned, and they count toward maximum timeframe, pace of completion and CGPA.

Evaluation periods and required SAP minimums are outlined in the table below.

Evaluation Step Percent of Program Attempted Minimum CGPA Minimum Pace of Completion (POC)

1	0 - 24.9%	1.00	50%
2	25 - 49.9%	1.50	60%
3	50 - 150%	2.00	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Financial Aid Warning

Students failing to meet the required SAP minimums will be placed on Financial Aid Warning. Students on Financial Aid Warning will remain eligible for Title IV Federal Financial Aid. Students on Financial Aid Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Warning for one payment period. Students who achieve the required SAP minimums at the end of the payment period will be placed back in

good standing. Students who do not achieve the required SAP minimums at the end of the payment period may appeal to be placed in Financial Aid Probation; otherwise they will be dismissed.

Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

Non-degree students

Non-degree students may only remain in Financial Aid Probation for one payment period. A non-degree student who achieves the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be dismissed; however, he or she may appeal to be placed in Non-Title IV Eligible.

Degree students

Degree students will be placed on Financial Aid Probation for one payment period. If a degree student cannot meet the required standards within one payment period, but can meet the standards within two payment periods, then, as part of the appeal process, an academic plan may be granted that documents that the Institution has determined that the student should be able to meet the Institution's SAP standards by the conclusion of the second Financial Aid Probation period. Degree students who achieve the required SAP minimums at the end of the specified payment period that they are in Financial Aid Probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period that they are in Financial Aid Probation will be dismissed; however, they may appeal to be placed in Non-Title IV Eligible.

Non-Title IV Eligible

Students must appeal to be placed in Non-Title IV Eligible if they fail to meet the minimum SAP standards while on Financial Aid Probation. Students in Non-Title IV Eligible are not eligible for Title IV Federal Financial Aid. Students in Non-Title IV Eligible will receive academic advisement and an academic plan to assist them in improving their academic progress.

Non-degree students

Non-degree students may only remain in Non-Title IV Eligible for one payment period. A non-degree student who achieves the required SAP minimums at the end of the payment period that he or she is in Non-Title IV Eligible will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period that he or she is in Non-Title IV Eligible will be dismissed.

Degree students

Degree students will be placed on Non-Title IV Eligible for one payment period. If a degree student cannot meet the required standards within one payment period, but can meet the standards within two payment periods, this may be approved as part of the appeal process. Degree students who achieve the required SAP minimums at the end of the specified payment period that they are in Non-Title IV Eligible will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period that they are in Non-Title IV Eligible will be dismissed.

SAP Appeal

Students who are on Financial Aid Warning (or Financial Aid Probation) and will not successfully meet the standards at the end of the payment period can appeal to be placed on Financial Aid Probation (or Non-Title IV Eligible). Students can begin the appeal process prior to the end of the payment period. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period. Students who do not submit the appeal packet by the last day of the payment period can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other special circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period, and whose appeal is granted, will be allowed to move to Financial Aid Probation (or Non-Title IV Eligible). Students who have submitted their appeal prior to the end of the payment period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period, and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will be notified in writing of the final appeal decision.

Appeals Procedure

Appeals Procedure During the Conditional Admittance Period

Students who are conditionally withdrawn from their program for not meeting the requirements for official acceptance will have two business days to appeal their withdrawal. Students who appeal their conditional withdrawal may attend classes during the appeal process.

General Appeals Procedure

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

FINANCIAL INFORMATION

Student Consumer Information-Financial Aid

Effective: December 26, 2012

The Institution participates in federal and state financial aid programs. Click here [Student Consumer Information](#) to read important consumer information concerning these financial aid programs. For additional information, read the "Financial Aid Services" section of this catalog.

Financial Aid Services

Effective: December 26, 2012

Prior to enrolling at the Institution, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the Institution Financial Aid Office to help all students and their families clearly understand their financial situation before entering into a contractual agreement. The Institution is approved for the following loans and grants:

Loans

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent PLUS Loan
- Alternative Loan Programs

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Work

- Federal Work Study Program

Other Agencies or Programs

- Workforce Investment Board (WIB)
- Veterans Administration Benefits

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal direct loans are available to students regardless of income.

Private loans may have fixed or variable rates. Private student loan lenders can offer variable interest rates that can increase or decrease over time, depending on market conditions. The interest rate on a private loan may depend on the borrower's credit rating. Private student loans have a range of interest rates and fees, and you should determine the interest rate of, and any fees associated with, the private student loan included in your financial aid award package before accepting the loan. You should contact the lender of the private student loan or your institution's financial aid office if you have any questions about a private student loan.

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. If the student has received federal student aid funds, the student is entitled to a refund of the monies not paid from federal student aid program funds.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office. Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the Institution will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Enrollment Status

Kaplan College is required on different occasions to report the number of students in full-time or part-time status. The amount of financial aid often depends on that status.

Degree Programs and Term Diploma Programs

Full-Time

12 credit hours per term

Three-Quarter-Time

9 credit hours per term

Half-Time

6 credit hours per term

Students with less than 6 credit hours per term are classified as less than half-time and qualify for limited financial aid.

All Other Programs

Full-time equals 24 semester credit hours or 36 quarter credit hours per academic year. The U.S. Department of Veterans

Affairs may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

Tuition and Fees

Effective: December 26, 2012

Back Office Medical Assistant

Enrollment Fee* \$10.00
Registration Fee* \$75.00
Tuition \$8,181.00
Textbooks \$379.00
Uniforms \$204.00
Student Tuition Recovery Fund (non-refundable)† \$22.50
TOTAL \$8,871.50
Total cost per credit hour = \$394.29

Diagnostic Cardiac Sonography

Enrollment Fee* \$10.00
Registration Fee \$75.00
Tuition \$3,720.00
Textbooks \$212.00
Student Tuition Recovery Fund (non-refundable)† \$10.00
TOTAL \$4,027.00
Total cost per credit hour = \$322.16

Diagnostic Medical Sonography/Ultrasound

Enrollment Fee* \$10.00
Registration Fee (1st Academic Year) \$75.00
Registration Fee (2nd Academic Year) \$75.00
Registration Fee (3rd Academic Year) \$75.00
Tuition \$40,888.00
Textbooks \$1,596.00
Uniforms \$204.00
Student Tuition Recovery Fund (non-refundable)† \$107.50
TOTAL \$43,030.50
Total cost per credit hour = \$325.99

Medical Assistant

Enrollment Fee* \$10.00
Registration Fee \$75.00
Tuition \$13,635.00
Textbooks \$773.00
Uniforms \$204.00
Student Tuition Recovery Fund (non-refundable)† \$38.00
TOTAL \$14,735.00
Total cost per credit hour = \$377.82

Phlebotomy

Enrollment Fee* \$10.00
Registration Fee \$75.00
Tuition \$2,575.50
Textbooks \$117.00
Uniforms \$144.00

Student Tuition Recovery Fund (non-refundable)† \$7.50
TOTAL \$2,929.00

Radiologic Technology

Enrollment Fee* \$10.00
Registration Fee (1st Academic Year) \$75.00
Registration Fee (2nd Academic Year) \$75.00
Registration Fee (3rd Academic Year) \$75.00
Tuition \$47,886.00
Textbooks \$1,113.00
Uniforms \$204.00
Student Tuition Recovery Fund (non-refundable)† \$122.50
TOTAL \$49,560.50
Total cost per credit hour = \$427.25

Vocational Nursing

Enrollment Fee* \$10.00
Registration Fee (1st year) \$75.00
Registration Fee (2nd year) \$75.00
Tuition \$29,648.00
Textbooks \$1,602.00
Uniforms \$249.00
Student Tuition Recovery Fund (non-refundable)† \$80.00
TOTAL \$31,739.00
Total cost per credit hour = \$371.22

X-Ray Technician/Medical Assistant Back Office

Enrollment Fee* \$10.00
Registration Fee (1st Academic Year) \$75.00
Registration Fee (2nd Academic Year) \$75.00
Tuition \$19,599.00
Textbooks \$802.00
Uniforms \$204.00
Student Tuition Recovery Fund (non-refundable)† \$52.50
TOTAL \$20,817.50
Total cost per credit hour = \$368.45

*An enrollment fee is due at the time the enrollment agreement is completed. This fee is non-refundable unless the student cancels in writing by midnight of the **seventh** calendar day after the first class session.

†The Bureau of Private Postsecondary Education requires each institution to collect an assessment of \$2.50 per \$1,000 of institutional charges, rounded to the nearest thousand dollars, from each student for the Student Tuition Recovery Fund (STRF). Assessments for STRF are nonrefundable unless the student cancels by midnight of the seventh day after the first class session. The Institution will reverse the STRF assessment for Kaplan Commitment students who are not fully admitted to the program.

Retake Fees:

<i>Program</i>	<i>Method</i>	<i>Retake Rate</i>
Back Office Medical Assistant	credit hour	\$363.60
Diagnostic Cardiac Sonography	credit hour	\$297.60
Diagnostic Medical Sonography/Ultrasound	credit hour	\$309.76
Medical Assistant	credit hour	\$349.62

Radiologic Technology	credit hour \$412.81
Vocational Nursing	credit hour \$346.76
X-Ray Technician/ Medical Assistant Back Office	credit hour \$346.88

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

A student seeking reimbursement under the Student Tuition Recovery Fund must file a written application on the Bureau of Private Postsecondary Education's Student Tuition Recovery Fund Application Form, available at www.bppe.ca.gov, signed under penalty of perjury that the form and all attachments are true and correct. Students must complete and file the STRF application form and all supporting documents with the Bureau within two years of receiving a closure notice explaining the student's rights under STRF, or within a maximum of four years if the student received no closure notice.

STRF Fee: \$2.50 per \$1,000 of institutional charges, rounded to the nearest thousand dollars

Refund Policy

Effective: September 28, 2012

Applicants not accepted by the Institution due to unsatisfactory results on a required criminal background check shall forfeit the enrollment fee. Applicants not accepted by the Institution shall be entitled to a refund of all monies paid (less the enrollment fee).

Withdrawal after Cancellation Period

When any of the following occur, the effective withdrawal date for the student shall be:

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any term or module in which a student fails to start classes.
3. The first class day following 14 consecutive calendar days of absences.
4. The date when the Institution terminates the student's enrollment.
5. The date the student is scheduled to return from a leave of absence and fails to do so.

Student's Right to Cancel

Students may cancel their Enrollment Agreement without any penalty or obligation and obtain a refund of any charges paid if they cancel in writing by **midnight of** the seventh day after the first class session ("Cancellation Period"). After the expiration of the Cancellation Period and as part of Kaplan Commitment, students will have until **midnight** on the last day of the conditional admittance period to withdraw in order to obtain a refund of any charges paid, except the enrollment fee. If students cancel their enrollment agreements, any payments they made, and any negotiable instruments signed by them, shall be returned to them (less the enrollment fee if cancellation occurs after the Cancellation Period) within 45 days after the Institution receives their notice of cancellation. However, if the Institution gave students any equipment, they must return the equipment within 10 days following the date of the cancellation notice.

If students do not return the equipment within this 10-day period, the Institution may keep a portion of the payment they made that is equal to the cost of the equipment, and refund the remainder. This refund shall be made within 45 days after the Institution receives their notice of cancellation.

To cancel the Enrollment Agreement, Kaplan Commitment students must mail or deliver a signed and dated written statement that they wish to cancel the Enrollment Agreement to the Institution's Executive Director or President no later **than midnight on the last day of the conditional admittance period**. Students who are not part of Kaplan Commitment must mail or deliver a signed and dated written statement that they wish to cancel the Enrollment Agreement to the Institution's Executive Director or President by midnight of the seventh day after the first class session. **REMEMBER, ALL STUDENTS MUST CANCEL IN WRITING.**

Students do not have the right to cancel by telephoning the Institution or by not coming to class. At the end of the cancellation period, students have the right to withdraw from school at any time. Students who have completed less than 100% of the program have the right to receive a pro-rata refund.

Notice to Students

Return of Title IV Refund Policy

The Financial Aid Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Financial Aid Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.

3. If the student completed 60% or less of the payment period, the Financial Aid Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

If a student plans to withdraw, the student should notify the Institution. The student should meet with the Financial Aid Office and Business Office to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent PLUS Loans
7. Direct PLUS loans
8. Federal Pell Grant
9. Academic Competitiveness Grant (ACG) (degree programs only)
10. National SMART Grant (specifically identified degree programs only)
11. Federal Supplemental Educational Opportunity Grant

Institution Refund Policy

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. The Institution refund calculation will be based on the scheduled days of class attendance. The last date of actual attendance is used in calculating any refund amount.

If a student completes the total hours of the program in less calendar time than that published, the contracted tuition shall be fully earned by the Institution upon the date of completion, and the student will not be entitled to any refund due to earlier completion.

The Institution will refund 100% of any paid textbooks or equipment/supplies not issued. Any reusable books or equipment/supplies returned to the Institution in good condition (unused, as determined by the Institution) within 20 days of the withdrawal date will be fully refunded.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

Refunds

Once a student begins school and withdraws for any reason whatsoever after the conditional admittance period expires, the Institution's refund schedule below will apply, less the enrollment fee.

Calculation of Refund Amount

Students who withdraw, or drop out, or are dismissed prior to completing 100% of their program will receive a pro rata refund. The last date of actual attendance is used in calculating any refund amount. The refund to be paid to students for their program of instruction shall be calculated as follows:

1. Deduct registration and enrollment fees from the total institutional charges. See the "Tuition and Fees" section for program specific fees.
2. Divide this figure by the number of days in the program.
3. The quotient is the daily charge for the program.
4. The amount the student owes for purposes of calculating a refund is derived by multiplying the number of days the student attended before withdrawal by the daily charge for the program.
5. The refund is any amount in excess of the figure derived in #4 that the student paid.
6. The Institution will adjust the refund amount for equipment, if applicable.

If, after the completion of the Federal Return of Title IV calculation and the Institution Refund Policy calculation, a credit balance exists on the student's account, the Institution will refund the credit balance to the student, or to the applicable lender, or another appropriate source within 14 days of the date on which the Institution performed the Federal Return of Title IV calculation.

ACADEMIC PROGRAMS

Course Numbering System

Effective: November 5, 2012

All courses are designated by an alphanumeric system that indicates the academic level of each course. Courses in the 100 series are generally taken in the student's first academic year. 200-level courses generally build on content presented in 100-level courses. The alpha designations indicate concentration area.

Subject Area	Abbreviation
Diagnostic Cardiac Sonography	DCS
Diagnostic Medical Sonography	DMS
Medical Assistant	MA
Professional Development	PD
Phlebotomy	PH
Radiologic Technology	XRT
Vocational Nursing	VN
X-Ray	XR

General Education and Other Courses

All General Education courses and other courses are identified with two letters corresponding to the subject matter taught.

Subject Area	Abbreviation
Communications	CM
General Education	GE
Humanities	HU
Mathematics	MM
Social Science	SS

Please reference the program-specific catalog page for a full list of the courses required to complete each program.

Diploma and Certificate Programs

Back Office Medical Assistant

Effective: December 6, 2012

Program Description

The objective of the Back Office Medical Assistant program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level positions in the occupations and job titles to which the program is represented to lead. The program is designed for students to obtain the knowledge, information, and skills necessary to successfully perform medical assistant back office duties, as well as discharge supervisory responsibilities related to the back office according to industry-preferred standards.

Graduates of this program may perform duties under the direction of a physician in private or group practices, clinics, and other medical facilities. Duties may include preparing patients, examination rooms, and equipment for exams; interviewing patients; charting; administering medication; performing asepsis techniques; administering injections; and assisting during exams and minor surgeries.

The Back Office Medical Assistant program consists of a minimum of 22.5 quarter credit hours, completed over a period of 20 weeks for day and night students, for a total of 450 contact hours. Day and night classes are currently scheduled 4 1/2 hours per day, four days per week, for 15 weeks. Prior to graduation, students are required to complete a 180-hour clinical, which will follow the didactic courses with 7 1/2 hours per day, five days per week, for five weeks. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Certificate.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

NOTE: This program is approved by the State of California and is recognized by the Accrediting Commission of Career Schools and Colleges.

Curriculum

MA201K Back Office - Clinical Theory and Procedures I

- Credits: 5.50 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, vision testing, basic ear/eye care, and patient positioning. Laws and ethics as they relate to the medical profession are discussed. Students receive instruction concerning: operation of EKG equipment, universal precautions, routine clinical infection control procedures, hands-on practice in medical asepsis and sterilization techniques, assisting with minor office surgical procedures, as well as identifying basic surgical instrument groups. This course also introduces the anatomy and physiology of body structure, and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course.

MA202K Back Office - Clinical Theory and Procedures II

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 60, Lab 30)

This course introduces students to basic and advanced phlebotomy, hematology, and blood-collection techniques. Students are taught anatomy and physiology of the respiratory and cardiovascular systems. Students apply this knowledge to practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course.

MA203K Back Office - Clinical Theory and Procedures III

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course introduces students to the anatomy and physiology of the skeletal, muscular, integumentary, nervous, urinary, reproductive, endocrine, and digestive systems, as well as to nutrition and urinalysis. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Students also receive training in first aid and CPR. Medical terminology related to the topics presented is also introduced throughout this course.

MA302 Back Office - Clinical Application Skills

- Credits: 6.0 quarter credit hours
- Prerequisites: Completion of MA201-MA203, and/or permission of the department
- Course Hours: 180 contact hours (Lecture 0, Lab 0, Clinical 180)

The externship portion of this program provides 180 hours of hands-on experience in an actual medical facility. It provides students with the opportunity to apply the skills taught in the classroom to actual patients. Students must meet attendance requirements (180 hours) and satisfactorily complete the externship objectives. All work is done under the supervision of a licensed physician.

Diagnostic Cardiac Sonography

Program Description

The objective of the Diagnostic Cardiac Sonography program is to provide training for ultrasound technicians, medical doctors, EKG technicians, and other qualified health care professionals who have a desire to expand the scope of their technical skills.

Duties for graduates of this program may include explaining procedures and preparing patients for examination, obtaining echocardiographic images, performing necessary measurements on the echocardiogram, and providing the physician with information necessary to make the best possible diagnosis. Cardiac sonographers may be responsible for the safety and mental and physical comfort of the patient while in their care.

The Diagnostic Cardiac Sonography program consists of a minimum of 12.0 quarter credit hours, completed over a period of 10 weeks, for a total of 160 contact hours. Lecture classes are currently scheduled four hours per day, two days per week, for 10 weeks, and the scanning lab is currently scheduled for four hours per day, two days per week, for 10 weeks. Upon successful completion of the program, graduates will be awarded a Certificate.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

NOTE: This program is approved by the State of California, but is not recognized by the Accrediting Commission of Career Schools and Colleges.

Curriculum

DCS 100 Diagnostic Cardiac Sonography

- Credits: 8.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 80, Lab 0)

This course introduces the anatomy and physiology of the heart (including the heart chambers, great vessels, and blood supply to the cardiac muscle), the pathology and echocardiography of the mitral valve, and hypertensive heart disease and cardiomyopathies. Electromechanical events during the cardiac cycle, pressure and blood flow velocity properties in the heart chambers, and various examination methods and imaging modalities utilized in cardiology are discussed. Also discussed are the pathology and electrocardiography of the aortic, bicuspid, and pulmonary valves; pericardial pathology; ischemic heart disease; the most common congenital conditions in adults; and aorta pathology and cardiac tumors. Doppler applications in echocardiography are reviewed.

DCS 101 Diagnostic Cardiac Sonography - Scanning Laboratory

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 0, Lab 80)

This course includes hands-on training of the scanning protocols for cardiac valves and chambers. Obtaining optimal images are practiced in cardiac Doppler applications. A complete practical test of a full 2-D Echo M-mode and cardiac Doppler examination is performed.

Diagnostic Medical Sonography/Ultrasound

Effective: December 6, 2012

Program Description

The objective of the Diagnostic Medical Sonography/Ultrasound program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position. Graduates of this program may assume a responsible position as a member of the health team in a hospital, imaging center, doctor's office, or clinic. Positions may also be available in private practice, industry, or government. Duties may include performing ultrasound scans of the upper abdomen, pelvic area, superficial structures, and the peripheral vascular system. Out-of-class work is required in this program.

