

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

## **Welcome to the Kaplan College Bakersfield Catalog!**

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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

The Sacramento Kaplan College campus was founded in 1982 as the California Academy of Merchandising, Art and Design. Kaplan College, Panorama City campus, was founded in 1989 as the Southern California College of Court Reporting.

In 1993, the California Academy of Merchandising Art and Design expanded into the interior design field and was purchased by Educational Medical, Inc. (EMI). The school relocated in 1994. In September 1998, EMI changed its name to Quest Education Corporation.

Having outgrown its current space and name by 1999, the California Academy of Merchandising Art and Design was renamed California College of Technology and moved to accommodate new programs. Quest was purchased in July 2000 by Kaplan, Inc., and in December 2002, Quest changed its name to Kaplan Higher Education Corporation.

In January 2003, the California College of Technology changed its name to California College. In March 2004, the college changed its name to Maric College and opened a branch campus in Bakersfield.

The Southern California College of Court Reporting also continued to expand its program offerings throughout the nineties and changed its name to Lee College in 1997. Lee College was subsequently purchased and renamed California Education Institute College in 1999.

The California Education Institute College was purchased by Kaplan Higher Education Corporation in 2003 and became a Maric College campus in 2004.

In August 2008, the three Maric College campuses were renamed Kaplan College.

## Equipment

In keeping with the high standards of Kaplan College, the equipment utilized affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job.

## Institution Facilities

The Bakersfield campus is conveniently located to serve the Bakersfield area. Classes are conducted at 1914 Wible Road, Bakersfield, California. The campus occupies approximately 24,000 square feet of classroom and office space.

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

## Learning Resource Center

**Effective: December 21, 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 21, 2012**

### Accrediting Agencies

- Kaplan College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate's degrees and diplomas. Their address is:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street NE, Suite 980  
Washington DC 20002-4223  
202.336.6780

## 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.

- Approved by the Dental Board of California for Dental Assistant Program, 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

## Memberships

- Member of the Association of Private Sector Colleges and Universities (APSCU)
- Member of the California Association of Student Financial Aid Administrators (CASFAA)
- Member of the Bakersfield Chamber of Commerce (COC)

## 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 21, 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**

Mary Whitlock, President  
Amanda Harrison, Director of Education  
Patricia Scott, Assistant Director of Education  
Don Ohland, Director of Admissions  
Stephanie Devers, Director of Finance  
Randi Hendrix, Assistant Director of Financial Aid  
John Dunn, Director of Career Services  
Jazmin Olsen, Registrar  
Marrisa Williams, Assistant Registrar  
Colin Williams, Librarian

## **Faculty**

Becky Adams, RDA  
Dental Assistant Instructor

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Medical Externship Coordinator

Allan Andrews  
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BA, Social Science, Long Beach State College, Long Beach, CA  
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MA, Counseling Psychology, National University, La Jolla, CA

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Medical Assistant Instructor

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Medical Assistant Lab Technician

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MEd, Early Childhood Education, California State University, Bakersfield  
MEd, Reading and Literacy, California State University, Bakersfield  
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AS, Registered Nursing, College of the Sequoias  
AS, Biology, Bakersfield College

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Criminal Justice Instructor  
BS, Business Administration, California State University, Bakersfield  
AS, Administration of Justice, Taft College, Bakersfield

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MEd, University of LaVerne  
BA, Liberal Studies, University of LaVerne

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Medical Lab Technician

Robert Gomez  
Criminal Justice Instructor  
MPA, Public Administration, California State University, Bakersfield  
BA, Criminal Justice, University of La Verne

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Dental Program Coordinator

Angelica Laulu  
Medical Assistant Instructor

Staci Limon, RDA  
Dental Assistant Instructor  
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Medical Externship Coordinator

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BA, Philosophy, California State University, Bakersfield, CA

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Patricia Morales  
Medical Office Specialist Instructor

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Michelle Nunez  
Medical Assistant Instructor

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Criminal Justice Instructor  
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Erica Ortiz, RDA  
Dental Assistant Instructor

Stanley Peterson  
General Education Instructor  
BA, Criminal Justice/Public Administration, National University, La Jolla, CA

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Medical Office Specialist Instructor

Dominador Posadas, Jr., RDA  
Dental Assistant Instructor

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General Education Instructor  
MEd, Education, University of Phoenix, Bakersfield, CA  
MEd, Education, University of LaVerne, Bakersfield, CA  
BA, Liberal Studies, California State University, Bakersfield, CA

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Medical Office Specialist Instructor

Patricia Scott  
Assistant Director of Education, Allied Health Program Coordinator  
BS, Human Services, University of Phoenix

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JD, Law, University of California, Hastings, San Francisco, CA  
BA, Political Science, University of California, Berkeley, Berkeley, CA

Michael Wilson  
Criminal Justice Instructor  
BA, History, California State University, Bakersfield, CA

Frank Wooldridge  
Criminal Justice Instructor  
BA, Public Administration, California State University, Bakersfield  
AA, Administration of Justice, Bakersfield College, Bakersfield

Carrie Young  
Medical Assistant Instructor

Disabilities Coordinator

Stephanie Devers  
Kaplan College  
1914 Wible Road  
Bakersfield, CA 93304

## 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 (Branch of Sacramento)  
Atlanta, Georgia 30313

Kaplan College  
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)

Kaplan College

177 Franklin Mills Boulevard  
Philadelphia, Pennsylvania 19154

Kaplan Career Institute  
(Branch of Franklin Mills)  
3031 West Grand Boulevard, Suite 236  
Detroit, Michigan 48202

Kaplan College  
(Branch of Franklin Mills)  
801 Linn Street  
Cincinnati, Ohio 45238

Hesser College  
16 Foundry Street, Suite 201  
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 Salida)  
44 Shaw Avenue  
Clovis, California 93612

Kaplan College (Main Campus)  
7142 San Pedro Avenue, Suite 100  
San Antonio, Texas 78216

Kaplan College  
(Branch of San Pedro)  
1500 South Jackson Road  
McAllen, Texas 78503

Kaplan College  
(Branch of San Pedro)  
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

(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)  
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)

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

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

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 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

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 21, 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.

Criminal Justice	16
Dental Assistant	15
Medical Assistant	12
Medical Office Specialist	12

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. **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.

Criminal Justice

### **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: December 21, 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](http://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 21, 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.

**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

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 facility 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](http://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 on the State Agencies page .

#### STEP 8

Schools accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) must have a procedure and operational plan for handling student complaints. If a student does not feel that Kaplan College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the Institution for a response. The complainant will be kept informed as to the status of the complaint as well as

the final resolution by the Commission. A copy of the Commission's Complaint Form is available at Kaplan College and may be obtained by contacting the Institution's Disabilities Coordinator. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street NE, Suite 980  
Washington DC 20002-4241  
202.336.6780

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](http://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 Government**

Student government at Kaplan College is a select group of students who give direction and guidance to new students to help ease their transition to college life. Student government members must be in good academic standing, display a positive attitude and possess leadership abilities. Student government participates in community events, outreach programs and school 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.