This program is intended, among other things, to help eligible students prepare for various certification or licensing exams. However, the Institution cannot guarantee a student's eligibility either to take these exams or become certified/licensed. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or Institution itself having appropriate accreditation or licensure. Externship/clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

The Diagnostic Medical Sonography/Ultrasound program consists of a minimum of 132 quarter credit hours completed over a period of 104 weeks, for a total of 2560 contact hours. Classes are currently scheduled four hours per day, five days per week, for weeks one through 80. Clinical Externship will follow classes 40 hours per week for 24 weeks. Prior to graduation, students are required to complete two 480-hour clinical externships. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma. This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

DMSAK Abdomen Sonography

- Credits: 10.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

Students are presented instruction in anatomical layering and cross-sectional anatomy and an overview of sonographic terms and display orientations. The anatomy, physiology, pathology and the clinical and sonographic presentation of the Liver, Gallbladder, Biliary Tree, Pancreas and the entire Urinary Tract are discussed in detail. Scanning lab training includes an

introduction to the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS100BK- Post DOE Reg Change Abdomen Sonography

- Credits: 10.0 quarter credit hours
- Prerequisites: DMS100AK or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

Cross-sectional ultrasound imaging instruction continues in this course with an emphasis on the anatomy, physiology, pathology and the clinical and sonographic presentation of the Spleen, Gastrointestinal Tract, Prostate, Scrotum, Abdominal Aorta, Retroperitoneum, Thyroid, and the Female Breast. Paracentesis, pediatric sonography, abdominal wall and rotator cuff ultrasound are also discussed. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS101AK OB-GYN Sonography

- Credits: 10.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course includes discussion of the various exam protocols and ultrasound evaluations of the female reproductive system and the first and second trimester of intrauterine fetal development. An indepth examination of normal maternal fetal anatomy and physiology, as well as the clinical and sonographic presentations of benign and malignant diseases of the female pelvis, and complications associated with early first trimester pregnancy is provided. Students are also presented detailed information on the routine sonographic identification and documentation of the anatomical survey, biometry, biophysical profile, and umbilical cord Doppler of the second and third trimester fetus. Laboratory training includes hands-on transabdominal scanning of the female pelvis and the pregnant uterus. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS101BK OB-GYN Sonography

- Credits: 10.0 quarter credit hours
- Prerequisites: DMS101AK or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course begins with discussion of high-risk maternal-fetal medicine and the perinatal period. Topics such as Rh incompatibility, multiple gestations, fetal demise, and neonatal head sonography are presented. Students are also given an in-depth presentation on fetal anomalies of the head, neck, spine, kidneys, and gastrointestinal tract. The course continues with an introduction to fetal echocardiography and cardiac anomalies, as well as a discussion of the normal and abnormal fetal limbs. Also included is an introduction to infertility, contraception, and genetic counseling. A review of amniotic fluid physiology and pathology, amniocentesis, and chorionic villous sampling is also introduced. A complete and comprehensive review of obstetric and gynecologic sonography concludes the didactic portion of the course. Laboratory scanning of the pregnant uterus continues along with a final proficiency exam. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS102AK Ultrasound Physics and Instrumentation

- Credits: 10.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound; a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media; as well as consideration of echoes, reflection, and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre- and postprocessing and temporal and spatial resolution are also covered. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS102BK Ultrasound Physics and Instrumentation

- Credits: 10.0 quarter credit hours
- Prerequisites: DMS102AK or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course includes an overview of the hemodynamics of blood flow and its interaction with the ultrasound beam. Continuous-wave and pulsed-Doppler physics and instrumentation are introduced, as well as color Doppler, power Doppler, and special ultrasound procedures, including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bioeffects, and safety are considered. Imaging performance evaluation and the AIUM phantom are discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS103AK Peripheral Vascular Sonography

- Credits: 10.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course begins with an examination of the microscopic anatomy of arteries, as well as the macroscopic anatomy of the various arterial systems encountered by the vascular technologist. Blood flow hemodynamics is also introduced and the changes that occur with specific types of vascular diseases. The various types of arterial plaque formations and characteristics are covered, along with continuous-wave, pulsed, and color Doppler as they relate to vascular sonography. Nonimaging, noninvasive physiological testing is also discussed, as well as conventional 2-D noninvasive Doppler testing protocols of the carotid arteries and the upper and lower extremity arterial systems. Scanning lab includes hands-on instruction in the cerebrovascular evaluation, and lower extremity arterial testing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS103BK Peripheral Vascular Sonography

- Credits: 10.0 quarter credit hours
- Prerequisites: DMS103AK or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

In this course, students are presented an anatomical comparison between the wall architecture of veins and arteries, as well as a detailed examination of venous macroscopic pathways. Venous and abdominal vasculature blood flow hemodynamics is also covered, to include discussions on hydrostatic pressure, venous return, transmural pressure, visceral vascular, and exercise/pre- and postprandial-induced, pressure-resistive changes on the venous and visceral vascular systems. Venous and visceral vascular pathophysiology is discussed in detail and the progression from acute to chronic disease processes and their deleterious effects on the normal venous anatomy and physiology are examined. In addition, 2-D imaging, color Doppler, spectral Doppler and nonimaging, physiological test pattern recognition, overview lectures, and practical laboratory application of the venous vascular system are also integrated throughout this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS104AK Ultrasound Principles and Practices

- Credits: 10.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course is designed to strengthen knowledge retention through an in depth practical examination and application of medical terminology, human anatomy and physiology, and basic math skills in order to build high quality communication interaction skills with the radiologist and other medical professionals. Universal precaution training using OSHA guidelines is also provided. Introductory ultrasound laboratory training will include an examination of the basics of ultrasound properties, instrumentation, and anatomical system identification with practical applicational emphasis on patient care skills, such as patient transfer, transportation, and proper body mechanics. Various role-playing scenarios and film-critiquing exercises are also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS104BK Ultrasound Principles and Practices

- Credits: 10.0 quarter credit hours
- Prerequisites: DMS104AK or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course provides students with instruction in the various professional environments encountered in the field of diagnostic medical sonography and reinforces the principles and practices needed to succeed and advance in this career field. Specifically, students examine medical ethics, patient care skills, and professional development. CPR (cardiopulmonary resuscitation) training is also provided. General ultrasound laboratory training includes practical application emphasis on patient care skills, such as patient transfer, transportation, and proper body mechanics. Practical application in sterile procedures and patient charting is also included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS201 Clinical Externship I

- Credits: 16.0 quarter credit hours
- Prerequisites: Completion of all didactic program courses and/or permission of the Program Director
- Course Hours: 480 contact hours (Lecture 0, Lab 0, Clinical Externship 480)

This course includes an introduction to the departmental protocol of the assigned clinical site, including facility layout, telephone protocol, patient scheduling and transportation, examination protocol with darkroom exercises, and sonographer worksheet preparation. Students perform singleorgan examinations of the upper abdomen, female pelvis, small parts, and vascular systems under direct supervision of a qualified sonographer. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DMS301 Clinical Externship II

- Credits: 16.0 quarter credit hours
- Prerequisites: Completion of all didactic program courses, DMS201
- Course Hours: 480 contact hours (Lecture 0, Lab 0, Clinical Externship 480)

In this course, students scan complete upper abdomen, pelvic, small parts, and peripheral vascular examinations with decreasing supervision. Students process patient information, perform sonograms, and present the case to the physician or radiologist for review. Students also obtain skills to perform a complete obstetric ultrasound exam and present the case to the physician or radiologist. Upon successful completion of the course, students should be able to perform all the duties of an entry-level sonographer with minimal or no supervision. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Medical Assistant (Diploma)

Effective: December 6, 2012

Program Description

The objective of the Medical Assistant Diploma program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the medical assistant field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep health care delivery settings running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, taking medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, patient care assistant, and medical office receptionist.

The Medical Assistant program is 765 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 39 quarter credit hours. Prior to graduation, students are required to complete a practicum for a total of 225 contact hours. The practicum is an uncompensated experience. Please refer to the Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Diploma.

The Medical Assistant program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

MA101K Introduction to Medical Billing and Coding

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

This course focuses on developing introductory knowledge and skills in medical insurance billing and coding. An introduction to basic insurance concepts, structure, types of benefits, models of managed care, and third-party reimbursements are included. Students also study an insurance glossary to enhance their ability in handling medical billings. Students then explore a variety of health care plans and types of insurance, referrals, authorization, and verification, and are taught to understand and evaluate how to code, process, and submit claim forms. Students also study medical terminology that relates to human anatomy and physiology. This course provides students with skills in spelling, pronunciation, and standardized abbreviation of medical terms in accordance with the systemic study of the human body. Time is also spent each day developing keyboarding and computer skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

MA102K Medical Office Procedures

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

This course provides students with instruction in the various office skills that are essential to medical offices. The course consists of an introduction to medical office computer systems and software, including Word, Excel, and MediSoft;

appointment scheduling and file management; office equipment operation; and security, safety, and other emergency aspects of a professional office. An introduction of the financial aspect of patient account management, basic bookkeeping, banking, handling currency, checks and petty cash, and payroll preparation is also included. Students also study medical terminology that relates to human anatomy and physiology. This course provides students with skills in spelling, pronunciation, and standardized abbreviation of medical terms in accordance with the systemic study of the human body. Time is also spent each day developing keyboarding and computer skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

MA103K Medical Office Management

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

This course focuses on the professional and office management skills needed by the medical staff. Topics covered include a brief history of medicine, an introduction to the health care team structure and medical specialists, the perspective of career development, the role and responsibilities of the medical assistant as an office manager, the characteristics that contribute to professionalism, and patient psychology. Emphasis is placed on legal and ethical consideration of medical office operation and effective interpersonal oral and written communication skills. Students also study medical terminology that relates to human anatomy and physiology. This course provides students with skills in spelling, pronunciation, and standardized abbreviation of medical terms in accordance with the systemic study of the human body. Time is also spent each day developing keyboarding and computer skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

MA201BK Back Office - Clinical Theory and Procedures I

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, vision testing, basic ear/eye care, and patient positioning. Laws and ethics as they relate to the medical profession are discussed. Students receive instruction concerning: operation of EKG equipment, universal precautions, routine clinical infection control procedures, hands-on practice in medical asepsis and sterilization techniques, assisting with minor office surgical procedures, as well as identifying basic surgical instrument groups. This course also introduces the anatomy and physiology of body structure, and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

MA202K Back Office - Clinical Theory and Procedures II

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 60, Lab 30)

This course introduces students to basic and advanced phlebotomy, hematology, and blood-collection techniques. Students are taught anatomy and physiology of the respiratory and cardiovascular systems. Students apply this knowledge to practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course.

MA203BK Back Office - Clinical Theory and Procedures III

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course introduces students to the anatomy and physiology of the skeletal, muscular, integumentary, nervous, urinary, reproductive, endocrine, and digestive systems, as well as to nutrition and urinalysis. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Students also receive training in first aid and CPR. Medical terminology related to the topics presented is also introduced throughout this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

MA271 Medical Assistant Practicum

- Credits: 7.5 Quarter Credit Hours
- Prerequisites: Completion of all didactic program courses and/or permission of the department
- Course Hours: 225 contact hours

The practicum portion of this program provides 225 hours of hands-on experience in an actual medical facility. It provides students with the opportunity to apply both front and back office skills taught in the classroom to actual patients. Students must meet attendance requirements (225 hours) and satisfactorily complete the practicum objectives. All work is done under the supervision of a licensed physician. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Phlebotomy Course Basic and Advanced

Effective: July 30, 2012

Program Description

The objective of the Phlebotomy Course Basic and Advanced program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level positions as a Phlebotomist. The program is intended, among other things, to help eligible students prepare for a National Certification Examination. However, the Institution cannot guarantee a student's eligibility either to take this exam or become certified. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

Graduates of this program may work in a physician's office, clinic, laboratory or hospital. Jobs are available in private medical practice, industry, and government service.

Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in a job as a phlebotomist, or placed at all.

NOTE:

- A minimum grade of C is required for all courses in this program.
- This program is approved by the State of California, but is not recognized by the Accrediting Commission of Career Schools and Colleges.

Curriculum

PH101 Basic Phlebotomy

- Credits: 3.75 quarter credit hours
- Prerequisites: None
- Course Hours: 45 Contact hours (Lecture 30, Lab 15)

This course introduces students to basic phlebotomy, hematology, and blood-collection techniques needed to meet the State of California phlebotomy certification requirements. Students are taught basic body structure with a special focus on the anatomy and physiology of the cardiovascular system. Students apply this knowledge by practicing in the lab, which includes invasive and noninvasive procedures. Medical terminology related to the topics is also introduced throughout the course.

PH102 Advanced Phlebotomy

- Credits: 3.75 quarter credit hours
- Prerequisites: PH101
- Course Hours: 45 contact hours (Lecture 30, Lab 15)

This course introduces students to advanced phlebotomy, hematology, and blood-collection techniques needed to meet the State of California phlebotomy certification requirements. Students are taught topics that include advanced anatomical site selection, anticoagulation theory, pre-analytical errors and quality assurance. Medical terminology related to the topics is also covered throughout the course.

PH 103 Clinical Application Skills

- Credits: 1 quarter credit hour
- Prerequisites: PH 101, PH 102, or permission of the department. Must also have passed the National Center for Competency Testing's Phlebotomy Technician Exam
- Course Hours: 40 contact hours

The externship portion of this program provides a minimum of 40 hours of hands-on experience in an actual medical/lab facility. It provides students with the opportunity to apply the phlebotomy skills taught in the classroom to actual patients. Students must meet attendance requirements (minimum 40 hours) and satisfactorily complete the externship objectives which include: 50 venipunctures, 10 skin punctures, and 2 observed arterial punctures.

Radiologic Technology

Effective: December 6, 2012

Program Description

The mission of the Radiologic Technology program at Kaplan College is to prepare students for employment in the field of radiologic technology as certified radiologic technologists. To this end, the program emphasizes the knowledge, skills, and entry-level competencies appropriate for examinations required by the State of California Department of Public Health, Radiologic Health Branch, and the American Registry of Radiologic Technologists (ARRT). Out-of-class work is required in this program.

The Radiologic Technology program at Kaplan College is committed to the development of students' intellectual, analytical, and critical thinking skills, as well as skills performance. To this end, instructional methods are based on established principles and practices of adult learning theory combined with classroom techniques that encourage student participation.

Duties for graduates of this program may include diagnostic imaging procedures in hospital diagnostic imaging departments, surgical theaters, emergency rooms, doctor's offices, and other health care settings using fixed and/or portable machines.

Note that a felony conviction may affect a graduate's ability to sit for certification examinations or attain state licensure. Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure. Clinical sites may themselves require a criminal background check or medical examination. Please refer to the certification, State Board, and National Board Exams section of this catalog for further guidance.

The Radiologic Technology program consists of a minimum of **116** quarter credit hours completed over a period of 94 weeks for day and night students, for a total of 2833 contact hours. Prior to graduation, students are required to complete 1920 hours of clinical practices. Please refer to the Externship, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

The goals of the Radiologic Technology program are as follows:

1. *Students/graduates should be able to demonstrate effective communication skills.*

Student Learning Outcomes:

- Be able to explain radiographic procedures to patients.
- Be able to obtain an accurate patient history.
- Be able to communicate with a diverse patient population.
- Practice comprehensive written communication skills.

2. *Students/graduates should be able to understand the importance of professional development and lifelong learning.*

Student Learning Outcomes:

- Demonstrate professional behavior in the clinical setting.
- Understand the importance of joining a professional organization.
- Demonstrate dependability and reliability appropriate to the clinical environment.

3. *Students/graduates should possess knowledge and skills to demonstrate clinical competence.*

Student Learning Outcomes:

- Demonstrate knowledge of radiographic positioning.
- Select appropriate technical factors.
- Adhere to radiation protection practices.

4. *Students/graduates should demonstrate problem-solving and critical thinking skills.*

Student Learning Outcomes:

- Have the ability to perform non-routine exams on trauma patients.
- Able to critique radiographic films.
- Be capable of making sound decisions.

5. *The program strives to prepare qualified radiologic technologists to serve the surrounding employment community.*

This program is approved by an agency of the state and/or a programmatic accreditor. Please refer to the Accrediting Agencies, Approvals, and Memberships section of this catalog for further guidance.

Curriculum

CM199BK Written and Oral Communication

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course is designed to build skills in both written and oral communication. Students are introduced to the writing process and the fundamentals of grammar and writing mechanics. The course also provides instruction on improving oral communication skills through the development of poise, organization, and clarity of purpose. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

MM103BK College Mathematics

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course introduces students to practical mathematics, developing conceptual and problem-solving skills, and the study of linear equations, basic statistical concepts, mathematical functions, and applications.

SSI24BK Psychology

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course provides a broad introduction to the field of psychology, one of the social sciences. Students are introduced to the major areas of psychology. They are introduced to psychological theories and concepts, as well as the history and major figures of the field. Topics include disorders and treatments, personality and learning theories, and the internal and external factors that influence human development and behavior. Additionally, this course emphasizes how psychological principles and concepts relate to our personal and professional relationships.

XRT200BK Core: Anatomy, Physiology, Ethics, Nursing, and Technical Overview

- Credits: 1.0 quarter credit hour
- Prerequisites:
- Course Hours: 19 contact hours (Lecture 10, Lab 9)

This course introduces students to systemic and skeletal anatomy, radiographic terminology, and basic imaging and principles. Students are introduced to the principles of radiation protection, and review medical ethics, proper nursing, and patient care. The duties and responsibilities of the x-ray technician are also presented, with emphasis on communication and relationships. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

XRT201BK Radiological Physics

- Credits: 1.0 quarter credit hours
- Prerequisites: XRT200BK
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course provides a basic overview of radiologic physics in order for students to understand how x-rays are produced and the various characteristics of the beam. The fundamentals of the x-ray machine components and their operation are introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned per week.

XRT202BK Exposure (Density, Contrast, and Detail/Distortion)

- Credits: 3.5 quarter credit hours
- Prerequisites: XRT201BK
- Course Hours: 55 contact hours (Lecture 45, Lab 10)

This course introduces students to x-ray films, the concepts of radiographic film quality, and the exposure factors that contribute to the production of a radiographic image. The darkroom facility will be described, and film-processing procedures will be demonstrated. Students participate in laboratory experiments to demonstrate their knowledge, understanding, and skills by performing different techniques and exposure factors. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 13.75 hours of out-of-class work will be assigned.

XRT203BK Radiation Protection

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 65 contact hours (Lecture 50, Lab 15)

This course is designed to fulfill the radiation protection requirements of the California State Limited Permit School Standards. Methods employed to provide proper radiation protection for both the operator and patient will be introduced. The performance of minimum dose radiography will be emphasized. A review of the California state standards and regulations pursuant to the performance of radiographic procedures employing appropriate radiation safety will be identified. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 16.25 hours of out-of-class work will be assigned.

XRT204BK Specialized Chest Radiography

- Credits: 1.0 quarter credit hours
- Prerequisites: XRT203BK
- Course Hours: 20 contact hours (Lecture 10, Lab 10)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the respiratory system. Routine chest radiographic procedures are described and demonstrated. Students demonstrate competency in performing routine chest radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XRT205BK Specialized Extremities Radiography

- Credits: 3.5 quarter credit hours
- Prerequisites:
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system with particular emphasis on the bones of the extremities. Routine radiographic procedures appropriate to the upper and lower extremities are described and demonstrated. Students demonstrate competency in performing routine extremity radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 15 hours of out-of-class work will be assigned.

XRT206BK Specialized Torsoskeletal Radiography

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 40, Lab 30)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system with particular emphasis on the bones of the thorax, shoulder girdle, and spine. Routine radiographic procedures appropriate to the thorax, shoulder girdle, and spine are described and demonstrated. Students demonstrate competency in performing torsoskeletal radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 17.5 hours of out-of-class work will be assigned.

XRT250BK Professional Ethics

- Credits: 0.50 quarter credit hour
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course provides a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. Students examine a variety of ethical issues and dilemmas they may face in clinical practice. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

XRT251BK Physics and Equipment Care

- Credits: 2.5 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 38 contact hours (Lecture 38, Lab 0)

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design, incorporating a basic knowledge of quality control. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9.5 hours of out-of-class work will be assigned.

XRT252BK Principles of Radiographic Exposure and Image Quality

- Credits: 2.5 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 50 contact hours (Lecture 10, Lab 40)

This course is designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Film and electronic imaging with related accessories will be emphasized. Class demonstrations/labs are used to demonstrate the application of theory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

XRT253BK Radiation Protection

- Credits: 2.0 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 35 contact hours (Lecture 20, Lab 15)

This course is designed to present an overview of the principles of radiation protection with an emphasis upon those principles specific to fluoroscopy, portable radiography, and surgical procedures. Included are the responsibilities of the radiographer for patients, personnel, and the general public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8.75 hours of out-of-class work will be assigned.

XRT254BK Fundamentals of Radiologic Technology

- Credits: 0.5 quarter credit hour
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course provides students with an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of health care organization(s) are examined and discussed, in addition to the professional responsibilities of the radiographer. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

XRT255BK Patient Care in Radiologic Sciences

- Credits: 2.5 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 44 contact hours (Lecture 35, Lab 9)

This course identifies the basic concepts associated with patient care, including consideration for the physical and psychological needs of the patient and family. The theories of disease causation and the pathophysiologic disorders that compromise healthy systems are presented. This course also provides students with an understanding of the basic concepts of pharmacology. The theory and basic techniques of venipuncture and the administration of diagnostic contrast agents include intravenous medications. The appropriate delivery of patient care during such procedures is emphasized, as well as an understanding of possible patient reactions. Routine and emergency patient care procedures are described, as well as infection-control procedures utilizing standard precautions. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems are presented. The role of the radiographer in patient education is identified. Actual images are included for analysis. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8.75 hours of out-of-class work will be assigned.

XRT256BK Introduction to Procedures with Contrast Media

- Credits: 4.0 quarter credit hours
- Prerequisites: XRT200BK - XRT206K
- Course Hours: 58 contact hours (Lecture 58, Lab 0)

This course is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the applications to special studies. Consideration is given to the production of radiographs of optimal diagnostic quality. This

course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 14.5 hours of out-of-class work will be assigned.

XRT257BK Special Procedures with Contrast

- Credits: 3.5 quarter credit hours
- Prerequisites: XRT200B - XRT206
- Course Hours: 54 contact hours (Lecture 54, Lab 0)

This course is designed to provide a knowledge base necessary to perform radiographic procedures involving the vascular systems, specialized imaging procedures, or equipment (to include, but not limited to: computed tomography, conventional tomography, arthrography, hysterosalpinography, myelography, sialography, orthoroentgenography, bone densitometry angiography, arteriography, venography, and lymphangiography). Actual images are included for analysis. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 13.5 hours of out-of-class work will be assigned.

XRT258BK Pediatric Radiography

- Credits: 1.0 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed to provide a knowledge base necessary to perform pediatric radiography (to include, but not limited to: immobilization, positioning, radiation protection, and pathologic indications). Actual images are included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XRT259BK Specialized Radiographic Positioning and Lab

- Credits: 3.5 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 55 contact hours (Lecture 45, Lab 10)

This course is designed to provide a knowledge base necessary to perform routine radiographic positions (to include, but not limited to: the positioning of the chest and bony skeleton, bedside and surgical examinations, and radiation protection). Actual images are included for analysis. In addition, this course is designed to provide a knowledge base necessary to perform radiographic procedures of the breast and surrounding tissues. Emphasis is placed upon the distinction between acceptable and unacceptable mammographic images due to exposure factors, motion, collimation, or positioning errors. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 13.75 hours of out-of-class work will be assigned.

XRT260BK Technology Seminar

- Credits: 1.5 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course establishes an introductory knowledge in computing and information processing. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are also presented. This course also includes a five-hour review and mock examination in preparation to sit for state certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.25 hours of out-of-class work will be assigned.

XRT261BK Specialized Skull Radiography

- Credits: 2.5 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 45 contact hours (Lecture 25, Lab 20)

This course is designed to provide a knowledge base necessary to perform routine radiographic positions of the cranium and facial bones. Emphasis is given to special patient care considerations related to head trauma. Actual images are included for analysis. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 11.25 hours of out-of-class work will be assigned.

XRT270 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT271 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT272 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT273 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical

practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT274 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT275 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT276 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT277 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through

structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT278 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT279 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT280 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT281 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRT290BK Medical Terminology

- Credits: 1.0 quarter credit hours
- Prerequisites: XRT200BK - XRT206BK
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course is a systems-based approach to medical terminology designed to establish a knowledge of anatomy and physiology by way of medical terminology, as well as an introduction to the origins of medical terminology. A word-building system is introduced, and abbreviations and symbols are discussed. Students will be oriented to the terminology related to radiographic orders and diagnostic reports. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned.

Vocational Nursing

Effective: December 6, 2012

Program Description

The objective of the Vocational Nursing program is to prepare students to pursue an entry-level position in the occupations and job titles to which the program is represented to lead. The program is a combination of academic, laboratory, and clinical training with a focus on meeting patient health care needs in acute-care hospitals, long-term-care facilities, and other community health agencies. The program is designed to train students to deliver direct care to patients, under the supervision of a physician or registered nurse. Out-of-class work is required in this program.

Graduates of the program may deliver care to patients ranging from infancy to geriatrics in a wide variety of clinical settings. Nursing duties may include data collection, basic bedside nursing, advanced technical skills such as tracheostomy care, infection control procedures, medication administration, documentation, and patient education. The nursing process is utilized in the assessment, planning, implementation, and evaluation of patient care. The licensed vocational nurse functions are an integral part of the health care team and reports directly to a physician or registered nurse.

This program is intended, among other things, to help eligible students prepare for the National Council Licensure Examination (NCLEX-PN) offered by the National Council of State Boards of Nursing. However, the Institution cannot guarantee a student's eligibility either to take this exam or become certified/licensed. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or Institution itself having appropriate accreditation or licensure. Externship/clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

Day students will attend four to eight hours of classroom or clinical hours per day, totaling 1530 contact hours over a 51-week period. All students must complete the program with **85.5** quarter credit hours. Prior to graduation, students are required to complete 858 hours of clinicals. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

NOTE: A minimum grade of C is required for all nursing and general education courses in this program.