## 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](mailto: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](mailto: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](mailto: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

### 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](mailto: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](mailto: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

sbpce@arkansas.gov  
[http://www.sbpce.org/complaint\\_process.html](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>

#### 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](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/seo/elementary\\_and\\_secondary\\_education/may\\_2011/complaint\\_form\\_4\\_11.pdf](http://osse.dc.gov/seoframes.asp?doc=/seo/lib/seo/elementary_and_secondary_education/may_2011/complaint_form_4_11.pdf)

#### FLORIDA

Florida Commission on Independent Education

<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/StdtCompltForm.pdf](http://www.nccommunitycolleges.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>

#### 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

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](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/about/email_consumers.jsp)  
<http://www.illinoisattorneygeneral.gov/consumers/conscomp.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

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  
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/>

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 Leewood 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](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.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

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](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

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

<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](mailto: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  
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/>

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](mailto: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](mailto: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](mailto: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](mailto: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

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](mailto: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](mailto: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

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**  
Wisconsin Educational Approval Board  
30 West Mifflin Street, 9th Floor  
P.O. Box 8696  
Madison, WI 53708  
[eabmail@eab.state.wi.us](mailto: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 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**

MON-THU .....7:00 a.m. to 11:00 p.m.  
FRI..... 7:00 a.m. to 5:30 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 a Unit of Credit

The Institution measures its programs in quarter credit hours.

One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship/practicum clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

## 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

Honors and awards are presented to deserving students for academic achievements, perfect attendance, and various other performances based on criteria and faculty recommendations. Graduates may find these awards to be an asset when they seek future employment. The Education Department can provide information regarding the various types of awards.

## 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 30<sup>th</sup> 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

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

**Effective: December 21, 2012**

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.

### **Registered Dental Assistant (RDA)**

The Dental Board of California issues the Registered Dental Assistant License. To become a Registered Dental Assistant, students must complete a Dental Board-approved educational program that includes training in CPR, infection control, the California Dental Practice Act, Pit and Fissure Sealants, Coronal Polish, and Radiology, as well as pass three state examinations: the RDA written examination, the Law and Ethics examination, and the RDA practical examination. Applicants for the Registered Dental Assistant License also must submit live-scan fingerprints for the state to conduct a criminal background check.

## 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 21, 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

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 ( $1.5 \times 60$ ) 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 21, 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 21, 2012

Prior to enrolling at the College, 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 College Financial Aid Office to help each student and their family clearly understand their financial situation before entering into a contractual agreement. The College 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 Program
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Academic Competitiveness Grant (ACG)

## Work

- Federal Work Study Program

## U.S. Department of Veterans Affairs Benefits

- Veterans educational benefits may extend to students enrolled in Kaplan College. More information may be obtained from the U.S. Department of Veterans Affairs office that has possession of applicant's records. In all cases the Kaplan College Financial Aid Office is responsible for certifying the registration of veterans.

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 College 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.

Full-Time: 12 credit hours per term

Three-Quarter-Time: 9 credit hours per term

Half-Time: 6 credit hours per term

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.

Students with less than 6 credit hours per quarter are classified as less than half-time and qualify for limited amounts of financial aid, if any.

## Tuition and Fees

Effective: December 21, 2012

### **Criminal Justice**

#### *First Academic Year*

Enrollment Fee\* \$10.00  
Registration Fee \$76.00  
Tuition \$11,186.00  
Books \$1,413.00  
Uniforms \$130.00  
Student Tuition Recovery Fund (non-refundable)†\$72.50

#### *Second Academic Year*

Registration Fee \$74.00  
Tuition \$11,188.00  
Books \$1,059.00

#### *Third Academic Year*

Registration Fee \$75.00  
Tuition \$3,728.00  
Books \$353.00

TOTAL \$29,364.50  
Total cost per credit hour = \$322.69

### **Dental Assistant**

Registration Fee \$75.00  
Enrollment Fee\* \$10.00  
Tuition \$15,717.00  
Books \$1,160.00  
Uniforms \$160.00  
Student Tuition Recovery Fund (non-refundable)† \$42.50  
TOTAL \$17,164.50  
Total cost per credit hour = \$326.94

### **Medical Assistant**

Registration Fee \$75.00  
Enrollment Fee\* \$10.00  
Tuition \$14,484.00  
Books \$996.00  
Uniforms \$160.00  
Student Tuition Recovery Fund (non-refundable)† \$40.00  
TOTAL \$15,765.00  
Total cost per credit hour = \$354.27

### **Medical Office Specialist**

Registration Fee \$75.00  
Enrollment Fee\* \$10.00  
Tuition \$14,090.00  
Books \$1,390.00  
Uniforms \$160.00  
Student Tuition Recovery Fund (non-refundable)† \$40.00  
TOTAL \$15,765.00  
Total cost per credit hour = \$339.03

## Pit and Fissure Sealants

Registration Fee \$25.00

Enrollment Fee\*\* \$10.00

Tuition \$500.00

Student Tuition Recovery Fund (non-refundable)†† \$2.50

TOTAL \$537.50

\*An enrollment fee is due at the time the enrollment agreement is completed. This fee is nonrefundable unless the student cancels in writing by midnight of the sixth calendar day after the first class session.

\*\*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.

†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.

†† 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 day before the first day of class(es).

All figures include textbooks for classroom use and most classroom supplies. When a mandatory field trip requires an entrance fee, the fee will be paid by the College.

Note: Students may make tuition payments via the following secure website: [www.khec.com](http://www.khec.com)

## Retake Fees

There is a flat rate of \$250 for the first retake fee and \$500 for the second retake. This is for ALL Programs.

## 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](http://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: December 21, 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: December 21, 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.

<b>Subject Area</b>	<b>Abbreviation</b>
Allied Health	AH
Anatomy	ANA
Career Strategies	CS
Criminal Justice	CJ
Dental Assistant	DA
Health Services	HS
Human Resources	MT
Information Technology	IT
Medical Assistant	MA

Medical Billing and Coding Specialist	MB
Medical Office Specialist	MO
Pit and Fissure Sealants	DAPF
Vocational Nursing	VN

### 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, GE
Humanities	HU
Mathematics	MM
Social Science	SS
General Education	GE

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

## Associate's Degree Programs

### Criminal Justice

Effective: December 21, 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. 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 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 above are General Education courses**

- CM102
- CM206
- CM220
- HU245
- MM103
- SS124

## Diploma and Certificate Programs

### Dental Assistant

#### 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 52.5 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

### *DAC101 Dental Terminology and Proper Asepsis Techniques*

- Credits: 7.0 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.

### *DAC102 Chairside Assisting for General and Specialty Dentistry*

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101
- 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.

### *DAC103 Dental Materials and Prevention*

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101
- 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.