Curriculum

VN100K Nursing Foundation

- Credits: 1.5 quarter credit hours
- Prerequisites: None
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course provides an orientation to program policies, the student's role and responsibilities, aspects of learning, and professional development. The student is introduced to medical terminology and general concepts of the health-illness continuum. Content also includes a historical perspective of nursing, the levels of nursing practice, and the health care system. Legal and ethical issues impacting nursing are discussed. Emphasis is given to the care of patients with cultural and religious diversity. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.25 hours of out-of-class work will be assigned.

VN101K Anatomy and Physiology

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course focuses on the structure and function of the human body with each body system discussed. Included is normal human development from fertilization until birth and a study of basic genetics. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

VN102K Nutrition

- Credits: 1.5 quarter credit hours
- Prerequisites: None
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course presents basic scientific principles of nutrition. Content includes the function of nutrients in the human body, their sources, dietary requirements, and results of dietary excesses or deficiencies. Emphasis is given to specific nutritional needs throughout the life cycle, recognizing food as a universal self-care need. Common cultural and religious food customs are presented. Diet therapy and alternative feeding methods are discussed. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.25 hours of out-of-class work will be assigned.

VN103K Life Cycle

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course presents basic principles of human growth and development and related theorists. The course introduces concepts of immunity and immunization practices and includes normal physical, psychosocial, and cognitive development during the life cycle, from birth through old age. Emphasis is given to the developmental self-care needs of individuals during each stage of life. Included is a discussion of the family, and the topics of child and elder abuse are addressed. The course concludes by exploring the role of the nurse in the process of death and dying. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

VN104K Mental Health Nursing

- Credits: 1.5 quarter credit hours
- Prerequisites: None
- Course Hours: 22 contact hours (Lecture 22, Lab 0)

This course presents basic concepts of mental health nursing. Emphasis is given to assessing mental state and coping mechanisms in order to recognize individuals with psychosocial self-care needs or limitations. The student is introduced to therapeutic relationships and communication techniques, as well as crises intervention. Substance abuse and codependency are addressed. Various mental health disorders are described, including their etiology, symptoms, treatment, and related nursing interventions. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5.5 hours of out-of-class work will be assigned.

VN105K Nursing Skills

- Credits: 6.0 quarter credit hours
- Prerequisites: VN100K - VN104K
- Course Hours: 100 contact hours (Lecture 60, Lab 40)

This course focuses on learning basic bedside nursing skills used to assist patients in meeting, restoring, or maintaining their self-care needs. Cardiopulmonary resuscitation, infection control, first aid, and safety techniques are discussed. Content also includes the nursing process, nursing care planning, patient teaching, and documentation. Basic concepts of home health care are introduced. Basic nursing skills are practiced in the campus laboratory concurrent with theory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 25 hours of out-of-class work will be assigned.

VN106K Medical-Surgical Clinical I

- Credits: 8.0 quarter credit hours
- Prerequisites: VN100K - VN104K
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course is taken concurrently with VN 105 and provides students with supervised instruction in a community clinical setting. Students are taught to deliver basic bedside care to patients helping them meet, restore, or maintain their self-care needs. Satisfactory completion of VN 105 and 106 fulfills application requirements to take the Nurse Assistant Competency Exam. Upon successful completion of the exam, the student is eligible to become a certified nursing assistant (CNA) and certified home health aide (CHHA). This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 37.5 hours of out-of-class work will be assigned.

VN107K Pharmacology

- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 75 contact hours (Lecture 55, Lab 20)

This course presents basic concepts of pharmacology. Students are introduced to principles of pharmacokinetics and drug legislation. A main focus is on medication classifications, generic and trade names, routes, dosages, actions, indications, contraindications, adverse reactions and side effects, interactions, and related nursing implications. Dosage calculation is discussed, including a study of the metric and apothecary systems. Medication preparation and administration skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 18.75 hours of out-of-class work will be assigned.

VN108K Computer in Health Care

- Credits: 0.0 quarter credit hours
- Prerequisites: None
- Course Hours: 7 contact hours (Lecture 5, Lab 2)

This course provides an introduction to computers and their role in nursing. It combines theory with practical experience in the campus computer laboratory. Basic keyboard skills are practiced using a simulated hospital medical record. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.75 hours of out-of-class work will be assigned.

VN109K Introduction to Medical-Surgical Nursing

- Credits: 2.5 quarter credit hours
- Prerequisites: VN100K - VN108K
- Course Hours: 40 contact hours (Lecture 30, Lab 10)

This course contains a perioperative component, which focuses on the care of the surgical patient during the preoperative, intraoperative, and postoperative periods. Perioperative skills are practiced in the campus laboratory. The course contains an oncologic component, which focuses on the study of cancer and care of the cancer patient. The course also contains an immune system component, which focuses on immune mechanisms, the study of allergies, autoimmunity, and acquired immune deficiency syndrome and care of the patient with these immune disorders. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

VN110K Respiratory System

- Credits: 1.0 quarter credit hours
- Prerequisites: VN100K - VN109K
- Course Hours: 21 contact hours (Lecture 17, Lab 4)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of respiratory system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the respiratory system. Respiratory nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5.25 hours of out-of-class work will be assigned.

VN111K Gastrointestinal System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN 100K - VN 110K
- Course Hours: 24 contact hours (Lecture 20, Lab 4)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of gastrointestinal system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the gastrointestinal system. Gastrointestinal nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned.

VN112K Urinary System

- Credits: 1.0 quarter credit hours
- Prerequisites: VN100K - VN111K
- Course Hours: 19 contact hours (Lecture 15, Lab 4)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of urinary system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the urinary system. Urinary nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.75 hours of out-of-class work will be assigned.

VN113K Cardiovascular System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100K - VN112K
- Course Hours: 27 contact hours (Lecture 25, Lab 2)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of cardiovascular system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the cardiovascular system. Cardiovascular nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.75 hours of out-of-class work will be assigned.

VN114K Musculoskeletal System

- Credits: 1.0 quarter credit hours
- Prerequisites: VN100K - VN113K
- Course Hours: 17 contact hours (Lecture 15, Lab 2)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of musculoskeletal system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the musculoskeletal system. Musculoskeletal nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.25 hours of out-of-class work will be assigned.

VN115K Integumentary System

- Credits: 1.0 quarter credit hours
- Prerequisites: VN100 - VN114
- Course Hours: 16 contact hours (Lecture 15, Lab 1)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of integumentary system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the integumentary system. Integumentary nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4 hours of out-of-class work will be assigned.

VN116AK Medical-Surgical Clinical IIA

- Credits: 8.0 quarter credit hours
- Prerequisites: VN100K - VN108K
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course is taken concurrently with VN 109, 110, 111, 112, 113, 114, and 115 and provides students with supervised instruction in a community clinical setting. The focus is on caring for surgical and cancer patients, and patients with health deviations affecting the immune, respiratory, gastrointestinal, urinary, cardiovascular, musculoskeletal, and integumentary systems. Students are expected to utilize the nursing process in providing care to patients, helping them meet, restore, or maintain their self-care needs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 37.5 hours of out-of-class work will be assigned.

VN116BK Medical-Surgical Clinical IIB

- Credits: 9.5 quarter credit hours
- Prerequisites: VN100K - VN108K
- Course Hours: 180 contact hours (Lecture 0, Lab 0, Clinical 180)

This course is taken concurrently with VN 109, 110, 111, 112, 113, 114, and 115 and provides the student with supervised instruction in a community clinical setting. The focus is on caring for surgical and cancer patients, and patients with health deviations affecting the immune, respiratory, gastrointestinal, urinary, cardiovascular, musculoskeletal, and integumentary systems. Students are expected to utilize the nursing process in providing care to patients, helping them meet, restore, or maintain their self-care needs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 45 hours of out-of-class work will be assigned.

VN117K Leadership and Supervision

- Credits: 0.5 quarter credit hour
- Prerequisites: VN100K - VN116K
- Course Hours: 12 contact hours (Lecture 12, Lab 0)

This course introduces students to fundamental concepts of leadership and supervision, and assists them in learning basic nursing management skills. Emphasis is placed on using the nursing leadership process in problem solving and delegation. Role-playing, simulated situations, and group activities are utilized. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3 hours of out-of-class work will be assigned.

VN118K Leadership Clinical

- Credits: 2.5 quarter credit hours
- Prerequisites: VN100K - VN116K
- Course Hours: 48 contact hours (Lecture 0, Lab 0, Clinical 48)

This course is taken concurrently with VN 117 and provides students with supervised instruction in a community clinical setting. Students are given opportunities to observe and practice basic nursing management skills. Students are expected to utilize the nursing leadership process in problem solving, delegation, and in the management of patient care. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12 hours of out-of-class work will be assigned.

VN119K Maternity Nursing

- Credits: 2.0 quarter credit hours
- Prerequisites: VN100K - VN116K
- Course Hours: 34 contact hours (Lecture 30, Lab 4)

This course focuses on care of the maternity patient in the antepartum, intrapartum, and postpartum periods, as well as care of the newborn. Content also includes common pregnancy, childbirth, and postpartum complications. Emphasis is placed on using the nursing process in assisting maternity patients to meet their self-care needs and in providing health teaching. Maternity nursing skills and Lamaze childbirth techniques are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8.5 hours of out-of-class work will be assigned.

VN120K Maternity Clinical

- Credits: 2.5 quarter credit hours
- Prerequisites: VN100K - VN116
- Course Hours: 48 contact hours (Lecture 0, Lab 0, Clinical 48)

This course is taken concurrently with VN 119 and provides students with supervised instruction in a community clinical setting. Students are given opportunities to observe and/or participate in the care of the maternity patient and newborn. Students are expected to utilize the nursing process in providing care to maternity patients and newborns, helping them meet, restore, or maintain their self-care needs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12 hours of out-of-class work will be assigned.

VN121K Pediatric Nursing

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of communicable childhood diseases, mental health problems, and other body system disorders affecting the pediatric patient. Pediatric drug calculations are discussed. Emphasis is placed on using the nursing process in caring for pediatric patients with self-care limitations or health deviations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.25 hours of out-of-class work will be assigned.

VN122K Pediatric Clinical

- Credits: 2.5 quarter credit hours
- Prerequisites: VN100K – VN116
- Course Hours: 48 contact hours (Lecture 0, Lab 0, Clinical 48)

This course is taken concurrently with VN 121 and provides students with supervised instruction in a community clinical setting. Students are given opportunities to interact with children and observe growth and development patterns. Students are expected to utilize the nursing process in providing care to pediatric patients, helping them meet, restore, or maintain their self-care needs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12 hours of out-of-class work will be assigned.

VN123K Reproductive System

- Credits: 1.0 quarter credit hours
- Prerequisites: VN100K - VN116
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of reproductive system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the reproductive system. Reproductive nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

VN124K Endocrine System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100-VN116, VN123
- Course Hours: 26 contact hours (Lecture 25, Lab 1)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of endocrine system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the endocrine system. Endocrine nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.5 hours of out-of-class work will be assigned.

VN125K Neurosensory System

- Credits: 2.0 quarter credit hours
- Prerequisites: VN100 - VN116, VN123 - VN124
- Course Hours: 32 contact hours (Lecture 30, Lab 2)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of neurosensory system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the neurosensory system. Neurosensory nursing skills are practiced in the campus laboratory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8 hours of out-of-class work will be assigned.

VN126K Medical-Surgical Clinical III

- Credits: 12.5 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 234 contact hours (Lecture 0, Lab 0, Clinical 234)

This course is taken concurrently with VN 123, 124, and 125, 127 and provides students with supervised instruction in a community clinical setting. The focus is on caring for patients with health deviations affecting the reproductive, endocrine, and neurosensory systems. Students are expected to utilize the nursing process in providing care to patients, helping them meet, restore, or maintain their self-care needs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 58.5 hours of out-of-class work will be assigned.

VN127K Career Preparation

- Credits: 1.0 quarter credit hours
- Prerequisites: VN100 - VN125
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course reviews legal and ethical issues impacting the practice of nursing and continues with concepts of professional development, which are included throughout the program. Emphasis is placed on the preparation of resumes and how to prepare for and participate in a job interview. Roleplaying, simulated situations, and group activities are utilized. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned.

X-Ray Technician/Medical Assistant Back Office

Effective: December 6, 2012

Program Description

The objective of the X-Ray Technician/Medical Assistant Back Office program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position in the occupations and job titles to which the program is represented to lead. The curriculum emphasizes development of effective techniques that provide protection for the patient and technician. Graduates must pass the California State Examination to secure a position as an x-ray technician. Out-of-class work is required in this program.

Graduates of this program may work in a physician's office, a chiropractic office, a clinic, or a hospital. Jobs may also be available in private medical practice, industry, and government service. Duties may include performing chest, extremity, and torsoskeletal x-ray procedures and a variety of back office/medical assisting duties.

The X-Ray Technician/Medical Assistant Back Office program consists of a minimum of 56.5 quarter credit hours, completed over a period of 51 weeks for day students and 53 weeks for night students, for a total of 1215 contact hours. Day classes are currently scheduled for 15 weeks, 4 1/2 hours per day (for the medical assisting portion); for 16 weeks, five hours per day (for the x-ray didactic portion); and for 20 weeks, seven to eight hours per day (for the practicum portion). Night classes are currently scheduled 15 weeks, 4.5 hours per day (for the medical assisting portion); 18 weeks, 4 1/2 hours per day (for the x-ray didactic portion); and 20 weeks, seven to eight hours per day (for the practicum portion). The exact practicum schedule is determined by the site requirements. Prior to graduation, students are required to complete 600 hours of clinicals. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog.

Externship/practicum/clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. Upon successful completion of the program, graduates will be awarded a Diploma.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

NOTE: A minimum grade of C is required for all X-Ray Technician/Medical Assistant Back Office Courses.

Curriculum

MA201BK Back Office - Clinical Theory and Procedures I

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, vision testing, basic ear/eye care, and patient positioning. Laws and ethics as they relate to the medical profession are discussed. Students receive instruction concerning: operation of EKG equipment, universal precautions, routine clinical infection control procedures, hands-on practice in medical asepsis and sterilization techniques, assisting with minor office surgical procedures, as well as identifying basic surgical instrument groups. This course also introduces the anatomy and physiology of body structure, and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

MA203BK Back Office - Clinical Theory and Procedures III

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course introduces students to the anatomy and physiology of the skeletal, muscular, integumentary, nervous, urinary, reproductive, endocrine, and digestive systems, as well as to nutrition and urinalysis. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Students also receive training in first aid and CPR. Medical terminology related to the topics presented is also introduced throughout this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

MAX202K Back Office - Clinical Theory and Procedures II

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 60, Lab 30)

This course introduces students to basic and advanced phlebotomy, hematology, and blood-collection techniques. Students are taught anatomy and physiology of the respiratory and cardiovascular systems. Students apply this knowledge to practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

PDX101BK Professional Development

- Credits: 1.50 2.0 quarter credit hours
- Prerequisites:
- Course Hours: 30 contact hours (Lecture 15, Lab 15)

This course focuses on activities associated with the refinement of professional skills application in an x-ray environment. Emphasis is placed on proper positioning and film critique. Successful job-search skills including applications, resumes, and interviews are addressed, as well as appropriate dress, grooming, and the importance of follow-up, with particular emphasis on attitude and skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

XR200K Core: Anatomy, Physiology, Ethics, Nursing, and Technical Overview

- Credits: 0.5 quarter credit hour
- Prerequisites: Completion of MA201BK-MA203BK, and/or permission of the department
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course introduces students to systemic and skeletal anatomy, radiographic terminology, and basic imaging and principles. Students are introduced to the principles of radiation protection, and review medical ethics, proper nursing, and patient care. The duties and responsibilities of the x-ray technician are also presented, with emphasis on communication and relationships. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

XR201K Radiological Physics

- Credits: 1.0 quarter credit hours
- Prerequisites: XR200K
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course provides a basic overview of radiologic physics in order for students to understand how x-rays are produced and the various characteristics of the beam. The fundamentals of the x-ray machine components and their operation are introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned per week.

XR202K Exposure (Density, Contrast, and Detail/Distortion)

- Credits: 3.5 quarter credit hours
- Prerequisites: XR201K
- Course Hours: 55 contact hours (Lecture 45, Lab 10)

This course introduces students to x-ray films, the concepts of radiographic film quality, and the exposure factors that contribute to the production of a radiographic image. The darkroom facility will be described, and film-processing procedures will be demonstrated. Students participate in laboratory experiments to demonstrate their knowledge, understanding, and skills by performing different techniques and exposure factors. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 13.75 hours of out-of-class work will be assigned.

XR203BK Radiation Protection

- Credits: 4.0 quarter credit hours
- Prerequisites: XR202K
- Course Hours: 65 contact hours (Lecture 50, Lab 15)

This course is designed to fulfill the radiation protection requirements of the California State Limited Permit School Standards. Methods employed to provide proper radiation protection for both the operator and patient will be introduced. The performance of minimum dose radiography is emphasized. A review of the California state standards and regulations pursuant to the performance of radiographic procedures employing appropriate radiation safety are identified. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 16.25 hours of out-of-class work will be assigned.

XR204K Specialized Chest Radiography

- Credits: 1.0 quarter credit hours
- Prerequisites: XR203BK
- Course Hours: 20 contact hours (Lecture 10, Lab 10)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the respiratory system. Routine chest radiographic procedures are described and demonstrated. Students demonstrate competency in performing routine chest radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XR205K Specialized Extremities Radiography

- Credits: 3.5 quarter credit hours
- Prerequisites: XR203BK
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system with particular emphasis on the bones of the extremities. Routine radiographic procedures appropriate to the upper and lower extremities are described and demonstrated. Students demonstrate competency in performing routine extremity radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 15 hours of out-of-class work will be assigned.

XR206K Specialized Torsoskeletal Radiography

- Credits: 4.0 quarter credit hours
- Prerequisites: XR203BK
- Course Hours: 70 contact hours (Lecture 40, Lab 30)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system, with particular emphasis on the bones of the thorax, shoulder girdle, and spine. Routine radiographic procedures appropriate to the thorax, shoulder girdle, pelvic girdle, and spine are described and demonstrated. Students demonstrate torsoskeletal radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and

writing assignments, practice and practical application assignments, and projects. A minimum of 17.5 hours of out-of-class work will be assigned.

XR207K Digital Imaging in Radiography

- Credits: 1.0 quarter credit hours
- Prerequisites: XR203BK
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

The digital imaging course focuses on the components and principles of exposure, image evaluation, and operation of digital imaging systems in diagnostic radiography. Topics such as factors that impact acquisition, display, archiving, and retrieval are discussed. The principles of digital system quality assurance and maintenance will also be presented. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XR271 X-Ray Clinical Application Skills I

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR272 X-Ray Clinical Application Skills II

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR273 X-Ray Clinical Application Skills III

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR274 X-Ray Clinical Application Skills IV

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility, concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Occupational Outcomes

Effective: November 5, 2012

Back Office Medical Assistant

Medical Assistant
Back Office Assistant Manager
Back Office Manager
Blood Bank Control Clerk
Hospital Donor Unit Assistant
Phlebotomist

Diagnostic Cardiac Sonography

Diagnostic Cardiac Sonographer
Echocardiography Technologist

Diagnostic Medical Sonography/Ultrasound

ABI Technician
Diagnostic Medical Sonographer
Ultrasound Technologist

Medical Assistant

General Office Occupations:

Billing/Collections Clerk
Bookkeeping Clerk
Clerk/Messenger/Runner
Clerk/Typist
Data Entry Operator
File Clerk
Inventory/Supply Clerk
Personnel Records Clerk
Receptionist

Medical Office Occupations:

Back Office Assistant Manager
Back Office Manager
Front Office Assistant Manager
Medical Assistant (general practitioner, OBGYN, pediatric, orthopedic, osteopathic, pediatric, internal, chiropractic)
Medical Office Assistant Manager
Registered Medical Assistant (after passing the AMT exam)
School Health Aide

Medical Facility Occupations:

Blood Bank Donor Unit Administrator
Blood Bank Donor Unit Assistant
Clinical Laboratory Phlebotomist (after passing the NCAMLP and meeting state certification requirements)
Hospital Donor Unit Assistant
Medical Assistant (general practitioner, OB-GYN, pediatric, orthopedic, osteopathic, pediatric, internal, chiropractic)

Registered Medical Assistant (after passing the AMT exam)
Unlicensed Nursing Assistant

Radiologic Technology

CT Technologist
Dark Room Technician
Mammography Technologist
Radiologic Technologist
Radiology Technologist Aide
Special Procedures Technologist
X-Ray Technician

Vocational Nursing

Acute Care Staff Nurse
Certified Nursing Assistant
Certified Home Health Aide
Health Screening Traveling Nurse
Home Health Nurse (adult/pediatric care)
Hospice Nurse
Instructor in MA or CNA Program
Licensed Vocational Nurse
(after passing state exam)
Long-Term-Care Charge or Staff Nurse
LVN/Mental Health Worker
Medical Clinic/Office Nurse
Military LVN in Armed Forces
Nurse for Department of Corrections
Occupational/Industrial First Aid Nurse
Phlebotomy/Blood Bank Nurse
Public School LVN/Health Clerk
Rehabilitation Staff Nurse
Staff Development Coordinator in
Long-Term Care
Staff Relief Nurse - Nursing Registry
Utilization Review Nurse

X-Ray Technician/Medical Assistant Back Office

Back Office Medical Assistant
Back Office Assistant Manager
Back Office Manager
Dark Room Technician
Phlebotomist
X-Ray Technician, Limited Permit
EKG Technician

ACADEMIC CALENDAR

Effective: December 26, 2012

2012 Holiday and Break Schedule

New Year's Day Observed	January 2
Martin Luther King Day	January 16
Presidents' Day	February 20
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving	November 22–23
Winter Break	December 19 – January 1
Classes Resume	January 2, 2013

2013 Academic Calendar

2013 Holiday and Break Schedule

New Year's Day	January 1
Classes Resume	January 2
Martin Luther King Day	January 21
President's Day	February 18
Memorial Day	May 27
Independence Day	July 4
No classes held	July 5
Labor Day	September 2
Thanksgiving	November 28 - November 29
Christmas	December 24 - December 25
New Year's Break	December 31 - January 1, 2014

Medical Assistant, X-Ray Technician/Medical Assistant Back Office, and Radiologic Technology Only

Winter Break December 20 - January 5, 2014

Diagnostic Medical Sonography/Ultrasound and Vocational Nursing Only

Winter Break December 21 - January 5, 2014

Diagnostic Cardiac Sonography

Start Date Grad Date

01/26/2013 04/14/2013

05/04/2013 07/21/2013

09/21/2013 11/24/2013

Diagnostic Medical Sonography/Ultrasound

Start Date Grad Date

01/10/2013 03/13/2015

02/20/2013 04/30/2015

03/25/2013 05/22/2015

05/08/2013 06/26/2015

06/17/2013 08/28/2015

07/22/2013 09/25/2015

09/05/2013 11/13/2015

10/14/2013 12/11/2015

11/14/2013 01/15/2016

Medical Assistant

Start Date Grad Date

01/23/2013 10/01/2013

02/28/2013 11/06/2013

04/04/2013 12/11/2013

05/09/2013 01/16/2014

06/17/2013 03/07/2014

07/23/2013 04/11/2014

08/27/2013 05/20/2014

10/02/2013 06/24/2014

11/06/2013 07/30/2014

12/12/2013 09/03/2014

Phlebotomy Course Basic and Advanced

Start Date	Grad Date
01/14/2013	01/28/2013
02/04/2013	02/19/2013
02/11/2013	02/25/2013
03/04/2013	03/18/2013
03/11/2013	03/25/2013
03/18/2013	04/01/2013
04/01/2013	04/15/2013
04/08/2013	04/22/2013
04/15/2013	04/29/2013
04/22/2013	05/06/2013
05/06/2013	05/20/2013
05/13/2013	05/28/2013
05/20/2013	06/03/2013
06/03/2013	06/17/2013
06/17/2013	07/01/2013
07/08/2013	07/22/2013
07/15/2013	07/29/2013
07/22/2013	08/05/2013
08/05/2013	08/19/2013
08/12/2013	08/26/2013
08/19/2013	09/03/2013
09/09/2013	09/23/2013
09/16/2013	09/30/2013
09/23/2013	10/07/2013
10/07/2013	10/21/2013
10/14/2013	10/28/2013
10/21/2013	11/04/2013
11/04/2013	11/18/2013
11/11/2013	11/25/2013

11/18/2013 12/02/2013

12/02/2013 12/06/2013

Radiologic Technology/12V

Start Date Grad Date

06/03/2013 03/30/2015

Radiologic Technology

Start Date Grad Date

01/14/2013 04/30/2014

04/08/2013 07/30/2014

09/09/2013 12/30/2014

Vocational Nursing

Start Date Grad Date

3/25/2013 04/11/2014

7/29/2013 08/15/2014

12/2/2013 12/19/2014

X-Ray Technician / Medical Assistant Back Office

Start Date Grad Date

02/25/2013 03/30/2014

03/27/2013 04/15/2014

04/15/2013 04/30/2014

06/17/2013 07/30/2014

07/24/2013 08/15/2014

08/06/2013 08/30/2014

10/07/2013 10/30/2014

11/13/2013 11/30/2014

12/03/2013 12/15/2014

2012 CATALOG

Welcome to the Kaplan College Riverside Catalog!

Kaplan College (Branch of North Hollywood)
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Publication Date: 12/21/2012

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INSTITUTION INFORMATION

Mission and Objectives

Kaplan College is an institution of higher education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

To accomplish its mission, Kaplan College established the following objectives:

1. Provide programs that are continually assessed by faculty, staff, and members of the business and education communities;
2. Provide intensive and comprehensive instruction that strengthens student academic achievement;
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity;
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff;
5. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life; and
6. Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future.

Kaplan College recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. Kaplan College employs instructional methods based on adult learning theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development and seeking initial employment or career advancement.

Kaplan College believes that education should promote the development of positive self-esteem and, to that end Kaplan College provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, Kaplan College strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their programs of study.

Kaplan College helps students reach their educational goals by teaching the communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully participate in society, by providing students with the opportunity to gain the knowledge necessary to succeed in a competitive job market, and by encouraging students to become involved in professional organizations that promote their learning and professional skills.

Kaplan College provides assistance to eligible graduates in obtaining employment. Students attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

History

Effective: November 2, 2012

Computer Education Institute (CEI) was founded in 1990 in Laguna Hills, California. CEI offered Computer Networking, Computer Systems Repair, and Computerized Office Skills. Additional computer training colleges were started in several southern California locations including Riverside. The CEI Riverside campus, first located on Spruce Street, expanded the curricular offerings to include Medical Assistant, Massage Therapy, Medical Billing and Coding Specialist, and Pharmacy Technician. In August 2003, the College was acquired by Kaplan Higher Education Corporation. In April 2004, the College changed its name to Maric College. By June 2006, the College curriculum focused on allied health. In July 2006, the College moved to a new facility downtown. In March 2007, the College became a branch campus of Kaplan College in North Hollywood. In August 2008, the campus name changed to Kaplan College.

Equipment

In keeping with the high standards of Kaplan College, students are afforded the opportunity to develop a practical, working knowledge of the equipment and materials they will likely be using on the job. Kaplan College provides students with hands-on instruction using a variety of program and industry related equipment.

The Criminal Justice program utilizes hands on equipment such as a law enforcement training system (firearms simulator with simulation firearm), visual communications software (virtual crime scenes) installed on each computer, advanced facial recognition software, physical crime scene kits, computer with Windows XP Professional and connections to the Internet and on-line library for research.

The Dental Assistant program utilizes dental reference books, typodonts (anatomical models of full mouth dentition), dental operatories, tray set ups for dental procedures, hand instruments for training purposes in routine chair side assisting, dental x-ray units including one digital Scan-X machine, automatic processor, view boxes, amalgamators, light cure units, trimmers, a lathe, an autoclave and ultrasonic for sterilization, and computer systems and software programs for dental assisting.

The Health Information Technology program provides computers, printers and Virtual Lab software. The Virtual Lab includes a variety of HIM software applications including ATHENS/Cerner PowerChart and Him ProFile, QuadraMed MPI Suite, QuadraMed Quantim Encoders (ICD-9 and ICD-10), 3M Coding and Reimbursement System (ICD-9 and ICD-10), McKesson Horizon patient Folder, HealthPort EDMS (Electronic Document Management System), HealthPort ROI (eSmartLog and SmarLink), and Tableau.

The Massage Therapy program equipment includes full-size massage tables, stools, paraffin bath units, hydrotherapy foot spas, and massage chairs. The program also utilizes computer labs with printers and installed software relevant to this area of training.

The Medical Assistant program provides training in clinical and computer labs. The equipment includes centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, microhematocrit readers, and support devices. Classroom/lab computers with installed software in the areas of keyboarding, electronic medical records, virtual medical office simulations, and medical administration are accessible to students. Printers are readily accessible to students.

The Medical Billing and Coding Specialist program provides computers and printers that are readily accessible to students. Computers with installed software in the areas of word processing, billing, and coding are utilized in the program. Clinical equipment includes blood pressure arm, stethoscopes, teaching stethoscopes, and infant and upright weight scales.

Institution Facilities

Kaplan College, Riverside campus, is conveniently located to serve the Riverside area. Classes are conducted at 4040 Vine Street, Riverside, California 92507. The campus occupies approximately 40,000 square feet of classroom and office space in two floors.

Each Kaplan College program is taught in specially built classrooms, fully equipped laboratories, and computer rooms. All facilities are compliant with the Americans with Disabilities Act.

Learning Resource Center

Each location maintains and develops information, resources, and services that support the educational goals of students, faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals, digital information access, computer workstations, and other materials.

Because resource skills are an integral part of a student's academic achievement, students receive instruction in resource skills and procedures. The development of resource skills is strengthened by research components built into the Institution's curriculum. Trained support personnel are available to assist students and faculty.

Students enrolled in any of the Institution's educational delivery systems are assured access to educational resources and services through a variety of communication media.

Learning Resource Center hours are posted outside of the Learning Resource Center.

Accrediting Agencies, Approvals, and Memberships

Effective: November 2, 2012

Accrediting Agencies

- Accredited by the:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212

- The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Approvals

- This is a private institution approved to operate by the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov
916.431.6959

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, California, 95833, www.bppe.ca.gov, Toll-free telephone number: 888.370.7589 or by fax 916.263.1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1.888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

- Approved by the Dental Board of California for Dental Assistant Program, Radiology, Coronal Polish, Infection Control, and Pit and Fissure Sealants

State of California
Department of Consumer Affairs
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, California 95815
www.dbc.ca.gov
916.263.2595

- Approved as an Authorized Testing Center for examinations by the National Center for Competency Testing
- Approved under the provisions of Title 38, United States Code, to train eligible persons and Veterans
- Approved to train eligible students under the Workforce Investment Board (WIB)

Memberships

- Member of the Association of Private Sector Colleges and Universities
- Member of the Riverside Chamber of Commerce
- Member of the Alpha Beta Kappa National Honor Society
- **Member of Associated Bodywork and Massage Professionals**

Disclosure Statement

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101, et seq.).

Administration, Staff, and Faculty

Effective: November 2, 2012

Kaplan Higher Education Administration

Andrew S. Rosen, Chairman and Chief Executive Officer, Kaplan, Inc.
John Lock, President, Kaplan Higher Education Corporation

Kaplan College Administration

Christopher VanEs, Executive Director
Betty Day, Director of Admissions
Kimi Tucker, Director of Education
Jessica Hansen, Admissions Representative
Ophelia Polk, Admissions Representative
Josefina Serafez, Admissions Representative
Robert Bourgeois, Admissions Representative
Mona Mendoza, Admissions Representative
Michael Johnson, Admissions Representative
Art Loya, Admissions Representative
Priscilla Carrasco, Admissions Representative
Cristine Smith, Admissions Coordinator
Noelia Nyman, Bookkeeper
Elinder Ochoa, Student Loan Counselor
Jonathan Langley, Associate Director of Career Services
Cherie Adams, Career Services Advisor
Krishawna Carranza, Career Services Advisor
Paula Ochoa, Library Manager
Delia Lara-Correa, Director of Finance
Chiniqua Smith, Financial Aid Manager
Dino Estrada, Financial Aid Officer
Yamili Coronel, Financial Aid Officer
Michelle Moore, Registrar

Faculty

Robin Anderson
Dental Assistant Instructor

Amy Denos
Dental Assistant Program Director

Ruth Field
Massage Therapy Program Director

Tammy Ladd
Dental Assistant Instructor

Kellie Lulas
Allied Health Program Director

Nick Ramos
Medical Assistant Instructor/Externship Coordinator

Yvette Melendez
Dental Assistant Instructor

Fred Edwards
Criminal Justice Program Director

Lori Torres
Health Information Technology Program Director

Disabilities Coordinator

Kimi Tucker
Director of Education

Ownership

Kaplan College is a subsidiary of Kaplan Higher Education Corporation, 225 West Wacker Drive, Chicago, IL 60606. In addition, Kaplan Higher Education owns the schools listed below. Kaplan Higher Education is a subsidiary of Kaplan, Inc. Kaplan is a subsidiary of The Washington Post Company.

Andover College
475 Lisbon Street
Lewiston, Maine 04240

Kaplan College
13610 North Black Canyon Highway, Suite 104
Phoenix, Arizona 85029

Andover College
265 Western Avenue
South Portland, Maine 04106

Kaplan College (Main Campus)
4330 Watt Avenue, Suite 400
Sacramento, California 95821

Bauder College
384 Northyards Boulevard NWSuites 190 & 400
Atlanta, Georgia 30313

Kaplan College
(Branch of Sacramento)
1914 Wible Road
Bakersfield, California 93304

Kaplan Career Institute
Lawrence Park Shopping Center
1991 Sproul Road, Suite 42
Broomall, Pennsylvania 19008

Kaplan College (Main Campus)
5172 Kiernan Court
Salida, California 95368

Kaplan Career Institute (Main Campus)
177 Franklin Mills Boulevard
Philadelphia, Pennsylvania 19154

Kaplan College
(Branch of Salida)
44 Shaw Avenue
Clovis, California 93612

Kaplan Career Institute
(Branch of Franklin Mills)
3031 West Grand Boulevard, Suite 236
Detroit, Michigan 48202

Kaplan College (Main Campus)
7142 San Pedro Avenue, Suite 100
San Antonio, Texas 78216

Kaplan College
(Branch of Franklin Mills)
801 Linn Street
Cincinnati, Ohio 45238

Kaplan College
(Branch of San Pedro)
1500 South Jackson Road
McAllen, Texas 78503

Hesser College
16 Foundry Street, Suite 201

Kaplan College
(Branch of San Pedro)

Concord, New Hampshire 03301
Hesser College
3 Sundial Avenue
Manchester, New Hampshire 03103

Hesser College
410 Amherst Street
Nashua, New Hampshire 03063

Hesser College
170 Commerce Way
Portsmouth, New Hampshire 03801

Hesser College
11 Manor Parkway
Salem, New Hampshire 03079

Kaplan Career Institute
8720 Brookpark Road
Brooklyn, Ohio 44129

Kaplan Career Institute (Main Campus)
570 Rutherford Avenue
Charlestown, Massachusetts 02129

Kaplan Career Institute
(Branch of Charlestown)
540 Commonwealth Avenue
Boston, Massachusetts 02215

Kaplan Career Institute (Main Campus)
5650 Derry Street
Harrisburg, Pennsylvania 17111

Kaplan Career Institute-Dearborn
(Branch of Harrisburg)
18440 Ford Road
Detroit, Michigan 48228

Kaplan Career Institute
(Branch of Harrisburg)
3010 Market Street
Philadelphia, Pennsylvania 19104

Kaplan College
(Branch of Harrisburg)
10131 Pines Boulevard
Pembroke Pines, Florida 33026

Kaplan College
(Branch of Harrisburg)
7450 Beach Boulevard
Jacksonville, Florida 32216

Kaplan Career Institute (Main Campus)
750 Envious Lane
Nashville, Tennessee 37212

Kaplan College
(Branch of Nashville)

South Coast Plaza
1620 South Padre Island Drive, Suite 600
Corpus Christi, Texas 78416

Kaplan College
(Branch of San Pedro)
2001 Beach Street, Suite 201
Fort Worth, Texas 76103

Kaplan College (Main Campus)
6441 NW Loop 410
San Antonio, Texas 78238

Kaplan College
(Branch of Ingram)
Parkdale Mall
6115 Eastex Freeway
Beaumont, Texas 77706

Kaplan College
(Branch of Ingram)
6410 McPherson Road
Laredo, Texas 78041

Kaplan College
(Branch of Ingram)
1421 Ninth Street
Lubbock, Texas 79401

Kaplan College (Main Campus)
9055 Balboa Avenue
San Diego, California 92123

Kaplan College
(Branch of San Diego)
Chula Vista Center
555 Broadway, Suite 144
Chula Vista, California 91910-5342

Kaplan College
722 West March Lane
Stockton, California 95207

Kaplan College
500 East Eighty-fourth Avenue Suite W-200
Thornton, Colorado 80229

Kaplan College (Main Campus)
2022 University Drive
Vista, California 92083

Kaplan College
(Branch of Vista)
2475 East Tahquitz Canyon Way
Palm Springs, California 92262

Kaplan University (Main Campus)
1801 East Kimberly Road, Suite 1
Davenport, Iowa 52807

6070 East Independence Boulevard
Charlotte, North Carolina 28212

Kaplan Career Institute
933 Penn Avenue
Pittsburgh, Pennsylvania 15222

Kaplan College
2745 Winchester Pike
Columbus, Ohio 43232

Kaplan College (Main Campus)
12005 Ford Road, Suite 100
Dallas, Texas 75234

Kaplan College
(Branch of Dallas)
Westwood Village Shopping Center
4320 West Illinois, Suite A
Midland, Texas 79703

Kaplan College
(Branch of Dallas)
2241 S. Watson Road
Arlington, Texas 76010

Kaplan College
2800 E. River Road
Dayton, Ohio 45439

Kaplan College (Main Campus)
8360 Burnham Road, Suite 100
El Paso, Texas 79907

Kaplan College
(Branch of El Paso)
1900 North Expressway, Suite O
Brownsville, Texas 78521

Kaplan College (Main Campus)
7302 Woodland Drive
Indianapolis, Indiana 46278

Kaplan College
(Branch of Indianapolis)
4200 South East Street, Suite 7
Indianapolis, Indiana 46227

Kaplan College
3535 W. Sahara Avenue
Las Vegas, Nevada 89102

Kaplan College (Main Campus)
7833 Indianapolis Boulevard
Hammond, Indiana 46324

Kaplan College
(Branch of Hammond)
111 West Pleasant Street, Suite 101
Milwaukee, Wisconsin 53212

Kaplan University
(Branch of Davenport)
3165 Edgewood Parkway SW
Cedar Rapids, Iowa 52404

Kaplan University
(Branch of Davenport)
7009 Nordic Drive
Cedar Falls, Iowa 50613

Kaplan University
(Branch of Davenport)
1751 Madison Avenue, Suite 750
Council Bluffs, Iowa 51503

Kaplan University
(Branch of Davenport)
4655 121st Street
Des Moines, Iowa 50323

Kaplan University
(Branch of Davenport)
1821 K Street
Lincoln, Nebraska 68508

Kaplan University
(Branch of Davenport)
Plaza West
2570 Fourth Street SW
Mason City, Iowa 50401

Kaplan University
(Branch of Davenport)
3350 North Ninetieth Street
Omaha, Nebraska 68134

Kaplan University
(Branch of Davenport)
18618 Crestwood Drive
Hagerstown, Maryland 21742

Kaplan University
(Branch of Davenport)
5301 Buckeystown Pike, Suite 150
Frederick, Maryland 21704

TESST College of Technology
1520 South Caton Avenue
Baltimore, Maryland 21227

TESST College of Technology
4600 Powder Mill Road
Beltsville, Maryland 20705

Kaplan College
(Branch of Beltsville)
1987 S. Military Highway
Chesapeake, VA 23320

TESST College of Technology

Kaplan College (Main Campus)
6180 Laurel Canyon Boulevard, Suite 101
North Hollywood, California 91606

Kaplan College
(Branch of North Hollywood)
4040 Vine Street
Riverside, California 92507

803 Glen Eagles Court
Towson, Maryland 21286

Texas School of Business (Main Campus, North)
711 East Airtex Drive
Houston, Texas 77073

Texas School of Business
(Branch of North)
3208 FM 528
Friendswood, Texas 77546

Texas School of Business
(Branch of North)
12030 East Freeway
Houston, Texas 77029

Texas School of Business
(Branch of North)
6363 Richmond Avenue, Suite 300
Houston, Texas 77057

Catalog Certification

Kaplan Higher Education Corporation (KHEC) owns and operates Kaplan College, a nonpublic institution. Kaplan Higher Education certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Kaplan College or KHEC.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic Student Handbooks are received by the student at orientation or can be picked up in the Academic or Student Services Office.

Board of Directors

Kaplan Board of Directors

Andrew S. Rosen
Johan de Muinck Keizer
Matthew C. Seelye

ADMISSION INFORMATION

Acceptance to the Institution

All first-time students will be considered conditionally admitted to the Institution and will not be eligible for Title IV federal financial aid while in this status. All of the Institution's policies nevertheless apply to such students, and they enjoy all the rights and resources of an officially accepted student during the conditional admittance period. Students in non-degree-seeking/short-course programs, international students, and students transferring credit into specified courses will not be considered conditionally admitted. Students returning to school may be excluded from this policy based on a review of their academic record of previous coursework. While a student is conditionally admitted to the Institution, charges will accrue to the student's account; however, students choosing to withdraw during the conditional admittance period will not have any financial obligation to the Institution other than the non-refundable enrollment fee, as allowed by state law.

The Kaplan Commitment conditional admittance period begins on the first day of the term and continues through the close of business on the 30th calendar day of the term. Students have the right to withdraw, upon written notice, at any time prior to the close of business on the 30th calendar day of the term owing nothing more than the nonrefundable enrollment fee, as allowed by state law.

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will conditionally withdraw any student not meeting the criteria, and such a student will not owe any financial obligation to the Institution except for the enrollment fee, which is nonrefundable, as allowed by state law.

Upon completion of all admission requirements, the Institution's administration will review the information and inform applicants in writing whether they have been officially accepted. If an applicant is not officially accepted, all monies paid will be refunded with the exception of the nonrefundable enrollment fee, as allowed by state law.

Admission Requirements and Conditions

Effective: August 31, 2012

1. A prospective student interested in the Institution must:

- a. be a high school graduate (high school seniors are eligible to complete an Enrollment Agreement but cannot start class until submitting acceptable proof of high school graduation), or
- b. possess a General Education Development (GED) certificate, or
- c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state. Note, however, that prospective students interested in the Criminal Justice program who possess a Home Study certificate or transcript may not meet minimum standards for employment in some Criminal Justice positions after graduation.

Evidence of high school graduation or equivalent must be presented to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If prospective students who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

2. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.

3. All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.

4. Programs at the Institution will require prospective students to take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score in order to gain admittance to the Institution. The programs and minimum scores are listed below. See Admissions - Entrance Testing Conditions.

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5. Students may enroll through the end of the day on the Official Start Date as published in the Academic Calendar.

6. New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.

7. Applications for credit for prior learning must be completed prior to the start date in order to receive credit for any courses that are part of Kaplan Commitment. Applications for courses that are not part of Kaplan Commitment should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

8. Students must be able to speak, read, and write English fluently as all courses are taught in English.

9. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.

10. Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. In certain programs, this documentation must be submitted prior to the first day of class in the student's first term.

11. If a national criminal background check reveals that a prospective student has a felony conviction or is listed as a registered sex offender, that student, as a result, will not be allowed to start or remain in classes or transfer to a different program.

12. Students may be required to undergo criminal background checks before being placed in an externship/practicum, clinical or fieldwork rotation or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the externship/practicum, clinical or fieldwork portion of the program, which is a requirement for graduation from the program. Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

13. Some programs require students to pass a drug/chemical substance test that must be completed prior to the start date.

14. Many externship/practicum, clinical, and fieldwork sites require drug/chemical substance testing. It is the student's responsibility to comply with the requirements of his or her specific externship/practicum, clinical, or fieldwork site.

15. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.

16. You may be allowed to satisfy certain degree requirements by taking online courses through Kaplan University. You should consult your program director and/or admissions representative for more specific information as far as which programs allow requirements to be satisfied through online courses; however, under no circumstances would you be allowed to complete more than 50% of your program through Kaplan University online courses. Using Kaplan University online courses may result in additional costs to you as you will be required to have access to a computer with internet service and may be required to pay additional course fees for Kaplan University courses.

17. Results of a satisfactory national criminal background check must be received for the programs below. Other programs may require fingerprints as part of the background check. The cost of this fingerprinting may be the responsibility of the prospective student. Please see the Certifications, State Board, and National Board Exams section of this catalog.

Criminal Justice

Health Information Technology

Admissions - Entrance Testing Conditions

Specific information regarding waivers to the test can be obtained from Admissions.

A prospective student may attempt the SLE no more than four times within a 12-month period. Students may take tests one and two on the same day; however, they are not required to do so. Tests one and two may be taken at the student's requested time interval. Should the student fail to achieve the minimum required score on both tests one and two, the student must wait 24 hours between the administration of tests two and three. Should the student fail to achieve the minimum required score on the first three testing attempts, the student must wait 24 hours between the administration of tests three and four.

I-20 Applicants

Effective: November 2, 2012

The Institution is authorized under federal law to enroll nonimmigrant students. The Institution will assist qualified international students in securing the immigration documents necessary for school attendance in the United States. I-20 applicants are not eligible for conditional admittance under the terms defined by Kaplan Commitment. Please note that only students pursuing a full course of study are eligible to apply for an I-20 form.

In order to apply for admission, I-20 applicants must take the following steps, in order:

1. Complete an informational interview. Applicants to some programs may have an additional interview with a member of the academic department to further assess the applicant's readiness to enter the educational program.
2. Take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score in order to gain admittance to the Institution. The programs and minimum scores are listed in the supplement to this catalog. Students applying from out of the country who are unable to visit the campus in person must complete the SLE-Q online assessment, earning the minimum score required to gain admittance to the applicable program, and must take the nationally standardized Wonderlic SLE once on campus. Additional entrance tests may be required for specific programs and should be taken at this time (see Admissions Requirement and Conditions for program-specific admissions requirements).
3. Satisfy any additional programmatic admissions requirements (background check, drug testing, immunizations, etc), if applicable. Applicants who apply from out of the country and are unable to visit the campus in person must satisfactorily complete drug testing once in the country, and prior to beginning their course of study.