*DAC104 California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab*

- Credits: 10.0 quarter credit hours
- Prerequisites: DAC101 and one of DAC102, DAC103, or DAC106
- 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.

*DAC105 Dental Radiology*

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101 and one of DAC102, DAC103, or DAC106
- 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.

*DAC106 Dental Practice Management*

- Credits: 7.0 quarter credit hours
- Prerequisites: DAC101
- 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.

*DAC107 Advanced Clinical and Lab Duties*

- Credits: 6.5 quarter credit hours
- Prerequisites: DAC102, DAC103, DAC104, DAC105, DAC106
- 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.

## Medical Assistant

### 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, practicum, 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.

This 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](http://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.

The Medical Assistant program is 760 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 46 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.

## Curriculum

### *AHK103 Allied Health Industry and Fundamentals*

- Credits: 6.5 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.

### *AHW102 Allied Health Careers and Communication*

- Credits: 6.0 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.

### *MAB150 Medical Front Office*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

### *MAG150 Musculoskeletal, Digestive, and Respiratory*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

*MAP150 Nervous, Sensory, and Endocrine*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

*MAR150 Circulatory, Immune, and Lymphatic*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

#### *MAY150 Integumentary, Urinary, and Reproductive*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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 Office Specialist

### Program Description

The objective of the Diploma in Medical Office Specialist program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in a medical administrative office, a hospital administrative office, or in a related area. The program concentrates on helping students acquire knowledge and develop skills in filing insurance claims, payroll and financial management, patient files and filing systems, diagnostic and procedural coding, medical transcription, accounts payable and receivable, office operations, and reception duties. 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 medical office specialist, medical office receptionist, medical billing clerk, and medical records clerk.

The Medical Office Specialist program is 760 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 48 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 a Diploma in Medical Office Specialist.

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

#### *AHK103 Allied Health Industry and Fundamentals*

- Credits: 6.5 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.

### *AHP150 Health Information Management*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

### *AHW102 Allied Health Careers and Communication*

- Credits: 6.0 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.

### *MOB150 Medical Office Management*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught the managerial functions involved in organization and administrative problem solving, as well as the management functions of planning, organizing, motivating, directing, and controlling. Emphasis is placed on theoretical and practical aspects of personnel management. Students are introduced to presentation analysis and practice of public relations, professionalism, and psychology. Topics covered include patient relations, cultural diversity, telephone technique, speech, and stages of life. Students have the opportunity to demonstrate practical applications and knowledge of proper communication. Students are taught inpatient billing and coding using the industry standard claim form 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.

### *MOG150 Health Care Administration*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- Course Hours: 80 contact hours (Lecture 35, Lab 45)

In this course, students are taught front office skills, procedures, and equipment and legal aspects of documentation and records management. Topics presented include telephone technique, filing, scheduling, mail, banking, inventory, and office machines, including business office applications. Students become familiar with coding for health care equipment and supplies in health care transactions and evaluation and management 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.

#### *MOR150 Health Care Claims Management*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In the Health Care Claims Management module, students are taught the basics of insurance plans, including private insurance, Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, CHAMPVA, workers' compensation, and disability insurance. Emphasis is placed on requirements of individual plans and claims completion, submission, and management. Topics covered include indemnity and managed-care plans, forms used, appeals, referrals, and consultations. Students are taught about the billing guidelines for the different government programs. This module also includes the use of medical office software, as well as diagnostic and procedural coding. This module 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 five hours of out-of-class work will be assigned per week.

#### *MOX155 Medical Office Specialist Externship I*

- Credits: 3.0 quarter credit hours
- Prerequisites: AHP150, MOB150, MOG150, MOR150, MOY151
- 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.

#### *MOX156 Medical Office Specialist Externship II*

- Credits: 3.0 quarter credit hours
- Prerequisites: AHP150, MOB150, MOG150, MOR150, MOY151
- 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.

#### *MOY151 Medical Office Technology*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught to develop familiarity with the use of transcription equipment as well as emerging medical technology. The student is given a review of grammar and punctuation, the use of reference materials, and document format.

Emphasis is placed on transcribing a wide variety of realistic, typical communications from business organizations, medical facilities, and government agencies. In addition, students are taught about the billing guidelines surrounding private and managed-care insurance plans. 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.

### Occupational Outcomes

#### **1. Associate of Applied Science - Criminal Justice**

Law Enforcement

Security Guards

Correction Officers

Investigator

Dispatcher

Additional police academy training may be required for law enforcement jobs.

## **2. Diploma - Dental Assistant**

Dental Assistant

Dental Lab Assistant

## **3. Diploma - Medical Assistant**

### *General Office Occupations:*

Billing/Collections

Bookkeeping Clerk

Clerk/Messenger/Runner

Clerk/Typist

Data Entry Operator

File Clerk

Inventory/Supply Clerk

Personnel Records Clerk

Receptionist

### *Medical Facility Occupations:*

Blood Bank Donor Unit Administrator

Blood Bank Donor Unit Assistant

Blood/Plasma Laboratory Assistant

Clinical Laboratory Aide (venipuncture)

Hospital Donor Unit Assistant

Medical Assistant (general practitioner, OB-GYN, pediatric, internal, chiropractic, orthopedic)

Unlicensed Home Health Aide

## **4. Diploma - Medical Billing and Coding Specialist**

Billing Specialist

Claims Examiner

Medical Insurance Coder

Medical Reimbursement Specialist

Patient Accounts Representative

## **5. Diploma - Medical Office Specialist**

### *General Office Occupations:*

Administrative Assistant

Billing/Collections Clerk

Bookkeeping Clerk

Data Entry Department Assistant  
File Clerk  
Insurance Examiner's Assistant  
Inventory/Supply Clerk  
Records Department Assistant  
Front Office Assistant Manager

*Medical Office Occupations:*  
Front Office Assistant Manager  
Medical Office Assistant Manager  
School Health Aide  
Medical Office Specialist

#### **6. Diploma - Vocational Nursing**

Acute-Care Staff Vocational Nurse  
Certified Nursing Assistant  
Dialysis Vocational Nurse  
Home Health Nurse  
Instructor CNA and/or Medical Assistant Programs  
Licensed Vocational Nurse (after passing state exam)  
Long term Care/Sub-Acute Care Vocational Nurse  
Military LVN - U.S. Army (91 Charlie), U.S. Navy Corpsman  
Nurse for Department of Corrections (MTA)  
Occupational Industrial First Aide Nurse  
Psychiatric Vocational Nurse  
Public School - LVN Health Clerks  
Rehabilitation Staff Vocational Nurse  
Staff Development Coordinators in Long-Term Care with (DSD) Certification

#### **7. Certificate - Pit and Fissure Sealants**

Upon passing the RDA exam and earning a certificate of completion for the Pit and Fissure course, the student will be able to apply Pit and Fissure Sealants.