Upon satisfactory completion of items 1-3, applicants must submit the following items:

4. A signed Enrollment Agreement (which must be signed by a parent or guardian if the applicant is under 18 years of age), a completed Form I-20 application, and any other necessary admissions paperwork.

5. A \$100 nonrefundable application fee. Payment of this fee will exempt applicants from paying enrollment fees stated on the Tuition and Fees page, if applicable.

6. An official high school or college transcript. Foreign transcripts must be accompanied by an explanation of the grading scale and course descriptions, and evaluated for equivalency to a United States high school diploma by an authorized school official or appropriate outside agency and translated into English, if applicable. Prospective students may contact an agency specializing in translation, explanation, or equivalency services. Agencies can be located at www.naces.org/members.htm. Any costs incurred as a result of these services will be the responsibility of the prospective student and may range from approximately 50.00 to 150.00 U.S. dollars.

7. Current, notarized bank statement(s), with balance(s) converted into U.S. dollars, indicating that the applicant or the applicant's parent/guardian has sufficient funds to cover the costs of tuition, fees, and living expenses for the entire program of study, or a certified government sponsor letter indicating that tuition, fees, and living expenses will be paid in advance of each term.

8. A paper-based minimum TOEFL score of 477 or above, or an internet-based minimum TOEFL score of 71 if English is not the student's primary language.

The campus will review items 4-8 and notify applicants of their eligibility for enrollment. If the applicant is eligible, the campus will issue a Certificate of Eligibility (INS Form I-20) for the applicant's use in applying for a student visa.

Applicants for Single Courses

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
- Submit a nonrefundable enrollment fee.

Students who do not enroll into a program of study are not eligible to receive Title IV funds.

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.

Prior Learning Assessment

Effective: August 31, 2012

Students applying for credit in any of the categories described below must complete a Prior Learning Assessment form and submit official transcripts, course descriptions, and other supporting documentation prior to the start date.

Although all students are encouraged to apply for credit, those who will be using veterans benefits to attend the Institution must complete the request form. The Institution will grant appropriate credit, shorten the duration of the program proportionately, and notify the student and Veterans Affairs accordingly.

Each student must complete 25% of the credits required for degree and diploma programs at the campus awarding the graduation credential. Students who are denied credit may present a written appeal for reconsideration to the Director of Education or Academic Dean.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

Previous Education or Training

The Institution will consider awarding credit from postsecondary institutions accredited by agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation. When evaluation is made of the student's transcript, credit may be awarded for courses successfully completed at another accredited postsecondary institution where course and credit values are comparable to those offered by the Institution. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated. The Institution does not guarantee the transferability of credits from any of these sources. Students earning credit through previous education will be awarded the grade of "TC."

The Institution will also consider awarding credit for previous professional learning. Professional learning consists of transcribed coursework from a professional or nonacademic environment that has been reviewed by the American Council on Education (ACE) and determined to be college level. Students earning credit through professional learning will be awarded the grade of "TC."

The transfer-of-credit award is based on:

- courses that have a grade of C- or better, or a "P" in a pass/fail system;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program;
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions; and
- course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

If the student is enrolled in a course or program that requires higher than a C- to pass, the student must receive the required score or grade to receive credit.

Military Training

The Institution recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's degree, may be eligible for transfer credit. Students who earn credit through their military training will be awarded the grade of "TC."

Externally Administered Exams

College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSSTs), and Advanced Placement Program (AP) credits may be accepted with minimum scores recommended by the Educational Testing Service (ETS) or the

American Council on Education (ACE). Credit is awarded for each test in which the ETS or ACE recommended minimum score is earned and the grade awarded will be "CC".

Challenge Exams

Students may request to "test out" of certain courses if they have documented subject area knowledge by passing the final exam for the course with a predetermined score. Students earning credit through Challenge Exams will be awarded the grade of "CC." Challenge Exams from other colleges or universities will not be accepted. Students will have only one attempt to enroll in and take a particular Challenge Exam. A student cannot take a Challenge Exam if he or she has already begun the course or has received a failing grade in the course. Challenge exams will not be considered for clinical or externship courses. The student must submit evidence of subject area knowledge to attempt a challenge exam.

Credit Awarded to Kaplan Higher Education Diploma Graduates

The Institution will consider awarding credit to graduates from certain Kaplan Higher Education diploma programs who are continuing their education in certain Kaplan Higher Education associate's degree programs.

Transfer of Credit between Kaplan Higher Education Institutions

Effective: August 31, 2012

Course credits may be transferred from any Kaplan Higher Education institution upon a student's acceptance to the receiving Kaplan Higher Education institution. The transfer-of-credit award is based on:

- courses that have a grade of D (applies to graduates of Kaplan Higher Education programs) or C- (applies to students who attended but did not graduate from a Kaplan Higher Education program) or better;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program; and
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.
- Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit.

Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

Students transferring from any Kaplan Higher Education institution must complete a minimum of 25% of the course credits at the Kaplan Higher Education institution awarding the graduation credential.

Policy of Nondiscrimination

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Students Seeking Reasonable Accommodations

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to reasonably attempt to overcome the effects of conditions that limit the participation of qualified disabled students.

In order to facilitate its compliance with applicable laws and regulations, the Institution has appointed a Disabilities Coordinator to assist those who are seeking ADA accommodations. The Disabilities Coordinator will meet with students requesting accommodations to complete the KHE-180 form.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to the Disabilities Coordinator as soon as those needs arise.

Documentation to support the disability must be provided to the Institution at the time of the request. All requests for accommodations should be made to the Disabilities Coordinator.

The name, address, and telephone number of the Disabilities Coordinator are noted on the Administration, Staff, and Faculty page, are posted in the Admissions Office, or can be obtained from the President/Executive Director of the Institution.

STUDENT INFORMATION AND SERVICES

Advising

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

Academic Advising

Students who may be experiencing academic challenges are advised to contact the Education Department.

Tutoring

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

Student Responsibilities

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.

13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

Conduct

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Students dismissed for conduct violations will not be readmitted.

Student Interaction

Student interaction is considered to be an important component of the academic experience at the Institution. Both the faculty and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

Personal Appearance

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only,

and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

Ownership of Student and Third-Party Intellectual Property

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

1. The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
2. The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
3. The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

General Student Complaint Procedure/Grievance Policy

Kaplan College encourages students to bring all complaints or grievances about academically related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute resolution procedures. The Institution will investigate all complaints or grievances fully and promptly.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or Kaplan College staff. Grievances may include misapplication of the Institution's policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other Kaplan College employee.

Students within the conditional admittance period will have two business days to appeal their final grade. Students who appeal their final grade may attend classes during the appeal process.

STEP 1

A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2

The student should next bring the grievance to the attention of his/her Advisor, Director of Student Services, or Program Director.

STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps 1 and 2, or if steps 1 and 2 are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Director of Education.

STEP 4

Contact the Campus President/Executive Director.

STEP 5

Unresolved concerns regarding the grievance may be appealed within 14 days from the Campus President/Executive Director's decision to the Grievance Committee either in writing or by personal appearance. To appear at the Grievance Committee, make an appointment through the Program Director, Director of Education, Director of Student Services, or Campus President/Executive Director. The Grievance Committee consists of the Director of Education, Director of Career Services, Director of Student Services (or Registrar if no such position exists on campus), the Program Director, and a faculty member from an unrelated program appointed by the Director of Education. The Grievance Committee will convene to review the grievance with the student, the instructor, and all other appropriate parties. The student has the option of representation at this hearing by a faculty member at the Institution or an impartial student advocate. This advocate may serve as the student's advocate throughout the grievance process. The Grievance Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the Institution. Written minutes of the grievance meeting will be distributed to those attending and will include a description of the outcome, the resolution reached, or the next steps to be taken within two working days of the meeting.

STEP 6

Contact the Kaplan Higher Education Director of Student Relations at 866.863.8591.

STEP 7

If the grievance cannot be resolved between Kaplan College and the student directly, the student may contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov
916.431.6959

For students residing in any state not listed above, a complete list of state agencies to which students may direct questions, concerns, or complaints is provided in the supplement to this catalog.

STEP 8

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the Institution for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career School and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703.247.4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the Institution and may be obtained by contacting the Disabilities Coordinator or online at www.accsc.org.

Additionally, other than for a grievance related to grades, students are encouraged, but not required, to utilize the Grievance Procedure described herein prior to proceeding with any demand for arbitration. Any dispute arising from enrollment at the Institution, other than a dispute related to grades, and no matter how described, pleaded, or styled, will be resolved by binding arbitration under the Federal Arbitration Act conducted in the city in which the Institution is located. The arbitration will be administered by Judicial Arbitration & Mediation Services ("JAMS") under JAMS' Streamlined Arbitration Rules and Procedures or other applicable JAMS rules. Any award rendered by the arbitrator may be entered in any court having competent jurisdiction. This arbitration provision summarizes and incorporates the arbitration agreement found elsewhere in the Institution's enrollment materials, including the Arbitration Agreement and Waiver of Jury Trial.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Web site, www.bppe.ca.gov.

Career Services

The Institution offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Services Department will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career services offered by the Institution are not an obligation or guarantee of employment. If a student fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Services Department.

Part-time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Services Department will make a reasonable effort to assist them in their search.

Student Activities

Student Health Services

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Student Housing

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, or the Director of Education.

Summary of Delivery System

Programs will be delivered in some combination of classroom, laboratory, externship/practicum, clinical, and digital instruction.

The Institution's online platform is located on the Internet at quad2.kaplan.edu. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place. Every assignment and activity in a course has been planned, selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms
- Access to the 24-hour help desk

Technology and Equipment Requirements for Digital Instruction

To enroll in a program with a digital instruction component, you must have access to a computer with the following minimum requirements.

Hardware:

- A PC running a Microsoft Windows operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- A 1024×768 monitor with a 16-bit or greater video card (24-bit preferred)
- A DVD-ROM drive or CD-ROM
- A sound card with speakers and microphone (for selected courses)

Software*:

- A Microsoft Windows® operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X
- Microsoft Office 2003 or a more recent version
- A current antivirus and antispyware application that is updated regularly
- Internet Explorer 7.0 or a more recent version, or Firefox 3.013 or a more recent version
- Adobe® Reader® 8.0 or a more recent version (free download)
- Adobe® Flash Player 10.0 or a more recent version (free download)
- Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download)
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- AOL Instant Messenger (free download)

Internet/E-mail:

- An Internet service provider (ISP)
- A dedicated, reliable 128 Kbps or faster
- An Internet connection
- An e-mail address and account will be issued to all students for use within their courses.

*Some courses have additional software and hardware requirements.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Institution distributes annually to all current students and employees a disclosure regarding the availability, location, and contents of the campus security report.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug-Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

Family Educational Rights and Privacy Act

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
- 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 prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school 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) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

- 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 Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

Directory Information Public Notice

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Institution maintains an online directory for the Institution's community. Upon the first day of attendance, students' profile listings, including student names and user names, become available to the Institution's community (students, faculty, and administrators). The online directory

may also include information commonly referred to as "directory information." The Institution designates the following categories of student information as directory information:

- Student's name
- Student's address
- Student's telephone number
- Student's email address
- Photographic representations of students
- Student's field of study
- Student's grade level
- Student's enrollment status
- Student's dates of attendance at the Institution
- Student's degrees, honors, and awards received
- Student's participation in officially recognized campus activities

The Institution does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. Students who improperly use the directory or any information it contains may be subject to disciplinary action. Students have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon a student's withdrawal from the Institution, student directory information will be removed. Upon a student's graduation from the Institution, student directory information will become eligible for inclusion in an alumni directory.

Additionally, the Institution may release directory information to third parties without prior consent of students. Directory information may be disclosed by the Institution at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

Currently enrolled students may choose to withhold disclosure of their directory information by obtaining the Directory Information Withholding Request Form from the Campus Registrar, completing the form, and returning it to the Campus Registrar's Office. The Institution will honor a student's request to withhold directory information; however, the Institution cannot assume responsibility for subsequently contacting the student for permission to release information to prospective employers, relatives, or other persons. The failure on the part of any student to specifically request that his or her directory information be withheld indicates individual approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by the Institution prior to receipt of the request.

Personal Property

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

State Agencies

If a student's complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate the Institution or in what states the Institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the Institution is required to be licensed in that state.

ALABAMA

Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000
<http://www.accs.cc/complaintform.aspx>

ALASKA

NEVADA

Nevada Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, NV 89120
[http://www.cpe.state.nv.us/
CPE%20Complaint%20Info.htm](http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm)

Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
customer.service@alaska.gov

Alaska Office of Attorney General
Consumer Protection Unit
1031 West Fourth Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov
[http://www.law.state.ak.us/pdf/consumer/
FORM_complaint.pdf](http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf)

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
[http://azppse.state.az.us/student_info/
compliance.asp](http://azppse.state.az.us/student_info/compliance.asp)

ARKANSAS
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
ADHE_Info@adhe.edu
[http://www.adhe.edu/SiteCollectionDocuments/
AcademicAffairsDivision/ICAC%20Rules%20and
%20Regulations/APPENDIXJ.pdf](http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf)

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov
http://www.sbpce.org/complaint_process.html

CALIFORNIA
California Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
bppe@dca.ca.gov
[http://www.bppe.ca.gov/forms_pubs/
complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
[http://higher.ed.colorado.gov/Academics/
Complaints/default.html](http://higher.ed.colorado.gov/Academics/Complaints/default.html)

CONNECTICUT
Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
info@ctdhe.org

Connecticut Department of Consumer Protection

Nevada State Board of Nursing
2500 W. Sahara Ave., Suite 207
Las Vegas, NV 89102
<http://www.nevadanursingboard.org>

NEW HAMPSHIRE
New Hampshire Postsecondary Education Commission
3 Barrell Court #300
Concord, NH 03301-8531
<http://www.nh.gov/postsecondary/complaints>

NEW JERSEY
New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us

New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110
schoolapprovalunit@dol.state.nj.us
[http://lwd.dol.state.nj.us/labor/forms_pdfs/
edtrain/Conflict%20Resolution%20Questionnaire.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf)

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
[http://www.hed.state.nm.us/uploads/FileLinks/
b23fc959f37c44bb8e3caae612e0dba7/
PPS%20Complaint%20Form.pdf](http://www.hed.state.nm.us/uploads/FileLinks/b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20Form.pdf)

NEW YORK
New York Office of College and University Evaluation
New York State Education Department
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
[http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMIN
FO.html](http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html)

New York Bureau of Proprietary School Supervision
New York State Education Department
99 Washington Avenue, Room 1613 OCP
Albany, NY 12234

New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza, Suite 2101
Albany, NY 12223-1556

165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov
[http://www.ct.gov/dcp/lib/dcp/pdf/forms/
consumer_statementcpfr-2_rev_8-06_
edited1106.pdf](http://www.ct.gov/dcp/lib/dcp/pdf/forms/consumer_statementcpfr-2_rev_8-06_edited1106.pdf)
Consumer Complaint Hotline: (800) 842-2649

DELAWARE

Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

Delaware Attorney General
Consumer Protection Wilmington:
820 North French Street, 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of
Education
Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002
[http://osse.dc.gov/seoframes.asp?doc=/seo/lib/seoframes/
elementary_and_secondary_education/
may_2011/complaint_form_4_11.pdf](http://osse.dc.gov/seoframes.asp?doc=/seo/lib/seoframes/elementary_and_secondary_education/may_2011/complaint_form_4_11.pdf)

FLORIDA

Florida Commission on Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
commissioner@fldoe.org
<http://www.fldoe.org/cie/complaint.asp>

GEORGIA

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place #220
Tucker, GA 30084-5334
<http://rules.sos.state.ga.us/docs/392/5/06.pdf>

HAWAII

Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ocp@dcca.hawaii.gov
http://hawaii.gov/dcca/ocp/consumer_complaint

IDAHO

Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary
Schools
650 West State Street, Room 307
P.O. Box 83720

<https://www1.consumer.state.ny.us/cpb/CauComplaintForm.html>

NORTH CAROLINA

North Carolina Community College System Office of Proprietary
Schools
200 West Jones Street
Raleigh, NC 27603
[http://www.ncccommunitycolleges.edu/
Proprietary_Schools/docs/PDFFiles/
StdtCompltForm.pdf](http://www.ncccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdtCompltForm.pdf)

North Carolina Consumer Protection
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001
[http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-
3e8bd532da5f/Complaint-Form.aspx](http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx)

NORTH DAKOTA

North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
cte@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 East Interstate Avenue, Suite 200
Bismarck, ND 58503-5574
<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

OHIO

Ohio State Board of Career Colleges and Schools
30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215
<http://scr.ohio.gov/>

Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215-3414

Ohio Attorney General
Consumer Protection Section
30 East Broad Street, 14th Floor
Columbus, OH 43215-3400
[http://www.ohioattorneygeneral.gov/
consumercomplaint](http://www.ohioattorneygeneral.gov/consumercomplaint)

OKLAHOMA

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864
Oklahoma Office of the Attorney General

Boise, ID 83720-0037

ILLINOIS

Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
info@ibhe.org

Institutional Complaint Hotline: (217) 557-7359

Illinois State Board of Education
100 North 1st Street
Springfield, IL 62777

<http://webprod1.isbe.net/contactisbe/>

Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706

http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp

<http://www.illinoisattorneygeneral.gov/consumers/conscmp.pdf>

Consumer Fraud Hotline: (800) 243-0618

INDIANA

Indiana Commission on Proprietary Education
Attn: Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis, IN 46204

<http://www.in.gov/cpe/files/sf39280-complaint.pdf>

IOWA

Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov

<http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

KANSAS

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368

<http://www.kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf>

KENTUCKY

Kentucky Council on Postsecondary Education
1024 Capital Center Drive #320
Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education
911 Leawood Drive
Frankfort, KY 40601-3319

<http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/0/ComplaintForm.doc>

Office of the Attorney General

Consumer Protection Unit
Attn: Investigative Analyst
313 NE 21st Street

Oklahoma City, OK 73105

<http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>

OREGON

Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, OR 97401

Oregon Department of Education
Private Career Schools Office
255 Capitol Street NE

Salem, OR 97310-0203

<http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/complaint-procedures.doc>

Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court Street NE

Salem, OR 97301-4096

<http://www.doj.state.or.us/finfraud/pdf/concompform.pdf>

PENNSYLVANIA

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120

http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP_Complaint_Form.pdf

PUERTO RICO

Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910-1900

Puerto Rico Department of Justice
G.P.O. Box 9020192
San Juan, PR 00902-0192

RHODE ISLAND

Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903

Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
<http://www.riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf>

SOUTH CAROLINA

Capitol Suite 118
700 Capitol Avenue
Frankfort, KY 40601-3449
consumer.protection@ag.ky.gov
[http://www.ag.ky.gov/NR/rdonlyres/
19D2FEF3-0666-49B5-A184-38006DA45B2C/0/
complaint_gen.pdf](http://www.ag.ky.gov/NR/rdonlyres/19D2FEF3-0666-49B5-A184-38006DA45B2C/0/complaint_gen.pdf)

LOUISIANA
Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
[http://regents.louisiana.gov/assets/docs/
ProprietarySchools/StudentComplaintProcedure.pdf](http://regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf)

MAINE
Maine Department of Education
Complaint Investigator
23 State House Station
Augusta, ME 04333-0023
jonathan.braff@maine.gov

Maine Attorney General
Consumer Protection Division
6 State House Station
Augusta, ME 04333
[http://www.maine.gov/ag/consumer/complaints/
complaint_form.shtml](http://www.maine.gov/ag/consumer/complaints/complaint_form.shtml)

MARYLAND
Maryland Higher Education Commission
6 Liberty Street
Baltimore, MD 21201
<http://www.mhec.state.md.us/career/pcs/gripe.asp>

Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
consumer@oag.state.md.us
[https://web.oag.state.md.us/editor/customer/onlineformhelp
ers/
formviewer.aspx?filename=MUGeneral.htm](https://web.oag.state.md.us/editor/customer/onlineformhelpers/formviewer.aspx?filename=MUGeneral.htm)
Consumer Protection Hotline: (410) 528-8662

MASSACHUSETTS
The Massachusetts Department of Elementary and
Secondary Education
Office of Proprietary Schools
75 Pleasant Street
Malden, MA 02148-4906
[http://www.doe.mass.edu/ops
proprietaryschools@doe.mass.edu](http://www.doe.mass.edu/ops/proprietaryschools@doe.mass.edu)

MICHIGAN
Michigan Department of Labor & Economic Growth
Office of Postsecondary Services

South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
[http://www.chc.sc.gov/AcademicAffairs/License/
Complaint_procedures_and_form.pdf](http://www.chc.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

SOUTH DAKOTA
South Dakota Board of Regents
306 East Capitol Avenue, Suite 200
Pierre, SD 57501-2545

South Dakota Office of Attorney General
Division of Consumer Protection
1302 East Highway 14, Suite 3
Pierre, SD 57501-8053
[http://atg.sd.gov/Consumers/Handling
Complaints/ConsumerComplaintForm.aspx](http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx)

TENNESSEE
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
[http://www.tn.gov/thec/Divisions/LRA/
PostsecondaryAuth/Complaint%20Form.rtf](http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf)

TEXAS
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778-0001
<http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf>

Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752

Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548
<https://www.oag.state.tx.us/consumer/complaintform.pdf>

U.S. VIRGIN ISLANDS
Government of the U.S. Virgin Islands
Department of Education
Office of the Commissioner
1834 Kongens Gade
St. Thomas, V.I. 00802

UTAH
Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
consumerprotection@utah.gov
<http://consumerprotection.utah.gov/complaints/index.html>

VERMONT
Vermont Department of Education

Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913
<http://www.michiganps.net/complaint.aspx>

MINNESOTA
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
<http://www.ohe.state.mn.us/oheContactForm.cfm>

Minnesota Attorney General's Office
1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101
<http://www.ag.state.mn.us/ElectronicForms/ComplaintForm.pdf>

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453

Mississippi Commission of Proprietary Schools and College
Registration
3825 Ridgewood Road
Jackson, MS 39211-6453

Consumer Protection Division
Office of the Attorney General
State of Mississippi
P.O. Box 22947
Jackson, MS 39225-2947
<http://www.ago.state.ms.us/index.php/contact>
http://www.ago.state.ms.us/images/uploads/forms/MSAGO_Complaint_Form.pdf

MISSOURI
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
info@dhe.mo.gov

MONTANA
Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201

Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov

State Board of Education
120 State Street
Montpelier, VT 05620-2501

Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

VIRGINIA
State Council of Higher Education
101 North 14th St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu
<http://www.schev.edu/forms/StudentComplaintInformation.pdf>

WASHINGTON
Washington Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
dainfo@hecb.wa.gov
<http://www.hecb.wa.gov/autheval/daa/ConsumerInformation.asp>

Washington Workforce Training and Education Coordinating
Board
128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
workforce@wtb.wa.gov
http://www.wtb.wa.gov/PCS_Complaints.asp

Washington State Office of the Attorney General
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504-0100
<https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection>
<https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx>

WEST VIRGINIA
West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301-2800

Community and Technical College System of West Virginia
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301

West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789
<http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf>

WISCONSIN

<http://www.doj.mt.gov/consumer/docs/complaintform.pdf>

NEBRASKA

Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509

http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm
Consumer Protection Hotline: (800) 727-6432

Wisconsin Educational Approval Board

30 West Mifflin Street, 9th Floor

P.O. Box 8696

Madison, WI 53708

eabmail@eab.state.wi.us

<http://eab.state.wi.us/resources/complaint.asp>

WYOMING

Wyoming Department of Education

2300 Capitol Avenue

Hathaway Building, 2nd Floor

Cheyenne, WY 82002-0050

Attorney General's Office

123 Capitol Building

200 West 24th Street

Cheyenne, WY 82002

ACADEMIC INFORMATION

Class Size

Effective: November 2, 2012

The maximum number of students in a typical classroom is 30 students. The student-to-teacher ratio for the Dental Assistant program is 14:1 for lab and 6:1 for clinical. The maximum class size for Dental Assistant lab courses is 20.