## **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

<b>Start Date</b>	<b>Grad Date</b>
February 27, 2013	August 19, 2014
May 15, 2013	November 4, 2014
July 31, 2013	January 27, 2015
October 16, 2013	April 14, 2015

## 2013 Dental Assistant

<b>Start Date</b>	<b>Grad Date</b>
January 15, 2013	November 6, 2013
February 13, 2013	December 8, 2013
March 14, 2013	January 15, 2014
April 15, 2013	February 16, 2014
May 13, 2013	March 16, 2014
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 Medical Assistant

<b>Start Date</b>	<b>Grad Date</b>
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 Office Specialist

<b>Start Date</b>	<b>Grad Date</b>
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

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

**Welcome to the Kaplan College Sacramento Catalog!**

Kaplan College

4330 Watt Avenue, Suite 400

Sacramento, California 95821

916.649.8168

Fax: 916.649.8344

Website: <http://sacramento.kaplancollege.com>

Publication Date: 12/26/2012

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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

The Sacramento Kaplan College campus was founded in 1982 as the California Academy of Merchandising, Art and Design. Kaplan College, Panorama City campus, was founded in 1989 as the Southern California College of Court Reporting.

In 1993, the California Academy of Merchandising Art and Design expanded into the interior design field and was purchased by Educational Medical, Inc. (EMI). The school relocated in 1994. In September 1998, EMI changed its name to Quest Education Corporation.

Having outgrown its current space and name by 1999, the California Academy of Merchandising Art and Design was renamed California College of Technology and moved to accommodate new programs.

Quest was purchased in July 2000 by Kaplan, Inc., and in December 2002, Quest changed its name to Kaplan Higher Education Corporation. In January 2003, the California College of Technology changed its name to California College. In March 2004, the college changed its name to Maric College and opened a branch campus in Bakersfield.

The Southern California College of Court Reporting also continued to expand its program offerings throughout the nineties and changed its name to Lee College in 1997. Lee College was subsequently purchased and renamed California Education Institute College in 1999.

The California Education Institute College was purchased by Kaplan Higher Education Corporation in 2003 and became a Maric College campus in 2004.

In August 2008, the three Maric College campuses were renamed Kaplan College.

## Equipment

In keeping with the high standards of Kaplan College, the equipment utilized affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job.

## Institution Facilities

The Sacramento is conveniently located to serve the Sacramento area. Classes are conducted at 4330 Watt Avenue, Suite 400, Sacramento, California. The campus occupies approximately 24,000 square feet of classroom and office space.

Each program is taught in specially built classrooms, fully equipped laboratories, and computer labs. 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

- Kaplan College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate's degrees and diplomas. Their address is:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street NE, Suite 980  
Washington, DC 20002-4223  
202.336.6780

### 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.

- Approved by the Dental Board of California for Dental Assistant Program, 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

- 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

### **Memberships**

- Member of California Association of Private Postsecondary Schools
- Member of the Association of Private Sector Colleges and Universities (APSCU)

### **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: October 23, 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**

Lisia Moore, Executive Director  
Cary Aplin, Director of Education  
Heidi Wingo, Director of Admissions  
Ryan M. Smith, Director of Financial Aid  
Julie Muir, Director of Career Services  
Kathryn Delluna, Facility Manager  
Janice Macapagal, Registrar  
Beverly McGreevey, Admissions Coordinator  
Gwendie Draper, Business Office Manager  
Yolanda Moon, Extern to Hire Coordinator  
Gina Erio, Extern to Hire Coordinator

### **Faculty**

Denise Allen  
Criminal Justice Instructor  
BS, Psychology, California State University  
MS, Criminal Justice, California State University

Rita Anderson  
Medical Assistant Instructor  
Medical Assistant-Diploma

Kathy Barge, MS ED, BSN, RN  
Vocational Nursing Instructor  
BSN, Nursing, University of North Carolina  
MS ED, Virginia State University

Shannon Booth, BSN, RN  
BS, Nursing, Arkansas Tech University

Andrea Bremby-Clark, RDA  
Dental Assistant Instructor  
BS-Health Administer, Phoenix University  
Pit and Fissure Sealant Certification  
Coronal Polishing/X-ray Certification

Martel Costa, RN, BSN  
Vocational Nursing Instructor  
MSN-California State University  
BS-University of Southern California

Teresa Dodson, BSN, RN  
Vocational Nursing Instructor  
BSN, Southern Illinois University  
RN, Southern Illinois University

Randall Fritz  
Criminal Justice Instructor  
MA, Education, Sacramento State  
BA, Criminal Justice Management, Union Institute and University

Debra Gaouette  
Medical Assistant Instructor  
CPMA Certificate

Kelli Garcia  
Dental Program Director/Coordinator  
Coronal Polishing/X-ray Certification  
Pit and Fissure Sealant Certificate

**Kelly DiGiacomo RN, BSN**  
Vocational Nursing Instructor  
**MSN, Walden University**  
**BS, Walden University**

Jose Angel Gil  
Medical Assistant Instructor  
Medical Assistant-Santa Barbara Business College  
EMT, Consumnes River College

Mark Glowski, BSN, RN  
Vocational Nursing Instructor  
BSN, University of Phoenix

John Grimes  
Criminal Justice Instructor  
JD, University of the Pacific, McGeorge School of Law  
BA, English, California State University, Long Beach

Trish Hall-Jones  
Criminal Justice Instructor  
BA, Communication Studies, California State University, Sacramento

Christie Harrop  
Medical Assistant Instructor  
Medical Assistant, Kaplan College  
Phlebotomist, Donor Evaluator

Donna Hillman  
Criminal Justice Instructor  
BS, Criminal Justice, California State University, East Bay  
AA, Liberal Arts, College of San Mateo

Karen Jan MSN, RN  
Vocational Nursing Instructor  
MSN, Nursing, Walden University

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Criminal Justice Instructor  
MS, Management of Tech, Golden Gate University  
BS, Industrial Technology, CADD Management, University of California, Fresno

Shiela Jones MSN, RN  
Vocational Nursing Instructor  
MSN, Nursing, San Jose State University

Shanna Jopson, RDA  
Dental Assistant Instructor  
Dental Assistant Certification  
Ultrasonic Scaling Certification, Coronal Polishing Certification, X-Ray License, Western Career College  
Pit and Fissure Sealant Certificate

Jill Lawler, Gen. Ed.  
Criminal Justice Instructor  
MA, Counseling Psychology, National University, Sacramento  
BA, Behavioral Science, National University, Sacramento

Vera Manzyuk, RN, MSN  
Vocational Nursing Instructor  
MSN, California State University, Sacramento  
BSN, California State University, Sacramento

Annemarie Marchi, RN, BSN, PHN  
Vocational Nursing Instructor  
California State University Long Beach

Doris Marshall, RN, BSN, PHN  
Vocational Nursing Instructor  
BSN, California State University Dominguez Hills  
Public Health Nurse

Michael Mueller  
Criminal Justice Instructor  
JD, University of the Pacific, McGeorge School of Law  
MS, Criminal Justice, California State University, Sacramento  
BS, Criminal Justice, California State University, Sacramento

Miguel Mullen  
Criminal Justice Instructor  
BA, Teaching, St Mary's of California  
MA, Addiction Counselor, Breyer State University

Tara Myrstol  
Medical Office Specialist Instructor  
BA, Liberal Studies, Humphrey's College  
Medical Assistant, Sanford-Brown Institute

Kelly Neil  
Criminal Justice Instructor  
MA, University of North Carolina, Greensborough  
BA, English, University of North Carolina, Greensborough

Donna-Rae Ondrasek, RDA  
DA, Western Career College  
Coronal Polishing/X-ray Certification  
Pit and Fissure Sealant Certificate

Robin Ortiz, RDA  
Dental Assistant Instructor  
Bryman College, San Francisco  
Pit and Fissure Sealant Certificate  
Coronal Polishing/X-ray Certification

Michelle Palmer  
Medical Assistant Instructor  
Medical Assistant-California College of Technology

Sharon Parkman, PhD, RN  
Director of Nursing  
PhD, University of Washington  
MN, University of Washington  
RN, Lankenau Hospital, School of nursing

Chief Lou Pietronave, retired  
Criminal Justice Program Director  
DBA, California Southern University  
MPA, National University  
BA, The Union Institute  
FBI- National Academy

Matthew Polston  
Criminal Justice Instructor  
BA, Literature, San Francisco State University  
MA, English, Sacramento State University

Alicia Riley  
Medical Assistant Instructor  
AS, Medical Assistant, Western Career College

Elizabeth Sawyer, CCMA-AC  
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Deborah A. Smith, BSN, RN  
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BSN, Nursing, American Sentinel University

Renee St. Clair-Root, RDA  
Dental Assistant Instructor  
Coronal Polishing/X-Ray Certification  
Pit and Fissure Sealant Certificate

Louisa Spiller, RMA  
Medical Assistant Instructor  
Medical Assistant, Western Career College

Heather Stockton  
Medical Assistant Instructor  
Medical Assistant, National Career Institute

Allen Toledo  
General Education Instructor  
BA, MA- Sacramento State

Denora Watts  
Allied Health Program Director  
MA, Education Management, Laverne University  
BA, Health Services Administration, Saint Mary's College

Lionel Williamson, Jr., RN, MSN, FNP  
Vocational Nursing Instructor  
MSN, University of Phoenix

#### Disabilities Coordinator

Denora E. Watts, Allied Health Program Director

## 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

Andover College  
265 Western Avenue  
South Portland, Maine 04106

Bauder College  
384 Northyards Boulevard NWSuites 190 & 400  
Atlanta, Georgia 30313

Kaplan Career Institute  
Lawrence Park Shopping Center  
1991 Sproul Road, Suite 42  
Broomall, Pennsylvania 19008

Kaplan Career Institute (Main Campus)  
177 Franklin Mills Boulevard  
Philadelphia, Pennsylvania 19154

Kaplan Career Institute  
(Branch of Franklin Mills)  
3031 West Grand Boulevard, Suite 236  
Detroit, Michigan 48202

Kaplan College  
(Branch of Franklin Mills)  
801 Linn Street  
Cincinnati, Ohio 45238

Hesser College  
16 Foundry Street, Suite 201  
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)

Kaplan College  
13610 North Black Canyon Highway, Suite 104  
Phoenix, Arizona 85029

Kaplan College (Main Campus)  
4330 Watt Avenue, Suite 400  
Sacramento, California 95821

Kaplan College  
(Branch of Sacramento)  
1914 Wible Road  
Bakersfield, California 93304

Kaplan College (Main Campus)  
5172 Kiernan Court  
Salida, California 95368

Kaplan College  
(Branch of Salida)  
44 Shaw Avenue  
Clovis, California 93612

Kaplan College (Main Campus)  
7142 San Pedro Avenue, Suite 100  
San Antonio, Texas 78216

Kaplan College  
(Branch of San Pedro)  
1500 South Jackson Road  
McAllen, Texas 78503

Kaplan College  
(Branch of San Pedro)  
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

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)  
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

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

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)

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 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

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  
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. 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. 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. **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.

Criminal Justice

Vocational Nursing

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 Intravenous Therapy and Blood Draw Certification Course must be:

- Licensed Vocational/Practical Nurses OR
- Graduates of accredited vocational/practical nursing programs

### **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: October 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](http://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.

## Applicants for Certificate Courses

Effective: December 10, 2012

- Applicants for certificate courses are not required to take and pass the Wonderlic SLE exam.
- Payment plans are not available for certificate courses.
- Students enrolled in the certificate courses must adhere to the attendance/tardiness policy as described within the catalog.
- A leave of absence is not available to students enrolled in certificate courses.
- No make-up work is permitted for certificate courses.
- No academic or transfer credit will be awarded by the Institution for certificate courses. Students should not assume that certificate courses will be accepted for transfer credit at another institution.
- All certificate courses are non-credit bearing.
- The grading system listed below is used for all certificate courses:
  - P Pass. Student has satisfactorily met all requirements of the course. If a student fails to receive a Passing grade in any one course within the certificate program, then the student will be dismissed from the certificate program.
  - F Failure. Student has not satisfactorily met all requirements of the course.
- Students will receive a certificate of completion for the certificate courses.
- Certificate courses do not qualify for Title IV federal financial aid funds.
- If a student at the mid-point of the course is not achieving a "Satisfactory" grade then they are put on probation for the remainder of the course.
- Students should refer to the Refund Policy section of the catalog for Refund information.
- Certificate courses do not qualify for in-school loan deferments.

## 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)
- DANTES 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, with the exception of Nursing programs which require a C or higher for any transfer credit;**
- 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. **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 facility 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](http://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 on the State Agencies page .

#### STEP 8

Schools accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) must have a procedure and operational plan for handling student complaints. If a student does not feel that Kaplan College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the Institution for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at Kaplan College and may be obtained by contacting the Institution's Disabilities Coordinator. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street NE, Suite 980  
Washington DC 20002-4241  
202.336.6780

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](http://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 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](mailto: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](mailto:attorney.general@alaska.gov)

### 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.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>

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](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>

#### 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](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

<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>

#### 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/](http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/)

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/se0/frames.asp?doc=/seo/lib/seo/elementar  
y\\_and\\_secondary\\_education/  
may\\_2011/complaint\\_form\\_4\\_11.pdf](http://osse.dc.gov/se0/frames.asp?doc=/seo/lib/seo/elementar<br/>y_and_secondary_education/<br/>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](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

StdCompltForm.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-<br/>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/<br/>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

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/about/email_consumers.jsp)  
<http://www.illinoisattorneygeneral.gov/consumers/conscomp.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](mailto: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](mailto: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

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](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](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

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.braff@maine.gov](mailto: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](mailto: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

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

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](mailto: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

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/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](mailto: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](mailto: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

101 North 14th St.  
James Monroe Building  
Richmond, VA 23219  
[communications@schev.edu](mailto: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](mailto: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](mailto: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](mailto:eabmail@eab.state.wi.us)

<http://eab.state.wi.us/resources/complaint.asp>

#### WYOMING

Wyoming Department of Education

2300 Capitol Avenue

[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

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 student-to-teacher ratio for the Nursing program is 15:1 for clinical classes. 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: October 23, 2012**

The normal hours of operation at Kaplan College are as follows:

#### **Classes**

MON-THU 8:30 a.m. to 10:30 p.m.