Hours of Operation

Effective: November 2, 2012

Classes

MON-THUR8:00 a.m. to 11:00 p.m.

Administrative Offices

MON-THUR9:00 a.m. to 7:00 p.m.

FRI8:30 a.m. to 5:00 p.m.

Definition of an Academic Year

The academic year consists of a minimum of 30 weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits.

Definition of Academic Credit

Effective: December 4, 2012

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Out-of-Class Learning Activities

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

Clock Hour

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

*Credit Hour**

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Conversion Rate

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

Type of Classroom Work In-Class Hours Out-of-Class Work Hours

Lecture	1	2
Laboratory	2	1
Externship/Practicum	3	0

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical setting and cannot include any out-of-class work.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. Each semester credit in a non-externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit. Please see the Academic Standards section of the catalog for more detail.

*For the Institution's definition of an academic credit, please see Academic Information, Definition of a Unit of Credit.

Honors and Awards

Awarded at Graduation

Academic Distinction

Students with a 4.0 cumulative grade point average receive certificates and are recognized at graduation.

High Academic Honors

Students with a 3.75 and higher cumulative grade point average receive certificates and are recognized at graduation.

Academic Honors

Students with a 3.5 - 3.74 cumulative grade point average receive certificates and are recognized at graduation.

Perfect Attendance

Students who have received a perfect attendance award for each module receive a certificates and are recognized at graduation.

Awarded at the end of each module

Dean's List

Students who earned a 3.5 and higher for the module will receive a certificate.

Perfect Attendance

All students with perfect attendance for the module are recognized with a certificate.

Student of the Month

The Student of the Month Award is given monthly to one student in each program who exemplifies excellence. Criteria include, but are not limited to, scholarship, citizenship, progress, and attendance. The student is chosen by program chairs and the faculty. Students are honored with the presentation of a certificate.

Alpha Beta Kappa National Honor Society

The Alpha Beta Kappa National Honor Society recognizes superior academic achievement. Alpha Beta Kappa is the only national honor society that recognizes achievement in technical and general studies, as well as in the arts and sciences. Nomination of the candidates is conducted by the individual program directors. The finalists will be elected by a committee consisting of the Director(s) of Education, Director of Student Services, Director of Career Services, and one member of the faculty.

The following qualifications are required for nomination into the honor society:

1. Academics: Candidates must achieve an overall GPA of 3.85 or above by the end of their academic career.
2. Professional Conduct: Candidates must demonstrate professional and ethical conduct during both the didactic and externship portion of their studies. Candidates must demonstrate such qualities of character as courtesy, honesty, positive attitude, and teamwork. Candidates must also maintain an overall attendance record of 90% or above throughout their course of study and may not have violated any of the standards of behavior or conduct as outlined in the student conduct section of the Institutional catalog.

Required Study Time

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

Changes in Programs or Policies

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The Institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

English as a Second Language Instruction

The Institution does not offer English as a Second Language instruction. The Institution staff will refer students to learning centers that offer this instruction.

Attendance/Tardiness Policy

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.

New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.

Dismissal Policy for Nonattendance

The specific requirements relating to dismissal from the program due to nonattendance are:

- Students who are absent from the Institution 14 consecutive calendar days (excluding the Institution's holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.
- If a student starts a course late, time missed becomes part of the 14 consecutive calendar days.
- Students may follow the process presented in the Grievance Policy outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Make-Up Standards

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with the Institution's guidelines.

Hours of make-up work will not be accepted as hours of class attendance, and make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Following an absence, the Institution recommends that students schedule a meeting with their instructor to review material missed and to attend appropriate tutoring and applicable make-up lab sessions.

Leave of Absence

In accordance with Title IX, the Institution will permit a leave of absence (LOA) due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period of time as is deemed medically necessary by the student's physician. Students wishing to take a leave of absence under this provision must provide the Institution with documentation from a physician showing that such a leave of absence is medically necessary and must update that documentation as requested by the Institution during the term of the student's leave. Upon return, the student will be reinstated to the Institution with the same academic status as when the student began the leave of absence, dependent on availability of necessary courses. However, a student who does not return from the leave of absence or is unable to provide documentation will be dismissed.

Leave of Absence Procedure

Students must submit a written request for an LOA to the Director of Education. The Director of Education will review the student's request for eligibility for an LOA and ensure that all information and documentation has been provided. The student

will be informed, in writing, of the decision to grant or deny the request for LOA by the Director of Education. The student must meet with the Financial Aid Department to determine the financial aid implications of taking an LOA.

Additional Provisions

- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return to class on the scheduled date will be dropped from the program. This may impact a student's loan repayment obligations.
- Students making tuition payments to the Institution remain under that obligation during an LOA.
- If a student who has received Title IV loans fails to return from an LOA, the Federal loan grace period begins retroactively from the date the leave began.
- If students do not return following the leave of absence period, the Institution must apply its refund policy in accordance with the applicable and published requirements.
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted an LOA.
- Military students called up for active military deployment should discuss their upcoming absence with the Director of Education.

The following are acceptable reasons for an LOA for students who started before May 1, 2010. The total LOA cannot exceed 180 days within a 12-month period. Students who started after May 1, 2010 are not eligible for an LOA for any of the reasons listed below.

- Injury or illness of a student that prevents the student from attending school: Medical documentation must be received from the student's doctor or health care provider stating the student is unable to attend school and the date upon which the student would be released to return to school.
- Injury or illness of a student's immediate family member: Medical documentation must be received from the family doctor or health care provider stating the student must be available to care for the family member and the date the student would be available to return to school.
- Jury Duty: Students selected to serve on a jury are eligible to request an LOA. Court documents stating the time of service required of the student must be obtained prior to granting an LOA.
- Other unanticipated or extenuating circumstances: Students encountering unanticipated or extenuating circumstances not listed above may apply for an LOA by providing documentation of the circumstance.

Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Institution reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the Conduct section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to the Institution.

Time on suspension will be counted as an absence from the Institution and cannot exceed the allowable absences stated in the attendance policy.

Withdrawal from the Institution

The Institution expects that most students who begin classes at the Institution successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw from the Institution. Please refer to the Refund Policy located in the Financial Information section of the catalog for the Withdrawal after Cancellation Period, Cancellation of Enrollment Agreement, Notice to Students, and Refunds information. Students who determine the need to withdraw from the Institution prior to completion must follow the steps below for an official withdrawal:

Withdrawal During the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to withdraw, in person or in writing, by the end of the conditional admittance period. The conditional admittance period expires on the close of business on the 30th calendar day of the term.
2. Once students have officially notified a Campus Director of their intent to withdraw, the Institution will process the Conditional Withdrawal form. Students who withdraw during the conditional admittance period will not have financial obligations or student loan repayment responsibilities other than the nonrefundable enrollment fee, as allowed by state law.

Withdrawal After the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to officially withdraw, in person, via telephone or in writing. The Institution will make a reasonable effort to assist students in continuing their education.
2. Once students have officially notified a Campus Director of their intent to withdraw, the Institution will process the Student Status Change or Request form, which includes the student's last date of attendance and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Financial Aid Office and Business Office. The Business Office may answer questions regarding financial obligations to the Institution and complete the refund calculation, and the Financial Aid Office may answer questions regarding any student loan repayment responsibilities.
3. The student will receive notification of the refund of any loan which will include the date the refund was made.

Externship/Practicum, Clinical, or Fieldwork

In particular phases of study, some programs include an externship/practicum, clinical, or fieldwork experience that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with the Institution's Externship office and program faculty on a regular basis.

The following academic requirements must be met prior to starting the externship/practicum, clinical, or fieldwork:

- Students must have passed all required prerequisite courses as indicated in the catalog;
- Students may not have any incomplete grades for any prerequisites; and
- Students are required to have a minimum 2.0 CGPA.

The Institution may have program-specific eligibility requirements. Students should talk to their advisors regarding these.

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

Many programs require an orientation and/or preparation class prior to students being placed at an externship/practicum, clinical, or fieldwork site. Additionally, many programs require a certification exam preparation class at the conclusion of the program. Where required, these classes must be successfully completed in order to graduate from the program.

During externship/practicum, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship/practicum, clinical, or fieldwork hours may be scheduled during the day and are typically full-time, Monday through Friday. This will require night students to complete externship/practicum, clinical, or fieldwork hours during the day. Night hours are rarely available; therefore, students must not count on the possibility of working in the evening and may be required to make arrangements to complete the externship/practicum, clinical, or fieldwork during daytime work hours. Successful completion of the externship/practicum, clinical, or fieldwork is a requirement of graduation.

Because situations may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.

All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

The Institution maintains affiliation agreements with a variety of facilities to provide students with externship/practicum, clinical, or fieldwork opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention of the Externship Administrator or Program Director so the site may be evaluated.

Students may arrange the days or times of externship/practicum, clinical, or fieldwork only with written permission from the Institution. If a student is absent from his or her site or training, both the site and the Institution must be informed by the student.

The externship/practicum, clinical, or fieldwork facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship/practicum, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship/practicum, clinical, or fieldwork in the time allowed, students may have to increase the number of hours spent on site beyond those normally required during classroom training. All required hours for externship/practicum, clinical, or fieldwork must be completed.

A reassignment of the externship/practicum, clinical, or fieldwork training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with drug testing for externship/practicum, clinical, or fieldwork requirements are the responsibility of the student. If an externship/practicum, clinical, or fieldwork is required for a program, it must be successfully completed in order to graduate from that program.

Dropping or Adding Courses

Effective: December 21, 2012

Current students may add or drop courses according to the following guidelines. New students may not add or drop courses. These guidelines pertain to dropping courses when the student maintains enrollment within his/her program. If dropping a course results in the student withdrawing from the program, the Refund Policy would apply.

- For diploma/certificate programs, students may add or drop a course prior to or during the first three days of the academic term/module.
- For associate's degree programs, students may add or drop a course prior to or during the first week of the academic term.
- Adding or dropping a course could affect a student's financial aid.
- Students may add a course based upon the availability of scheduling and approval by the Institution.
- Students dropping a course beyond the add/drop period may incur 100% financial responsibility for the course.
- All schedule changes must be documented. A student's failure to initiate the appropriate paperwork may result in the recording of a failing grade.

Program Transfers

Reasonable efforts are made to direct each student to the program of study best suited to his or her individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to the Director of Education for a program change. Program transfers must be approved by a Financial Aid Officer and the Campus President/Executive Director. Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, the Institution does not guarantee job placement.

Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

Graduation Requirements

In order to graduate, students must

- earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- return all property belonging to the Institution;
- fulfill all financial obligations to the Institution prior to graduation unless previous satisfactory arrangements have been made; and
- attend a Financial Aid Exit Interview.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the Institution including the name and address where the transcript should be mailed. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. A fee will be charged for additional copies and must be paid in advance before they are processed. Official transcripts will not be released for students who have a past-due account with the Institution.

Transfer of Credit to Other Schools

Students who wish to continue their education at other schools must assume that credits earned at the Institution will not be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and in the number of credits they will accept toward their programs. It is at the sole discretion of the receiving institution to accept credits earned at the Institution. This is standard transfer-of credit procedure.

Graduate Refresher Courses

Graduates of the Institution are welcome to return for refresher courses at no cost, provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the Director of Education. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

ACADEMIC STANDARDS

Grading System

Effective: August 31, 2012

The grading system listed below is used for all courses. Letter grades are used for transcripts.

Standard Grading Scale

Numeric	Letter Grade	Quality Points
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
70-72.99	C-	1.7
67-69.99	D+	1.3
60-66.99	D	1.0
0-59.99	F	0.0
	AC	Academic Credit
	AU	Audit
	CC	CLEP Credit
	I	Incomplete
	P	Pass
	**	Repeated Course
	S	Satisfactory
	TC	Transfer Credit
	U	Unsatisfactory
	W	Withdrawal
	◆	Associated Course

AC Academic Credit. An "AC" grade is assigned when a student needs to receive credit for a course due to a program or course change. Academic Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

AU Audit. A grade assigned to a course that is being audited; this grade does not have any credits attempted or earned, and therefore does not count towards MTF or POC, nor will it affect the student's CGPA.

- CC CLEP Credit.** A "CC" grade is assigned to a student who presents evidence that he/she has taken and received the minimum score for earning college credit on the CLEP exam series, DANTES Subject Standardized Tests, or Advanced Placement Program credits. A "CC" grade is also assigned to students who test out of a required program course through the successful completion of a challenge exam. CLEP Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- I Incomplete.** The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade is counted as credits attempted but not earned, and will not impact MTF, POC or CGPA.
- P Pass.** This grade will count as credits attempted and earned, and will count towards MTF and POC, but not affect the student's CGPA.
- ** Repeated Course.** Two asterisks next to the quality points indicate a repeated course.
- S Satisfactory.** This grade is only used in remedial courses when a student has successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- TC Transfer Credit.** Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC." Transfer Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- U Unsatisfactory.** This grade is only used in remedial courses when a student has not successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- W Withdrawal.** Students receive a "W" if they withdraw from a course after the add/drop period listed in the campus catalog. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.
- ◆ **Associated Course.** A diamond symbol before the course code on a transcript indicates an Associated Course. This is a course completed in another Kaplan Higher Education program version, or at another Kaplan Higher Education-owned institution for a program from which the student has graduated. An Associated Course counts as credits attempted and earned, and will count towards MTF, POC, and CGPA.

Repeated Courses

Students will only be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "**."
- Students who do not successfully pass a required course three times will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade.

Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Repeats may result in additional charges, including additional tuition.

Satisfactory Academic Progress

Effective: August 31, 2012

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5×60) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time frame.

Required Evaluation Schedule

All students will be evaluated for satisfactory academic progress at the end of every payment period. All credit hours attempted and earned in a student's program are counted in the evaluation of SAP.

The following credits are counted as credits attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: Academic Credit (AC), CLEP Credit (CC), and Transfer Credit (TC).

Audit courses (AU) have no credits attempted or earned and do not count in maximum timeframe, pace of completion, or CGPA.

Incomplete grades (I) will count as credits attempted but not earned until the final grade has been posted.

Satisfactory (S) and Unsatisfactory (U) grades will count as credits attempted and earned and will count toward maximum timeframe, but not toward pace of completion or CGPA.

Repeated courses (**) and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

Associated courses (◆) count as credits attempted and earned, and they count toward maximum timeframe, pace of completion and CGPA.

Evaluation periods and required SAP minimums are outlined in the table below.

Evaluation Step Percent of Program Attempted Minimum CGPA Minimum Pace of Completion (POC)

1	0 - 24.9%	1.00	50%
2	25 - 49.9%	1.50	60%
3	50 - 150%	2.00	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Financial Aid Warning

Students failing to meet the required SAP minimums will be placed on Financial Aid Warning. Students on Financial Aid Warning will remain eligible for Title IV Federal Financial Aid. Students on Financial Aid Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Warning for one payment period. Students who achieve the required SAP minimums at the end of the payment period will be placed back in

good standing. Students who do not achieve the required SAP minimums at the end of the payment period may appeal to be placed in Financial Aid Probation; otherwise they will be dismissed.

Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

Non-degree students

Non-degree students may only remain in Financial Aid Probation for one payment period. A non-degree student who achieves the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be dismissed; however, he or she may appeal to be placed in Non-Title IV Eligible.

Degree students

Degree students will be placed on Financial Aid Probation for one payment period. If a degree student cannot meet the required standards within one payment period, but can meet the standards within two payment periods, then, as part of the appeal process, an academic plan may be granted that documents that the Institution has determined that the student should be able to meet the Institution's SAP standards by the conclusion of the second Financial Aid Probation period. Degree students who achieve the required SAP minimums at the end of the specified payment period that they are in Financial Aid Probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period that they are in Financial Aid Probation will be dismissed; however, they may appeal to be placed in Non-Title IV Eligible.

Non-Title IV Eligible

Students must appeal to be placed in Non-Title IV Eligible if they fail to meet the minimum SAP standards while on Financial Aid Probation. Students in Non-Title IV Eligible are not eligible for Title IV Federal Financial Aid. Students in Non-Title IV Eligible will receive academic advisement and an academic plan to assist them in improving their academic progress.

Non-degree students

Non-degree students may only remain in Non-Title IV Eligible for one payment period. A non-degree student who achieves the required SAP minimums at the end of the payment period that he or she is in Non-Title IV Eligible will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period that he or she is in Non-Title IV Eligible will be dismissed.

Degree students

Degree students will be placed on Non-Title IV Eligible for one payment period. If a degree student cannot meet the required standards within one payment period, but can meet the standards within two payment periods, this may be approved as part of the appeal process. Degree students who achieve the required SAP minimums at the end of the specified payment period that they are in Non-Title IV Eligible will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period that they are in Non-Title IV Eligible will be dismissed.

SAP Appeal

Students who are on Financial Aid Warning (or Financial Aid Probation) and will not successfully meet the standards at the end of the payment period can appeal to be placed on Financial Aid Probation (or Non-Title IV Eligible). Students can begin the appeal process prior to the end of the payment period. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period. Students who do not submit the appeal packet by the last day of the payment period can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other special circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period, and whose appeal is granted, will be allowed to move to Financial Aid Probation (or Non-Title IV Eligible). Students who have submitted their appeal prior to the end of the payment period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period, and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will be notified in writing of the final appeal decision.

Appeals Procedure

Appeals Procedure During the Conditional Admittance Period

Students who are conditionally withdrawn from their program for not meeting the requirements for official acceptance will have two business days to appeal their withdrawal. Students who appeal their conditional withdrawal may attend classes during the appeal process.

General Appeals Procedure

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

FINANCIAL INFORMATION

Financial Aid Services

Effective: December 21, 2012

Prior to enrolling at the Institution, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the Institution Financial Aid Office to help all students and their families clearly understand their financial situation before entering into a contractual agreement. The Institution is approved for the following loans and grants:

Loans

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent PLUS Loan
- Alternative Loan Programs

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Academic Competitiveness Grant (ACG)

Work

- Federal Work Study Program

Other Agencies or Programs

- Workforce Investment Board (WIB)
- Veterans Administration Benefits

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal direct loans are available to students regardless of income.

Private loans may have fixed or variable rates. Private student loan lenders can offer variable interest rates that can increase or decrease over time, depending on market conditions. The interest rate on a private loan may depend on the borrower's credit rating. Private student loans have a range of interest rates and fees, and you should determine the interest rate of, and any fees associated with, the private student loan included in your financial aid award package before accepting the loan. You should contact the lender of the private student loan or your institution's financial aid office if you have any questions about a private student loan

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. If the student has received federal student aid funds, the student is entitled to a refund of the monies not paid from federal student aid program funds.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office. Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the Institution will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Enrollment Status

Kaplan College is required on different occasions to report the number of students in full-time or part-time status. The amount of financial aid often depends on that status.

Degree Programs and Term Diploma Programs

Full-Time

12 credit hours per term

Three-Quarter-Time

9 credit hours per term

Half-Time

6 credit hours per term

Students with less than 6 credit hours per term are classified as less than half-time and qualify for limited financial aid.

All Other Programs

Full-time equals 24 semester credit hours or 36 quarter credit hours per academic year. The U.S. Department of Veterans Affairs may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

Tuition and Fees

Effective: December 4, 2012

Criminal Justice

Tuition† \$27,808.00

Enrollment Fee* \$10.00

Books \$1,189.00
Uniforms \$40.00
Registration Fee \$245.00
Student Tuition Recovery Fund \$72.50
TOTAL \$29,364.50
†Includes student crime scene lab kit
Total cost per credit hour = \$ 322.69

Dental Assistant

Tuition \$16,820.00
Enrollment Fee* \$10.00
Books \$152.00
Uniforms \$43.00
Registration Fee \$95.00
Student Tuition Recovery Fund \$42.50
TOTAL \$17,162.50
Total cost per credit hour = **\$385.67**

Health Information Technology

Tuition \$27,231.00
Enrollment Fee* \$10.00
Books \$1,609.00
Uniforms \$20.00
Registration Fee \$170.00
Student Tuition Recovery Fund \$72.50
TOTAL \$29,112.50
Total cost per credit hour = **\$321.69**

Massage Therapy

Tuition† \$14,933.00
Enrollment Fee* \$10.00
Books \$223.00
Uniforms \$43.00
Registration Fee \$95.00
Student Tuition Recovery Fund \$37.50
TOTAL \$15,341.50

† Tuition includes massage equipment, Livescan, and a voucher for licensing exam (applies to first licensing to practice up to a maximum of \$250), which is valid for 1 year after graduation.

Total cost per credit hour = **\$388.39**

Medical Assistant

Tuition† \$14,926.00
Enrollment Fee* \$10.00
Books \$230.00
Uniforms \$43.00
Registration Fee \$95.00
Student Tuition Recovery Fund \$37.50
TOTAL \$15,341.50

†Tuition includes a stethoscope, blood pressure cuff, immunizations (TB/Hep), and a voucher for the NCCT exam, which is valid for 1 year after graduation.

Total cost per credit hour = **\$398.48**

Medical Billing and Coding Specialist

Tuition† \$14,751.00
Enrollment Fee* \$10.00
Books \$405.00
Uniforms \$43.00
Registration Fee \$95.00
Student Tuition Recovery Fund \$37.50
TOTAL \$15,341.50

†Tuition includes a voucher for the NCCT exam, which is valid for 1 year after graduation.
Total cost per credit hour = **\$374.18**

Pit and Fissure Sealants

Tuition \$500.00
Enrollment Fee** \$10.00
Registration Fee \$25.00
Student Tuition Recovery Fund \$2.50
TOTAL \$537.50

Other estimated fees (paid separately):

Graduation cap and gown: \$50.00

Tuition and fees are subject to change without notice. See current catalog for an explanation of the Refund Policy.

Students may make tuition payments via the following website: www.kaplanhighereducation.com/payments.

*An enrollment fee is due at the time the enrollment agreement is completed. This fee is non-refundable unless the student cancels in writing by midnight of the sixth calendar day after the first class session.

** For Pit and Fissure Sealants, an enrollment fee is due at the time the enrollment agreement is completed. If the applicant is not accepted for any reason excluding unsatisfactory results on a required criminal background check, or if the student cancels the contract prior to the start of the first day of class(es), this fee will be refunded. Otherwise, it is nonrefundable.