FRI 8:30 a.m. to 9:30 p.m.

#### **Administrative Offices**

**MON-THU 8:00 a.m. to 7:00 p.m.**

FRI 8:30 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 a Unit of Credit**

The Institution measures its programs in quarter credit hours.

One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship/practicum clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, digital instruction, and similar class activities are conducted.

### **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 direction 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

Effective: October 23, 2012

### **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 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.

## 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 30<sup>th</sup> 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

Effective: December 26, 2012

### **Registered Dental Assistant (RDA)**

The Dental Board of California issues the Registered Dental Assistant License. To become a Registered Dental Assistant, students must complete a Dental Board-approved educational program that includes training in CPR, infection control, the California Dental Practice Act, Pit and Fissure Sealants, Coronal Polish, and Radiology, as well as pass three state examinations: the RDA written examination, the Law and Ethics examination, and the RDA practical examination. Applicants for the Registered Dental Assistant License also must submit live-scan fingerprints for the state to conduct a criminal background check.

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

<b>Numeric</b>	<b>Letter Grade</b>	<b>Quality Points</b>
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 ( $1.5 \times 60$ ) 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.

### Scholarships

Kaplan College offers scholarships to eligible applicants. The parent company of Kaplan College, Kaplan Higher Education Corporation, sponsors the scholarship. Applicants must be high school graduates or possess a GED certificate, or have been accepted as an ATB student; write an essay; provide two professional letters of recommendation; complete and submit the scholarship application prior to the class start date; and successfully complete the admissions process.

The amount of the scholarships and the scholarship recipients will be determined by an independent selection committee. The committee will review all of the eligible applicant materials, conduct personal applicant interviews, and make the scholarship recipient selections prior to the beginning of a term. Scholarship funds will be applied to tuition and will not be given directly to the student.

### Financial Aid Services

Effective: December 26, 2012

Prior to enrolling at the College, 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 College Financial Aid Office to help each student and their family clearly understand their financial situation before entering into a contractual agreement.

The College 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 Program.
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Academic Competitiveness Grant (ACG)

### **Work**

- Federal Work Study Program

### **U.S. Department of Veterans Affairs Benefits**

- Veterans educational benefits may extend to students enrolled in Kaplan College. More information may be obtained from the U.S. Department of Veterans Affairs office that has possession of applicant's records. In all cases the Kaplan College Financial Aid Office is responsible for certifying the registration of veterans.

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 College 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.

- Full-Time: 12 credit hours per term
- Three-Quarter-Time: 9 credit hours per term
- Half-Time: 6 credit hours per term

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.

Students with less than 6 credit hours per quarter are classified as less than half-time and qualify for limited amounts of financial aid, if any.

## Tuition and Fees

Effective: December 26, 2012

### Criminal Justice

Enrollment Fee\* \$10.00  
 Registration Fee \$75.00  
 Tuition \$27,097.00  
 Books \$2,110.00  
 Student Tuition Recovery Fund (non-refundable)† \$72.50  
 TOTAL \$29,364.50  
 Total cost per credit hour = \$322.69

### Dental Assistant

Enrollment Fee\* \$10.00  
 Registration Fee \$75.00  
 Tuition \$16,127.00  
 Books \$710.00  
 Uniforms \$200.00  
 Student Tuition Recovery Fund (non-refundable)† \$42.50  
 TOTAL \$17,164.50  
 Total cost per credit hour = \$326.94

### Intravenous Therapy and Blood Draw

Enrollment Fee \$10.00  
 Tuition \$205.00  
 Textbooks \$40.00  
 Supplies \$55.00  
 Student Tuition Recovery Fund (non-refundable)†† \$2.50  
 TOTAL \$312.50

### Medical Assistant

Enrollment Fee\* \$10.00  
 Registration Fee \$75.00  
 Tuition \$14,153.00  
 Books \$1,200.00  
 Uniforms \$289.00  
 Student Tuition Recovery Fund (non-refundable)† \$40.00  
 TOTAL \$15,767.00  
 Total cost per credit hour = \$354.31

### **Medical Office Specialist**

Enrollment Fee\* \$10.00  
Registration Fee \$75.00  
Tuition \$14,153.00  
Books \$1,200.00  
Uniforms \$289.00  
Student Tuition Recovery Fund (non-refundable)† \$40.00  
TOTAL \$15,767.00  
Total cost per credit hour = \$339.08

### **Pit and Fissure Sealants**

Enrollment Fee\*\* \$10.00  
Registration Fee \$25.00  
Tuition \$500.00  
Student Tuition Recovery Fund (non-refundable)†† \$2.50  
TOTAL \$537.50

### **Vocational Nursing**

Enrollment Fee\* \$10.00  
Registration Fee \$75.00  
Tuition \$30,085.00  
Books \$1,260.00  
Uniforms \$255.00  
Student Tuition Recovery Fund (non-refundable)† \$80.00  
TOTAL \$31,765.00  
Total cost per credit hour = \$339.73

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

\*\*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.

†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.

†† 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 day before the first day of class(es).

All figures include textbooks for classroom use and most classroom supplies. When a mandatory field trip requires an entrance fee, the fee will be paid by the College.

Note: Students may make tuition payments via the following secure website: [www.khec.com](http://www.khec.com)

### **Retake Fees**

There is a flat rate of \$250 for the first retake fee and \$500 for the second retake. This is for ALL programs.

## **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](http://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

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: December 26, 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.

<b>Subject Area</b>	<b>Abbreviation</b>
Allied Health	AH
Anatomy	ANA
Career Strategies	CS
Criminal Justice	CJ
Dental Assistant	DA
Health Services	HS
Human Resources	MT
Information Technology	IT
Medical Assistant	MA
Medical Billing and Coding Specialist	MB
Medical Office Specialist	MO
Pit and Fissure Sealants	DAPF
Vocational Nursing	VN

### General Education and Other Courses

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

<b>Subject Area</b>	<b>Abbreviation</b>
Communications	CM, GE
Humanities	HU
Mathematics	MM
Social Science	SS
General Education	GE

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

## Associate's Degree Programs

### Criminal Justice

Effective: October 23, 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. 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 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: None
- 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: 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: 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 above are General Education courses**

- CM102
- CM206
- CM220
- HU245
- MM103
- SS124

## Diploma Programs

### Dental Assistant

#### 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 52.5 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

##### *DAC101 Dental Terminology and Proper Asepsis Techniques*

- Credits: 7.0 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.