Retake Fees:

<i>Program</i>	<i>Method</i>	<i>Retake Rate</i>
Criminal Justice	credit hour	\$305.58
Dental Assistant	credit hour	\$377.98
Health Information Technology	credit hour	\$300.90
Massage Therapy	credit hour	\$378.05
Medical Assistant	credit hour	\$387.69
Medical Billing & Coding Specialist	credit hour	\$359.78

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

A student seeking reimbursement under the Student Tuition Recovery Fund must file a written application on the Bureau of Private Postsecondary Education's Student Tuition Recovery Fund Application Form, available at www.bppe.ca.gov, signed under penalty of perjury that the form and all attachments are true and correct. Students must complete and file the STRF application form and all supporting documents with the Bureau within two years of receiving a closure notice explaining the student's rights under STRF, or within a maximum of four years if the student received no closure notice.

STRF Fee: \$2.50 per \$1,000 of institutional charges, rounded to the nearest thousand dollars

Refund Policy

Effective: November 2, 2012

Applicants not accepted by the Institution due to unsatisfactory results on a required criminal background check shall forfeit the enrollment fee. Applicants not accepted by the Institution shall be entitled to a refund of all monies paid (less the enrollment fee).

Withdrawal after Cancellation Period

When any of the following occur, the effective withdrawal date for the student shall be:

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any term or module in which a student fails to start classes.
3. The first class day following 14 consecutive calendar days of absences.
4. The date when the Institution terminates the student's enrollment.
5. The date the student is scheduled to return from a leave of absence and fails to do so.

Student's Right to Cancel

Students may cancel their Enrollment Agreement without any penalty or obligation and obtain a refund of any charges paid if they cancel in writing by **midnight** of the seventh day after the first class session ("Cancellation Period"). After the expiration of the Cancellation Period and as part of Kaplan Commitment, students will have until **midnight** on the last day of the conditional

admittance period to withdraw in order to obtain a refund of any charges paid, except the enrollment fee. If students cancel their enrollment agreements, any payments they made, and any negotiable instruments signed by them, shall be returned to them (less the enrollment fee if cancellation occurs after the Cancellation Period) within 45 days after the Institution receives their notice of cancellation. However, if the Institution gave students any equipment, they must return the equipment within 10 days following the date of the cancellation notice.

If students do not return the equipment within this 10-day period, the Institution may keep a portion of the payment they made that is equal to the cost of the equipment, and refund the remainder. This refund shall be made within 45 days after the Institution receives their notice of cancellation.

To cancel the Enrollment Agreement, Kaplan Commitment students must mail or deliver a signed and dated written statement that they wish to cancel the Enrollment Agreement to the Institution's Executive Director or President no later **than midnight on the last day of the conditional admittance period**. Students who are not part of Kaplan Commitment must mail or deliver a signed and dated written statement that they wish to cancel the Enrollment Agreement to the Institution's Executive Director or President by midnight of the seventh day after the first class session. **REMEMBER, ALL STUDENTS MUST CANCEL IN WRITING.**

Students do not have the right to cancel by telephoning the Institution or by not coming to class. At the end of the cancellation period, students have the right to withdraw from school at any time. Students who have completed less than 100% of the program have the right to receive a pro-rata refund.

Notice to Students

Return of Title IV Refund Policy

The Financial Aid Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Financial Aid Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Financial Aid Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

If a student plans to withdraw, the student should notify the Institution. The student should meet with the Financial Aid Office and Business Office to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans
4. Subsidized Direct Stafford Loans

5. Federal Perkins Loans
6. Federal Parent PLUS Loans
7. Direct PLUS loans
8. Federal Pell Grant
9. Academic Competitiveness Grant (ACG) (degree programs only)
10. National SMART Grant (specifically identified degree programs only)
11. Federal Supplemental Educational Opportunity Grant

Institution Refund Policy

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. The Institution refund calculation will be based on the scheduled days of class attendance. The last date of actual attendance is used in calculating any refund amount.

If a student completes the total hours of the program in less calendar time than that published, the contracted tuition shall be fully earned by the Institution upon the date of completion, and the student will not be entitled to any refund due to earlier completion.

The Institution will refund 100% of any paid textbooks or equipment/supplies not issued. Any reusable books or equipment/supplies returned to the Institution in good condition (unused, as determined by the Institution) within 20 days of the withdrawal date will be fully refunded.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

Refunds

Once a student begins school and withdraws for any reason whatsoever after the conditional admittance period expires, the Institution's refund schedule below will apply, less the enrollment fee.

Calculation of Refund Amount

Students who withdraw, or drop out, or are dismissed prior to completing 100% of their program will receive a pro rata refund. The last date of actual attendance is used in calculating any refund amount. The refund to be paid to students for their program of instruction shall be calculated as follows:

1. Deduct registration and enrollment fees from the total institutional charges. See the "Tuition and Fees" section for program specific fees.
2. Divide this figure by the number of days in the program.
3. The quotient is the daily charge for the program.
4. The amount the student owes for purposes of calculating a refund is derived by multiplying the number of days the student attended before withdrawal by the daily charge for the program.
5. The refund is any amount in excess of the figure derived in #4 that the student paid.
6. The Institution will adjust the refund amount for equipment, if applicable.

If, after the completion of the Federal Return of Title IV calculation and the Institution Refund Policy calculation, a credit balance exists on the student's account, the Institution will refund the credit balance to the student, or to the applicable lender, or another appropriate source within 14 days of the date on which the Institution performed the Federal Return of Title IV calculation.

ACADEMIC PROGRAMS

Associate's Degree Programs

Criminal Justice

Effective: November 2, 2012

Program Description

The objective of the Associate's degree in Criminal Justice program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in various specialized employment areas encompassing the criminal justice field. The program concentrates on helping students acquire knowledge and develop skills in criminological theory, law, corrections, and law enforcement. Competence in the field also requires that a criminal justice practitioner display professionalism, communicate effectively, and demonstrate high ethical and moral standards. Instruction occurs in the classroom with appropriate hands-on activities. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in various positions within criminal justice environments typically including police, sheriff's departments, or other law enforcement offices; the court system; jails or prisons as detention or correctional officers; and other levels of security. A criminal justice background may provide career opportunities in corporate security, public safety, private detection or investigation, or the court system. Some positions may require additional academy training and experience.

The Criminal Justice program is 960 contact hours over a period of 77 weeks. All students must complete the program with a minimum of 91 quarter credit hours. Prior to graduation, students are required to complete a capstone for a total of 50 contact hours. Upon successful completion of the program, graduates will be awarded an associate's degree in Criminal Justice.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the school will assist students with job placement, finding a job is the individual responsibility of the student. The school does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

CJ101 Introduction to the Criminal Justice System

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course provides an overview of the criminal justice system in the United States. Students are given an opportunity to gain an understanding of the philosophy and development of the criminal justice system, the current state of the criminal justice agencies and institutions, and the issues and challenges facing them. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ102 Criminology I

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course presents a framework for studying the nature and causes of crime and antisocial behavior. It focuses on explanations provided through criminal typologies and criminological theories, using a variety of multidisciplinary perspectives. Topics range from crime causation to the extent of crime, victimization, social and psychological theories, and various types of criminality including violent, property, and public order offenses. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ130 Introduction to Corrections

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course examines the administrative and operational aspects of modern corrections in the United States. The historical development of corrections, the philosophy of punishment and corrections, correctional institutions, programs, and services, as well as topics such as inmate rights and correctional staffing, are examined. Contemporary issues, such as overcrowding and privatization, are also explored. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ140 Introduction to Constitutional Law

- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is designed to acquaint the student with the U.S. Constitution, the Bill of Rights, and constitutional amendments as they relate to criminal law and the collection of criminal evidence. It introduces students to criminal evidence through landmark Supreme Court cases and provides background in search and seizure and due process as they relate to criminal justice practice. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ150 Juvenile Delinquency

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course involves the study of the historical development of the juvenile justice system, the current programs and services available to juvenile offenders, as well as delinquency hearings and criminal trials. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ180 Private Security

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course introduces students to the private security profession in the United States. Topics covered include current trends and the role of private security compared to that of police officers. Students explore specialized security fields and career opportunities in various industries. The course also explains computer security, the organizational role for security, risk analysis, litigation, and technological advancements. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ210 Criminal Investigation

- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

The importance and legal significance of evidence are explained in this course. The investigative process, from crime scene preservation to case preparation and courtroom presentation, is presented. The various techniques used during criminal investigations, such as photography, interviewing, evidence handling, and scene reconstruction are covered, including how each applies to specific types of crimes. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seven hours of out-of-class work will be assigned per week.

CJ211 Police Operations

- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course examines the roles, responsibilities, issues, and trends related to contemporary law enforcement organizations. The course includes an in-depth look at community policing, policing in selected foreign countries, stress recognition and management, civil liability, public expectations, and police careers. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ227 Criminal Procedure

- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

This course examines the constitutional protection and due process afforded every person arrested in the United States. It provides students with a thorough understanding of the U.S. justice system from the time of arrest through the sentencing of the criminal offender. In addition, this course examines victims' rights. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seven hours of out-of-class work will be assigned per week.

CJ230 Criminal Law for Criminal Justice

- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

Students in this course examine the development of criminal law and the elements and types of criminal offenses, as well as principles of criminal culpability. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ242 Critical Issues in Corrections

- Credits: 4 quarter credit hours
- Prerequisites: CJ130
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course provides students with a set of thoughtful and critical readings on contemporary correctional issues in the United States. Topics include prisons, jails, and other correctional facilities; management and policies governing these facilities; alternatives to incarceration; community and societal perceptions; sentencing; inmate-related themes, such as health issues, elderly inmates, and female offenders; and programs in prison. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ290 Terrorism Today

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course explores the historical development of both domestic and international terrorism, provides a foundational knowledge of current terrorist groups and their tactics, and examines counter-terrorism methods. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

CJ299 Associate's Capstone in Criminal Justice

- Credits: 3 quarter credit hours
- Prerequisites: Last term or permission of the Program Coordinator or designee
- Course Hours: 50 contact hours (Lecture 10, Lab 40)

The capstone project applies problem-solving techniques and research skills to real-world situations by building on the criminal justice concepts introduced in previous courses. The course refines writing skills students use throughout their careers and serves as the institutional assessment of the learning process. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of four hours of out-of-class work will be assigned per week.

CM102 College Composition I

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course gives students the opportunity to develop writing skills by focusing on research, prewriting, drafting, revising, and editing. Emphasis is on developing the elements of form and style in writing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

CM206 Interpersonal Communication

- Credits: 5 quarter credit hours
- Prerequisites: CM102
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course gives students the opportunity to become more effective communicators in their personal and professional interpersonal relationships. Emphasis is placed on surveying interpersonal communications in varying contexts, including personal, social, professional, and cultural dimensions. Topics include the communication process, the influence of perception on communication, verbal and nonverbal elements of interaction, listening, the communication of emotions, and effective communication strategies. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

CM220 College Composition II

- Credits: 5 quarter credit hours
- Prerequisites: CM102
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course is a continuation of CM102 and focuses on the development of critical thinking skills presented in written short and long response and research papers. Methods of research documentation are emphasized. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

CS115 Academic Strategies

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

Designed to facilitate personal and professional success, this course introduces students to the purposes and processes of higher education. An emphasis is placed on study, communication, and thinking skills that support academic achievement. Students also have the opportunity to examine the relationship between learning and motivation. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.

CS210 Career Development Strategies

- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course introduces the student to the life-long process of career development. Emphasis is placed on exploring possible professions and making sound career choices. Self-assessment activities teach the students to identify their current qualifications and preferences for a profession and set goals to fill gaps that may exist. Students prepare a portfolio that contains job-search documents used to research companies, apply for jobs that match their qualifications, and track their progress toward educational and career goals. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of four hours of out-of-class work will be assigned per week.

HU245 Ethics

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

In this course, students are expected to develop sound ethical reasoning and judgment through the study of practical applications of ethical theories. Topics studied include ethics as it relates to business, health care, society, and the environment. Emphasis is on practical applications of ethical principles and analytic methods. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

IT133 Software Applications

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course teaches students to use application software. Topics include an introduction to the Windows® operating system and to Microsoft Office® applications such as Word, Excel, PowerPoint, and Outlook. Students also are taught how to apply the use of software applications within a profession. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

MM103 College Mathematics

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course introduces students to practical mathematics, developing conceptual and problem-solving skills, and the study of linear equations, basic statistical concepts, mathematical functions, and applications. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

SS124 Psychology

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course provides a broad introduction to the field of psychology, one of the social sciences. Students are introduced to the major areas of psychology. They are introduced to psychological theories and concepts, as well as the history and major figures of the field. Topics include disorders and treatments, personality and learning theories, and the internal and external factors that influence human development and behavior. Additionally, this course emphasizes how psychological principles and concepts relate to our personal and professional relationships. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

NOTE: The following courses shown above are General Education courses

- CM102
- CM206
- CM220
- HU245
- MM103
- SS124

Health Information Technology

Effective: December 4, 2012

Program Description

The objective of the Associate's degree in Health Information Technology program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the field of health care technology and management. The program concentrates on helping students acquire knowledge and develop skills in analyzing health information; chart analysis; maintaining and recording data; audits; processing, maintaining, compiling, and reporting health information data for patient care; reimbursement; marketing; risk management; quality improvement and research; and medical coding. This program also includes exposure to management training in human resources, management styles, quality and improvement processes, as well as the medical/legal aspects of health information. Duties for graduates of this program may include abstracting health records and compiling reports on health care services; accurately assigning code numbers to diagnoses and procedures for indexing health data and processing bills; answering legal, government, insurance, and other inquiries for patient health information; organizing, analyzing, and evaluating health record content for completeness and accuracy; reviewing and evaluating health records to assist with meeting accreditation guidelines; releasing patient information in accordance with applicable laws; managing staff; and assisting in quality improvement and assessment. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including medical records and health information technician, and medical records supervisor.

The Health Information Technology program is 1110 contact hours over a period of 66 weeks. All students must complete the program with a minimum of 90.5 quarter credit hours. Prior to graduation, students are required to complete a practicum for a total of 120 contact hours. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded an Associate's degree in Health Information Technology.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

ANA114 Anatomy and Physiology: Skeletal, Integumentary, Muscular, Nervous, Sensory, and Endocrine

- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

In this course, students are taught the structure and function of the skeletal, integumentary, muscular, nervous, sensory, and endocrine systems. Topics include fundamental concepts related to chemistry, organ systems, and cells and tissues. Emphasis is placed on the identification of human anatomical structures and a review of organ functions. Students have the opportunity to demonstrate competency in using anatomical terminology and with computer-assisted viewing and dissection of each body system. This course is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week

ANA115 Anatomy and Physiology: Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, and Reproductive

- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

In this course, students are taught the structure and function of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Topics include fundamental concepts related to chemistry, organ systems, and cells and tissues. Emphasis is placed on the identification of human anatomical structures and a review of organ functions. Students have the opportunity to demonstrate competency in using anatomical terminology and with computer-assisted viewing and dissection of each body system. This course is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

CM102 College Composition I

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course gives students the opportunity to develop writing skills by focusing on research, prewriting, drafting, revising, and editing. Emphasis is on developing the elements of form and style in writing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

CS115 Academic Strategies

- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

Designed to facilitate personal and professional success, this course introduces students to the purposes and processes of higher education. An emphasis is placed on study, communication, and thinking skills that support academic achievement. Students also have the opportunity to examine the relationship between learning and motivation. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.

HII25 Electronic Health Records

- Credits: 5 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

In this course, students are taught the principles and foundations of an electronic health record (EHR). The topics include EHR definition, workflow and functional aspects of EHR systems, basic navigation of EHR software, data entry, computerized order entry, benefits of the EHR related to patient outcomes, privacy and security, and the unique challenges surrounding an EHR. Students are also taught the relationship between EHR coding and reimbursement. Students have the opportunity to practice EHR-related tasks through virtual lab assignments and simulations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9 hours of out-of-class work will be assigned per week.

HII35 Introduction to Health Information Technology

- Credits: 5 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

In this course, students are taught a general overview of the health information management profession. They are also taught an overview of the health care industry, the history of health records, health care delivery systems, governing bodies, licensure, and government regulations. Topics include release of information, birth certificates, off-site storage, chart deficiency, coding, chart pulls for physicians, analyzing and re-analyzing, chart review for completeness, abstract records and run reports in the

HIM Department. Emphasis is placed on the purpose, content and structures of the medical record as well as the flow of paper and electronic records and classification systems. Students have the opportunity to demonstrate electronic medical records procedures utilizing a virtual lab. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9 hours of out-of-class work will be assigned per week.

HI148 Medical Coding I

- Credits: 5 quarter credit hours
- Prerequisites: Prerequisites: HS112
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

In this course, students are taught how to locate and assign diagnosis and hospital surgical procedure codes from the ICD-9-CM classification system. Students are also taught the basics of the ICD-10-CM code system. Topics include diagnoses, signs, symptoms, and other medical conditions associated with disease, illness, injury, and trauma. Emphasis is placed on the correct application of coding rules and guidelines, and the proper assignment of codes. Students have the opportunity to demonstrate coding skills and the ability to abstract information and data from the medical record. This course is also designed to develop professional skills and proactive career management and augment information technology skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8 hours of out-of-class work will be assigned per week.

HI149K Medical Coding II

- Credits: 6.5 quarter credit hours
- Prerequisites: Prerequisites: HI148
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

In this course, students are taught how to locate and assign procedural and medical supply codes from the CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System) code books. Students are also taught methods used to code efficiently and to optimize reimbursement, and are introduced to the basics of the ICD-10-PCS system. Topics include outpatient medical procedures, ancillary services, office visits, and injections. Emphasis is placed on documentation standards. Students have the opportunity to demonstrate coding skills and the ability to abstract information and data from the medical record. This course is also designed to develop professional skills and proactive career management, and augment information technology skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9 hours of out-of-class work will be assigned per week.

HI182 Legal Issues in Health Care

- Credits: 4 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught basic principles and applications of medical, legal, and ethical aspects of health information in health care, methods used in protecting confidentiality, and the importance of adhering to state and federal laws. Topics include legal terms, consent, contracts, physician/patient relationships, professional liability, the United States court system, subpoenas, and court orders. Students have the opportunity to investigate the delivery of health care in America, and practice application of policies, procedures, laws, and regulations to the health care delivery system, confidential health data, and health initiatives. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7 hours of out-of-class work will be assigned per week.

HI183 Alternative Health Care Delivery Systems

- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

In this course, students are taught health information management in various health care settings such as long-term care, home health care, hospice, freestanding ambulatory care, correctional facilities, dialysis, substance abuse, and managed care. Students are also taught health information management in settings such as mental health facilities for individuals with

intellectual or developmental disabilities, rehabilitation, dental care, veterinary care and consultative services. Topics include regulatory issues, documentation requirements, reimbursement and funding, coding and classification, risk management and legal issues, the role of Health Information Management professionals, and industry trends. Students have the opportunity to examine real-world case studies. This course is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

HI211 Health Information Statistics and Biomedical Research

- Credits: 4 quarter credit hours
- Prerequisites: MM103
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught methods of collection, organization, interpretation, and presentation of data for quality, utilization management, risk management, performance improvement, and other patient care related studies. Students have the opportunity to abstract, compute, and interpret data from databases to meet research needs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7 hours of out-of-class work will be assigned per week.

HI231 Reimbursement Procedures

- Credits: 4 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught the policies, procedures, and established guidelines for reimbursement and prospective payment systems. Topics include both commercial and government-sponsored insurance health plans, data quality, compliance, penalties, fraud, and abuse. Students have the opportunity to practice coding skills and coding and billing principles as they relate to the final payment determination in the reimbursement cycle. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7 hours of out-of-class work will be assigned per week.

HI240 Health Data Management

- Credits: 4 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 60 contact hours (Lecture 20, Lab 40)

In this course, students are taught the structure, contents, information requirements, and standards for health care data in paper-based and electronic health record (EHR) environments. Students are also taught secondary data sources, patient-identifiable and aggregate data, and health care databases. Topics include the master patient index, registries, indices, and various management and supervisory process utilized in health care organizations. Emphasis is placed on the legal requirements for compiling and maintaining patient health records and how that information is used and disclosed. Students have the opportunity to practice technical procedures using virtual lab simulations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.

HI293 Health Information Technology Practicum

- Credits: 6 quarter credit hours
- Prerequisites: Prerequisites: Last quarter or permission of Program Director or designee
- Course Hours: 120 contact hours (Lecture 30, Lab 0, Externship 90)

This final supervised professional practicum provides students with advanced experiences applying program content to technical procedures in health information systems. Students must complete a comprehensive project using the skills they have been taught throughout the program. In addition, the development of a professional attitude for interacting with other health care professionals and consumers is stressed. Clinical assignments for this course are completed at off-campus facilities, organizations, and agencies related to health care. The remaining 30 hours of the course are devoted to preparing students to sit for the AHIMA RHIT examination. This course will include out-of-class work such as reading and writing assignments,

practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

HS112 Medical Terminology

- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course provides an opportunity for understanding the language of medicine. The student is taught basic prefixes, suffixes, word roots, and plural rules, along with word analysis, word building, spelling, and pronunciation. These principles are applied to the study of the following systems: integumentary, skeletal, muscular, blood and lymphatic, nervous, respiratory, and cardiovascular. Each body system is reviewed with regard to anatomy and physiology: diagnostic, lab, surgical procedures, and pharmacology. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.

HS113 Diseases of the Human Body: Skeletal, Integumentary, Muscular, Nervous, Sensory and Endocrine

- Credits: 2 quarter credit hours
- Prerequisites: Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students are taught common diseases of human body systems, including disease etiology, symptoms, diagnostic tests, therapeutic methods, and disease prognoses. Students are also taught alternative treatments and principles of pain management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4 hours of out-of-class work will be assigned per week.

HS114 Diseases of the Human Body: Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, and Reproductive

- Credits: 2 quarter credit hours
- Prerequisites: Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students are taught common diseases of human body systems, including disease etiology, symptoms, diagnostic tests, therapeutic methods, and disease prognoses. Students are also taught alternative treatments and principles of pain management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4 hours of out-of-class work will be assigned per week.

HS141 Pharmacology for Health Information Technology

- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

In this course, students are taught the broad field of pharmacology. Students are also taught therapeutic drugs and their adverse effects, interactions, and contraindications. Emphasis is placed on written prescriptions and the use, misuse, and administration routes of different drugs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

HS185 Supervision and Quality Management in Health Services

- Credits: 5 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

In this course, students are taught management and supervision skills for the health care professional, with a focus on quality and performance improvement. Topics include contemporary health care delivery challenges, the history of management theory, management styles, leadership and supervision, human resources, interviewing and hiring processes, and managerial and employee improvement plans. Students are also taught basic training aspects, task prioritization, and quality assessment and

monitoring. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned per week.