#### *DAC102 Chairside Assisting for General and Specialty Dentistry*

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101
- 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.

#### *DAC103 Dental Materials and Prevention*

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101
- 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.

#### *DAC104 California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab*

- Credits: 10.0 quarter credit hours
- Prerequisites: DAC101 and one of DAC102, DAC103, or DAC106
- 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.

#### *DAC105 Dental Radiology*

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101 and one of DAC102, DAC103, or DAC106
- 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.

#### *DAC106 Dental Practice Management*

- Credits: 7.0 quarter credit hours
- Prerequisites: DAC101
- 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.

#### *DAC107 Advanced Clinical and Lab Duties*

- Credits: 6.5 quarter credit hours
- Prerequisites: DAC102, DAC103, DAC104, DAC105, DAC106
- 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.

## Medical Assistant

### 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, practicum, 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.

This 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](http://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.

The Medical Assistant program is 760 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 46 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.

## Curriculum

### *AHK103 Allied Health Industry and Fundamentals*

- Credits: 6.5 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.

### *AHW102 Allied Health Careers and Communication*

- Credits: 6.0 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.

### *MAB150 Medical Front Office*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

*MAG150 Musculoskeletal, Digestive, and Respiratory*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

*MAP150 Nervous, Sensory, and Endocrine*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

*MAR150 Circulatory, Immune, and Lymphatic*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

#### *MAY150 Integumentary, Urinary, and Reproductive*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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 Office Specialist

### Program Description

The objective of the Diploma in Medical Office Specialist program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in a medical administrative office, a hospital administrative office, or in a related area. The program concentrates on helping students acquire knowledge and develop skills in filing insurance claims, payroll and financial management, patient files and filing systems, diagnostic and procedural coding, medical transcription, accounts payable and receivable, office operations, and reception duties. 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 medical office specialist, medical office receptionist, medical billing clerk, and medical records clerk.

The Medical Office Specialist program is 760 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 48 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 a Diploma in Medical Office Specialist.

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

### *AHK103 Allied Health Industry and Fundamentals*

- Credits: 6.5 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.

### *AHP150 Health Information Management*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102
- 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.

### *AHW102 Allied Health Careers and Communication*

- Credits: 6.0 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.

### *MOB150 Medical Office Management*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught the managerial functions involved in organization and administrative problem solving, as well as the management functions of planning, organizing, motivating, directing, and controlling. Emphasis is placed on theoretical and practical aspects of personnel management. Students are introduced to presentation analysis and practice of public relations, professionalism, and psychology. Topics covered include patient relations, cultural diversity, telephone technique, speech, and stages of life. Students have the opportunity to demonstrate practical applications and knowledge of proper communication. Students are taught inpatient billing and coding using the industry standard claim form 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.

#### *MOG150 Health Care Administration*

- Credits: 5.5 quarter credit hours
- Prerequisites: AHK103, AHW102
- Course Hours: 80 contact hours (Lecture 35, Lab 45)

In this course, students are taught front office skills, procedures, and equipment and legal aspects of documentation and records management. Topics presented include telephone technique, filing, scheduling, mail, banking, inventory, and office machines, including business office applications. Students become familiar with coding for health care equipment and supplies in health care transactions and evaluation and management 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.

#### *MOR150 Health Care Claims Management*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In the Health Care Claims Management module, students are taught the basics of insurance plans, including private insurance, Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, CHAMPVA, workers' compensation, and disability insurance. Emphasis is placed on requirements of individual plans and claims completion, submission, and management. Topics covered include indemnity and managed-care plans, forms used, appeals, referrals, and consultations. Students are taught about the billing guidelines for the different government programs. This module also includes the use of medical office software, as well as diagnostic and procedural coding. This module 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 five hours of out-of-class work will be assigned per week.

#### *MOX155 Medical Office Specialist Externship I*

- Credits: 3.0 quarter credit hours
- Prerequisites: AHP150, MOB150, MOG150, MOR150, MOY151
- 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.

#### *MOX156 Medical Office Specialist Externship II*

- Credits: 3.0 quarter credit hours
- Prerequisites: AHP150, MOB150, MOG150, MOR150, MOY151
- 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.

#### *MOY151 Medical Office Technology*

- Credits: 6.0 quarter credit hours
- Prerequisites: AHK103, AHW102

- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught to develop familiarity with the use of transcription equipment as well as emerging medical technology. The student is given a review of grammar and punctuation, the use of reference materials, and document format. Emphasis is placed on transcribing a wide variety of realistic, typical communications from business organizations, medical facilities, and government agencies. In addition, students are taught about the billing guidelines surrounding private and managed-care insurance plans. 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.

## Vocational Nursing

### Program Description

The Vocational Nursing program is dedicated to educating diverse students in practical nursing skills needed to be competent, safe, and effective members of the health care team. The educational objective of the program is to provide students with a thorough understanding of nursing science and to prepare students for success on the national licensure exam, NCLEX-PN. Upon successfully passing the NCLEX-PN, the graduate may be qualified to receive a state license and work as an entry-level licensed vocational nurse (LVN). Out-of-class work is required in this program.

The program combines theory and lab activities with clinical practice of nursing theory and care in a variety of settings to include acute-care hospitals, long-term-care facilities and other community health agencies. Students are responsible for applying beginning nursing skills while working as a member of the health team. Student learning experiences progress from simple to complex and use critical thinking skills in applying the nursing process to the care of clients.

This program is intended, among other things, to help eligible students prepare for the National Council Licensure Examination (NCLEX-PN). However, the College 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 College 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.

The Vocational Nursing Diploma is a four-term program and consists of 93.5 quarter credit hours. The program will take students approximately 51 weeks. Students will attend four to eight hours of classroom, laboratory, or clinical hours, totaling 1606 clock hours. Prior to graduation, students must complete 860 hours of clinicals. 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 or described above. Although the College will assist students with job placement, finding a job is the individual responsibility of the student. The College does not guarantee that any student will be placed in any of the jobs described, or placed at all.

## Curriculum

### *VN150 Nursing Foundations*

- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (45 lecture, 0 lab)

This course provides an orientation to program policies and aspects of learning. Students are introduced to general concepts of health and illness, the health care system, and nurse-patient interactions. Legal and ethical issues impacting nursing are covered, including HIPAA regulations. 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 11.25 hours of out-of-class work will be assigned.

#### *VN151 Medical Terminology*

- Credits: 1.0 quarter credit hour
- Prerequisites: None
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course serves as an introduction to medical terminology, abbreviations, and symbols. Course content includes the more common medical terms used in nursing 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 per week.

#### *VN152 Basic Nursing Skills*

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 25, Lab 20)

This course includes concepts of cardiopulmonary resuscitation, infection control, first aid, and safety techniques. Students are taught basic bedside nursing skills, which 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 11.25 hours of out-of-class work will be assigned.