IT133 Software Applications

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course teaches students to use application software. Topics include an introduction to the Windows® operating system and to Microsoft Office® applications such as Word, Excel, PowerPoint, and Outlook. Students also are taught how to apply the use of software applications within a profession. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

MM103 College Mathematics

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course introduces students to practical mathematics, developing conceptual and problem-solving skills, and the study of linear equations, basic statistical concepts, mathematical functions, and applications. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

SS124 Psychology

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course provides a broad introduction to the field of psychology, one of the social sciences. Students are introduced to the major areas of psychology. They are introduced to psychological theories and concepts, as well as the history and major figures of the field. Topics include disorders and treatments, personality and learning theories, and the internal and external factors that influence human development and behavior. Additionally, this course emphasizes how psychological principles and concepts relate to our personal and professional relationships. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

NOTE: The following courses shown above are general education courses

- CM102
- MM103
- SS124

Diploma and Certificate Programs

Dental Assistant

Effective: December 4, 2012

Program Description

The objective of the Diploma in Dental Assistant program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in private dental offices, group practices, public and private hospitals, public health institutions, clinics, dental insurance agencies, and dental product distributors. The program concentrates on helping students acquire knowledge and develop skills in treatment room care of the dental patient, assisting the dentist, infection control and sterilization, medical emergencies, taking dental X-rays, making impressions, using various dental instruments, oral evacuation,

fixed prosthodontics, pharmacology, and pain control, preventative dentistry, assisting with oral surgery, and tray setups. Duties for graduates of this program may include providing essential and vital auxiliary services for the dentist at chairside, in the business office, and in the office laboratory. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including dental assistant.

The Dental Assistant program is 855 contact hours over a period of 40 weeks. All students must complete the program with a minimum of 44.5 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 215 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Dental Assistant Diploma.

This program is devised to help eligible students prepare for the Licensed Registered Dental Assistant (RDA) examination sponsored by the state of California. However, the college cannot guarantee a student's eligibility either to take this exam or become registered. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or college itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the "Certification, State Board, and National Board Exams" section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

DAC101K Dental Terminology and Proper Asepsis Techniques

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught dental terminology, dental specialties, health team members, HIPAA, CPR, cover letters and resumes. Emphasis is placed on anatomy, physiology, dental anatomy and histology, and the oral cavity. In addition, this course provides instruction and laboratory practice in basic chairside assisting, as well as in sterilization to include autoclaving, preparation for sterilization and disinfection, surface disinfection, sterilization of instruments, mechanical barriers, and infection control protocol. This course is also designed to develop professional skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC102K Chairside Assisting for General and Specialty Dentistry

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught an introduction to the profession of dentistry as it relates to the dental assistant in general and specialty dentistry, including orthodontics, pedodontics, oral surgery, endodontics, periodontics, and fixed and removable prosthodontics. Bones, salivary glands, and muscles and nerves of the skull are also covered. Students have the opportunity to practice instrument exchange, oral evacuation, seating and dismissing a patient, handpiece maintenance, and anesthesia. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC103K Dental Materials and Prevention

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught preventive medicine, nutrition, oral hygiene methods, vital signs, pharmacology, and medical emergencies. Students have the opportunity to practice manipulation of and armamentarium of dental materials to include restorative, cast, impression, cements, liners, bases, tooth brushing, flossing, and blood pressure. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC104K California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab

- Credits: 9 quarter credit hours
- Prerequisites: DAC101K and one of DAC102K, DAC103K, or DAC106K
- Course Hours: 160 contact hours (Lecture 40, Lab 120)

In this module, students are taught the operation and programming of a CNC milling machine using a conversational format controller. Topics include the programming drilled holes, circular, linear, pocketing, and face milling operations, repetitive operations, and tool changes. Students have the opportunity to write programs for selected milling operations for a CNC mill. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

DAC105K Dental Radiology

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K and one of DAC102K, DAC103K, or DAC106K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught basic principles of radiographic physics, radiographic production and darkroom errors, bitewing radiographs, intra-oral techniques, mounting full-mouth radiographs, and manual film processing. Students have the opportunity to practice exposing films and taking full-mouth radiographs and x-rays for diagnosis using mannequins and patients. Students are also taught production of acceptable dental radiographs, including an overview of panoramic film techniques, and automatic film processing. This course requires the completion of four patient surveys as clinical practice, with no more than three retakes. Instruction in radiograph duplication is also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC106K Dental Practice Management

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught the basis for human behavior, recognition of social behavior, individual difference, communication skills and relationship enhancement, special problems in communications, origin and treatment of patient fear, management of patient pain and discomfort motivation, compliance, preventive behavior, behavior management of children as patients, care of the geriatric patient, and care of the handicapped patient. Students are also taught the nonclinical functions of a dental office with emphasis on appointment scheduling, financial arrangements, collection techniques, recall, completing insurance forms, and maintaining current insurance records. Students have the opportunity to practice telephone communications, basic computer terminology and functions, maintaining inventory supply systems, employment search techniques, and completing a job application. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC107K Advanced Clinical and Lab Duties

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC102K, DAC103K, DAC104K, DAC105K, DAC106K
- Course Hours: 80 contact hours (Lecture 55, Lab 25)

In this course, students are taught about and have the opportunity to practice pit and fissure sealants, intra-oral/extra-oral photography, facebow transfers, placement of patient monitoring sensors, monitoring patient sedation, automated caries detection device, intra-oral images for milled restorations, stainless steel crowns, adjusting dentures extra-orally, and California

Law and Ethics. This course requires the completion of four pit and fissure sealant patients as clinical practice. Patients will be completed on one weekend. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC108 Clinical Externship

- Credits: 7.0 quarter credit hours
- Prerequisites: DAC107
- Course Hours: 215 contact hours (Lecture 0, Lab 0, Externship 215)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 215-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Massage Therapy

Effective: December 4, 2012

Program Description

The objective of the Massage Therapy program is to provide students with a solid and basic foundation of knowledge and skills in the areas of anatomy, physiology, and massage and body therapies to enable them to pursue entry-level positions as massage therapists or establish their own business. Out-of-class work is required in this program.

This program is intended, among other things, to help eligible students prepare for the National Certification Examination for Therapeutic Massage (NCETM) and the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) presented by the National Certification board for Therapeutic Massage (NCBTMB). However, the Institution cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or Institution itself having appropriate accreditation or licensure. Clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

The length of the program is 740 contact hours over a 36-week period for day and night students. Students must complete the program with 39.5 quarter credit hours. Prior to graduation, students are required to complete a 80-hour clinical practicum. Please refer to the Externship, Clinical, or Fieldwork requirements contained in the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

CD100K Career Development

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course is designed to provide students with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing, and interviewing techniques. As a result of this study, students should be able to apply for membership to professional associations, write a resume, and implement a job search. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

INT101 Clinical Practicum

- Credits: 2.5 quarter credit hours
- Prerequisites: Recommendation from faculty members and three modules of training
- Course Hours: 80 contact hours (Lecture 0, Lab 0, Clinical 80)

This course provides students the opportunity to demonstrate basic massage techniques in a supervised clinical setting throughout their program. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MT103K Alternative Therapies (Hydro & Asian Therapies)

- Credits: 3.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 50 contact hours (Lecture 20, Lab 30)

This course will provide students with an understanding of how water is used as an external therapeutic device. The Eastern approaches to massage therapy will also be provided. Topics covered will include therapeutic modalities, using cryotherapy and thermotherapy, an introduction to oriental medicine, shiatsu, as well as some of the specific techniques unique to Eastern approaches. Upon successful completion of the course, students should be able to demonstrate and explain the use of a paraffin wax, hot and cold packs, the contrast method, and the salt glow. Students should also be able to name the benefits and contraindications associated with each modality. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

MT104K Health Services Management and Ethics

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is designed to provide students with an understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for a practice, taking the steps necessary to establish a practice, and guidelines for ethical conduct. Upon successful completion of the course, students should be able to construct a mission statement, write a basic business plan, and demonstrate ethical behavior expected of a professional massage therapist. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

MT105K Health and Hygiene

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is directed at providing students with a basic understanding of procedures necessary to ensure a safe working environment for the client and therapist. Topics such as hand-washing techniques, injury prevention for the massage therapist, universal precautions, and CPR (cardiopulmonary resuscitation) will be studied. Upon successful completion of the course, students should be able to demonstrate proper handwashing techniques, demonstrate injury prevention techniques for the therapist, discuss universal precautions, and should become certified in CPR. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

MT106K Nutrition

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course will provide students with an understanding of how nutrition affects the clients' and therapists' overall health and daily activity. Basic food groups, recommended dietary guidelines, and exercise as tools to maintain a healthy body will be discussed. As a result of this coursework, students should be able to identify the basic food groups and recommended dietary

guidelines, and discuss exercise as a means to a healthy lifestyle. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MT107K Sports Massage Therapy

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 10, Lab 30)

This course will provide students with the educational background needed to practice in one of the most rapidly growing areas of massage therapy. Preand postevent massage techniques, as well as an overview of athletic injuries, will be discussed and demonstrated. Upon successful completion of the course, students should be able to explain the basic concepts of athletic-related injuries and demonstrate pre- and postevent massage techniques. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

MT108K Craniosacral Therapy

- Credits: 1.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

In this course, craniosacral therapy, a gentle and profound method of healing, is available to the massage therapist. Students develop an appreciation for the history and development of the technique, become familiar with the anatomy and physiology of the craniosacral system, and understand basic palpation skills. Upon successful completion of the course, students should be able to demonstrate palpation techniques and explain the anatomy and physiology of the craniosacral system. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MT111K Body Systems, Directional Methods, and Pathology

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60, Lab 0)

In this course, students build a solid foundation in their understanding of the development, structure, function, and pathology of the human body. Cell and musculoskeletal system structure, function, and pathology will be presented. Upon successful completion of the course, students should be able to explain basic cell structure, function, and pathology, and identify the basic muscle and bone groups found in the human body. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 15 hours of out-of-class work will be assigned.

MT112K Introduction to Massage Techniques

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course offers an introduction to the applied massage therapy techniques. Within the parameters of this course, students define and develop massage movements related to Swedish massage. The art of professional touch, choosing the right equipment, and client intake are also taught. Upon successful completion of the course, students should be able to demonstrate the five basic strokes of Swedish massage, define the massage equipment needed for the profession ,and chart a client's intake and progress. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 15 hours of out-of-class work will be assigned.

MT121K Circulatory Systems and Pathology

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K

- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students add to their understanding of the structure, function, and pathology of the human body. Emphasis will be placed on the lymphatic, cardiovascular, and digestive systems. As a result of their studies, students should be able to explain the basic structure, function, and pathology of each of these systems. Upon successful completion of the course, students should be able to apply this knowledge in their hands-on approach to massage techniques learned. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

MT122 Massage Techniques - Deep Approaches

- Credits: 1.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course is designed to introduce students to advanced massage techniques, such as deep-tissue work, joint mobility, and range of motion. Emphasis is placed on classifications of ROM and normal degrees, with indications and contraindications of these deeper techniques. Upon successful completion of the course, students should be able to differentiate between Swedish and deep-tissue techniques, as well as demonstrate proper range-of-motion techniques. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MT131K Cardiopulmonary System and Pathology

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course will provide students with an understanding of how the respiratory system filters air from the environment before it enters the pulmonary system. Emphasis is placed on the stimulation of respiratory muscles to provide ventilation for the alveoli to supply the precise amount of oxygen needed for every cell in the body, as well as conditions and pathology of the respiratory system. As a result of the course, students should be able to compare, contrast, and explain the mechanism responsible for the exchange of gases that occurs during internal and external respirations. They should also be able to compare and contrast ventilatory patterns and describe the etiology and pathology of the respiratory system. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

MT132 Massage Techniques - Multimodality

- Credits: 1.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course offers advanced platform integration of Swedish tissue techniques to the torso, arm, neck, and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques, such as neuromuscular therapy, aromatherapy, and massage for special populations. Upon successful completion of the course, students should be able to demonstrate the postural assessment, select and use essential oils, and perform prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MT141K Urinary, Reproductive Systems, and Pathology

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed for students to continue adding to their understanding of the structure, function, and pathology of the human body. Emphasis will be placed on the urinary and reproductive systems. Upon successful completion of the course, students should be able to explain the basic structure, function, and pathology of the urinary and reproductive systems. Students

should also be able to incorporate this information when applying hands-on massage techniques. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

MT142 Massage Techniques - Advanced Swedish

- Credits: 3.0 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 60 contact hours (Lecture 0, Lab 60)

This course offers advanced Swedish techniques to the applied massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to Swedish massage. The art of deep tissue professional touch, appropriate range of motion exercises, and proper body mechanics are also taught. Upon successful completion of the course, students should be able to demonstrate ROM exercises and deep tissue strokes of the arms, chest, and abdomen, as well as to the anterior and posterior legs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 15 hours of out-of-class work will be assigned.

MT151K The Senses, Human Development, and Pathology

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed to introduce students to developmental changes of the human body and how internal and external senses detect change. Emphasis will be placed on the special and general senses, pathology, and degenerative changes that occur with aging. Upon successful completion of the course, students should be able to explain how a stimulus is converted into a sensation and the concept of development as a biological process characterized by continuous modification and change. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

MT152 Massage Techniques - Neuromuscular

- Credits: 2.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 50 contact hours (Lecture 0, Lab 50)

This course offers deep-tissue techniques to the back and legs via massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to deep-tissue massage. Postisometric muscle releases of the back musculature will be taught to competency. Students will be introduced to neuromuscular therapy techniques and acquire successful skills. Upon successful completion of the course, students should be able to demonstrate neuromuscular massage and deep-tissue strokes of the body from center out and anterior and posterior cervical spine, as well as perform successful patient postural assessments. Treatments of hip and chest conditions will also be taught to competency. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

MT161K Systemic Pathology

- Credits: 0.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course is designed to teach students the basic concepts underlying various pathologic processes. Emphasis will be placed on the pathogenesis of diseases, their mechanisms, and how they develop. Upon successful completion of the course, students should be able to explain the etiology of pathologic changes and understand the causes of many diseases. This course will include out-of-class

work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

MT162 Massage Techniques - Specialties

- Credits: 1.0 quarter credit hour
- Prerequisites: MT 111, MT 112
- Course Hours: 20 contact hours (Lecture 0, Lab 20)

This course offers deep-tissue techniques to the hips via deep-tissue massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to special-needs massage. Techniques for TMJ musculature will be taught to competency. Students will be introduced to aromatherapy techniques and acquire successful skills for clinical applications. Upon successful completion of the course, students should be able to demonstrate additional massage skills to special populations of pregnancy and geriatrics. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

Medical Assistant

Effective: December 4, 2012

Program Description

The objective of the Diploma in Medical Assistant program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical assistant field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep health care delivery settings running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, taking medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Instruction occurs in some combination of classroom, laboratory, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, patient care assistant, and medical office receptionist.

The Medical Assistant program is 760 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 38.5 quarter credit hours. Prior to graduation, students are required to complete a practicum for a total of 200 contact hours. The practicum is an uncompensated experience. Please refer to the Practicum, Externship, or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Diploma.

The Medical Assistant program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

The program is intended, among other things, to help eligible students prepare for the Registered Medical Assistant (RMA) Examination sponsored by American Medical Technologists (AMT). While many states do not require certification to obtain employment, many employers may prefer to hire individuals who have a national certification. The institution cannot guarantee a student's eligibility either to take a national certification exam or become certified. As student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, or the results of a criminal background check. Practicum sites may themselves require criminal background check or medical examination. See www.amt1.com for more information regarding eligibility for the RMA examination.

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure. Please refer to the Certification, State Board and National Board Exams section of this catalog for further guidance. Students with felony convictions may not be eligible for certification.

This is a residential program.

Curriculum

AHK103K Allied Health Industry and Fundamentals

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 52, Lab 28)

In this course, students are taught an overview of academic strategies, law and ethics, math fundamentals, introduction to pharmacology, infection control and vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

AHW102K Allied Health Careers and Communication

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 45, Lab 35)

In this course, students are taught an overview of English fundamentals, computer applications, medical terminology, anatomy and physiology, human behavior and communications, medical emergencies, including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MAB150K Medical Front Office

- Credits: 4.5 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 38, Lab 42)

In this course, students are taught front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students are also taught skills in performing insurance coding for proper application to insurance billing systems, awareness of theories in relation to the office reception area, and preparing the office for the business day. Students have the opportunity to gain an understanding of office emergencies and how to handle them. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MAG150K Musculoskeletal, Digestive, and Respiratory

- Credits: 4.5 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 38, Lab 42)

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MAP150K Nervous, Sensory, and Endocrine

- Credits: 4.5 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 38, Lab 42)

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students have the opportunity to gain competency in a variety of clinical and laboratory procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MAR150K Circulatory, Immune, and Lymphatic

- Credits: 4.5 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 38, Lab 42)

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In this module, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECG or EKG) diagnostic test. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MAX151 Medical Assistant Practicum I

- Credits: 3.0 quarter credit hours
- Prerequisites: MAB150, MAG150, MAP150, MAR150, MAY150
- Course Hours: 100 contact hours

This practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MAX152 Medical Assistant Practicum II

- Credits: 3.0 quarter credit hours
- Prerequisites: MAB150, MAG150, MAP150, MAR150, MAY150
- Course Hours: 100 contact hours

This practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MAY150K Integumentary, Urinary, and Reproductive

- Credits: 4.5 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 38, Lab 42)

In this course, students are taught common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students are given the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are given the opportunity to gain competency in a variety of clinical and laboratory procedures including urinalysis. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Medical Billing & Coding Specialist

Effective: December 4, 2012

Program Description

The objective of the Diploma in Medical Billing and Coding Specialist program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical billing and coding specialist field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in transforming information from medical records documentation into numeric codes for optimal reimbursement and bills for various insurance plans. Duties for graduates of this program may include accounting, preparing and filing insurance claim forms, Medicare and Medicaid billing, reimbursements, collections, coding procedures, benefits, coverage, and limitations. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including insurance billing specialist, reimbursement specialist, and patient accounts representative.

The Medical Billing and Coding Specialist program is 760 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 41 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 200 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded Medical Billing and Coding Specialist Diploma.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

AHK103K Allied Health Industry and Fundamentals

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 52, Lab 28)

In this course, students are taught an overview of academic strategies, law and ethics, math fundamentals, introduction to pharmacology, infection control and vital signs, and complementary and alternative medicine. This course is also designed to

develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

AHP150K Health Information Management

- Credits: 5.0 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught health information management from both the patient and the practice perspective, regulatory guidelines, and legal and ethical aspects of medical insurance, billing, and coding. Students are also taught medical records management, patient information forms, charts, and authorizations for treatment. Topics include privacy laws, fraud and abuse, auditing patient records for correct assignment of codes, and specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

AHW102K Allied Health Careers and Communication

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 45, Lab 35)

In this course, students are taught an overview of English fundamentals, computer applications, medical terminology, anatomy and physiology, human behavior and communications, medical emergencies, including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MBB150K Inpatient Coding

- Credits: 5.0 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught about documentation used for coding in an inpatient setting, and on utilizing diagnostic and procedure codes. Students are also taught inpatient billing and coding using the industry standard claim form, as well as specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MBG150K Reimbursement and Collection Procedures

- Credits: 5.0 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught reimbursement methodologies and procedures. Students are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Topics include coding for health care equipment and supplies in health care transactions and Evaluation and Management Coding, and using reference materials to facilitate code assignments. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MBR150K Government and State Insurance Plans

- Credits: 5.0 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught about the billing guidelines for the different government programs including Medicare, Medicaid, TRICARE, CHAMPVA, worker's compensation, and disability insurance. Students have the opportunity to practice use of medical office software as well as diagnostic and procedural coding. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MBX151 Medical Billing and Coding Specialist Externship I

- Credits: 3 quarter credit hours
- Prerequisites: AHP150, MBB150, MBG150, MBR150, MBY150
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MBX152 Medical Billing and Coding Specialist Externship II

- Credits: 3 quarter credit hours
- Prerequisites: AHP150, MBB150, MBG150, MBR150, MBY150
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MBY150K Private and Managed Care Insurance Plans

- Credits: 5.0 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught the billing guidelines of various types of insurance plans. Students are taught about the billing guidelines surrounding private and managed care insurance plans. Students are also taught the features and functions of the practice management systems. Students have the opportunity to demonstrate proper billing techniques for both types of insurance plans and are taught specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Pit and Fissure Sealants

Program Description

The objective of the Pit and Fissure Sealants course is to provide learners with knowledge and skills that will allow them to successfully apply sealants in a clinical setting. The course provides knowledge in tooth anatomy and physiology, tooth morphology, salivary system characteristics, sealant contraindications, concepts of bonding and sealant placement, as well as infection control protocol and regulations, emergency procedures, patient selection criteria, and examination requirements for sealants. Learners in the course are required to apply pit and fissure sealants on four clinical patients.

The Pit and Fissure Sealants course is 16 hours long and graded on a pass/fail basis. Note: This is a non-credit bearing course approved by the Dental Board of California, and there is no academic credit given by the campus. Students must not assume that this course will be accepted for transfer credit at another institution. Students are not able to receive financial aid for this course.

Upon successful completion of the course, learners will be awarded a certificate of completion. The Dental Board of California has approved this course for 16 hours of continuing education.

Curriculum

DAPF16 Pit and Fissure Sealants

- Credits:
- Prerequisites: None
- Course Hours: 16 contact hours (Lecture 4, Lab 4, Clinical 8)

In this course, students are taught infection control protocol and regulations, emergency procedures, patient selection criteria, and examination requirements for pit and fissure sealants. Topics include tooth anatomy and physiology, tooth morphology, salivary system characteristics, sealant contraindications, and concepts of bonding and sealant placement. Students are required to apply pit and fissure sealants on four clinical patients to meet Dental Board of California regulations.

ACADEMIC CALENDAR

Effective: December 21, 2012

2012 Holiday Schedule for Degrees and Diplomas

Martin Luther King Day	January 16
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving	November 22 - 25
Winter Break (Degree Only)	December 22 - January 2
Winter Break (Diploma Only)	December 24 - January 2

2013 Holiday Schedule for Degrees and Diplomas

Martin Luther King Day	January 21
Memorial Day	May 27
Independence Day	July 4

Labor Day	September 2
Thanksgiving	November 28 - December 1
Winter Break (Degree Only)	December 24 - January 1
Winter Break (Diploma Only)	December 23 - January 1

2013 Standard Degree Term Breaks

February 20-26

May 8-14

July 24-30

October 9-15

2013 Standard Diploma In-Service Days

March 13

April 11-12

June 11

July 5, July 12

September 10

October 9

2013 Criminal Justice

Start Date	Grad Date
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February 27, 2013	August 19, 2014
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May 15, 2013	November 4, 2014
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July 31, 2013	January 27, 2015
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October 16, 2013	April 14, 2015
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2013 Dental Assistant

Start Date	Grad Date
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January 15, 2013	November 6, 2013
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February 13, 2013	December 8, 2013
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March 14, 2013	January 15, 2014
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April 15, 2013	February 16, 2014
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May 13, 2013	March 16, 2014
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June 12, 2013 April 14, 2014
July 15, 2013 May 12, 2014
August 12, 2013 June 15, 2014
September 11, 2013 July 14, 2014
October 10, 2013 August 12, 2014
November 7, 2013 September 10, 2014
December 9, 2013

2013 Health Information Technology

Start Date	Grad Date
February 27, 2013	June 3, 2014
May 15, 2013	August 19, 2014
July 31, 2013	November 4, 2014
October 16, 2013	January 27, 2015

2013 Medical Assistant

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014
October 10, 2013	July 14, 2014
November 7, 2013	August 12, 2014
December 9, 2013	September 10, 2014

2013 Medical Billing and Coding Specialist

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014
October 10, 2013	July 14, 2014
November 7, 2013	August 12, 2014
December 9, 2013	September 10, 2014