#### *VN153 Life Cycle*

- Credits: 3.0 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course presents basic principles of human growth and development and includes normal physical, psychosocial, and cognitive development from birth through old age. Emphasis is given to the specific nutritional needs at each stage of life. Included is a discussion of the family, and 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 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 7.5 hours of out-of-class work will be assigned.

#### *VN154 Nutrition*

- Credits: 2.0 quarter credit hours
- Prerequisites: None
- Course Hours: 22 contact hours (Lecture 22, Lab 0)

This course presents basic scientific principles of nutrition to include calculating daily calorie needs. Content includes the function of nutrients in the human body, their sources, dietary requirements, and results of dietary excesses or deficiencies. There is a brief discussion on foodborne illness. The course also covers aspects of diet therapy, and alternative feeding 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 5.5 hours of out-of-class work will be assigned.

#### *VN155 Anatomy and Physiology*

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 50, Lab 10)

This course focuses on the structure and function of the human body with each body system being discussed. The course also presents principles of fluids and electrolytes, including intravenous therapy. There is discussion on normal human development from fertilization until birth and a study of basic human 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 15 hours of out-of-class work will be assigned.

#### *VN156 Medical-Surgical Clinical I*

- Credits: 4.5 quarter credit hours
- Prerequisites: VN150-154
- Course Hours: 140 contact hours (Lecture 0, Lab 0, Clinical 140)

This course provides students with supervised instruction in a community clinical setting where students are taught to deliver basic bedside care to patients. Satisfactory completion of VN 152 and VN 156 fulfills application requirements for students to take the Nurse Assistant Competency Exam. Upon successful completion of the exam, students are eligible to become a certified nursing assistant (CNA). This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *VN157 Mental Health Nursing*

- Credits: 1.5 quarter credit hours
- Prerequisites: None
- Course Hours: 18 contact hours (Lecture 18, Lab 0)

This course presents basic concepts of mental health nursing to include assessing mental state and providing crisis intervention. Various mental health disorders are described, including their etiology, symptoms, treatment, and related nursing interventions. Substance abuse and codependency are also addressed. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.5 hours of out-of-class work will be assigned.

#### *VN158 Pharmacology*

- Credits: 6.0 quarter credit hours
- Prerequisites: VN150–157
- Course Hours: 70 contact hours (Lecture 55, Lab 15)

This course presents basic concepts of pharmacology. The student is 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. 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 17.5 hours of out-of-class work will be assigned.

#### *VN159 Math for Nurses*

- Credits: 1.0 quarter credit hour
- Prerequisites: None
- Course Hours: 17 contact hours (Lecture 12, Lab 5)

This course focuses on principles of basic math and includes practice with whole numbers, mixed numbers, decimals, and fractions. Students are taught drug dosage calculations using the ration/proportion and formula methods. It includes a study of the metric and apothecary systems. Basic intravenous calculations are also 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 4.25 hours of out-of-class work will be assigned.

#### *VN160 Advanced Nursing Skills*

- Credits: 2.5 quarter credit hours
- Prerequisites: VN150–157
- Course Hours: 36 contact hours (Lecture 16, Lab 20)

This course covers advanced nursing skills that include sterile technique and wound care, as well as gastrointestinal, urinary, respiratory, and cardiovascular skills. Students practice the advanced bedside nursing skills 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 9 hours of out-of-class work will be assigned.

#### *VN161 Surgical Nursing*

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150–157
- Course Hours: 18 contact hours (Lecture 18, Lab 0)

This course focuses on care of the surgical patient during the preoperative, intraoperative, and postoperative periods. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.5 hours of out-of-class work will be assigned.

#### *VN162 Nursing Process*

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150–157
- Course Hours: 24 contact hours (Lecture 19, Lab 5)

This course focuses on basic principles of the nursing process and its use in planning 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 6 hours of out-of-class work will be assigned.

#### *VN163 Medical-Surgical Clinical II*

- Credits: 6.0 quarter credit hours
- Prerequisites: VN150–157
- Course Hours: 180 contact hours (Lecture 0, Lab 0, Clinical 180)

This course provides students with supervised instruction in a community clinical setting with practice performing basic nursing assessments. Students deliver basic and advanced bedside nursing care in addition to preparing and administering medications to patients. The focus is on care of the surgical patient and patients with communicable diseases and disorders of the immune and integumentary systems. Students are expected to provide patient care utilizing critical thinking and the nursing process. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *VN164 Immune and Communicable Diseases*

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150-157
- Course Hours: 22 contact hours (Lecture 22, Lab 0)

This course focuses on an overview of immune mechanisms, immunization practices, the study of allergies and autoimmunity, and care of the patient with an immune disorder. Included is the study of cancer and care of the cancer patient. It also includes a discussion on communicable diseases as well as acquired immune deficiency syndrome (AIDS) and other sexually transmitted 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 5.5 hours of out-of-class work will be assigned.

#### *VN165 Integumentary System*

- Credits: 1.0 quarter credit hour
- Prerequisites: VN150-157
- Course Hours: 15 contact hours (Lecture 13, Lab 2)

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 performing patient assessment and care. 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 3.75 hours of out-of-class work will be assigned.

### *VN166 Musculoskeletal System*

- Credits: 1.0 quarter credit hour
- Prerequisites: VN150-157
- Course Hours: 15 contact hours (Lecture 13, 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 performing patient assessment and care. 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 3.75 hours of out-of-class work will be assigned.

### *VN167 Respiratory System*

- Credits: 3.5 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 37 contact hours (Lecture 35, Lab 2)

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 performing patient assessment and care. 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 9.25 hours of out-of-class work will be assigned.

### *VN168 Medical-Surgical Clinical III*

- Credits: 6.0 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 180 contact hours (Lecture 0, Lab 0, Clinical 180)

This course provides students with supervised instruction in a community clinical setting. Students will have continued practice delivering both basic and advanced bedside nursing care, performing basic nursing assessments, and preparing and administering medications to patients. The focus is on care of patients with disorders of the musculoskeletal, respiratory, and cardiovascular systems. Students are expected to provide patient care utilizing critical thinking and the nursing process. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

### *VN169 Cardiovascular System*

- Credits: 5.0 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 52 contact hours (Lecture 50, 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 performing patient assessment and care. 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 13 hours of out-of-class work will be assigned.

### *VN170 Maternity Nursing*

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 22 contact hours (Lecture 22, Lab 0)

This course focuses on the care of the maternity patient in the prenatal, 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 performing patient assessment and 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 5.5 hours of out-of-class work will be assigned.

#### *VN171 Maternity Clinical*

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 45 contact hours (Clinical 45)

This course provides students with supervised instruction in a community clinical setting as well as practice in simulated laboratory situations. Students are given opportunities to observe and/or assist with basic assessment of prenatal, intrapartum, and postpartum women. A main focus of the course is on developing a teaching plan and providing health education. Students are expected to provide patient care utilizing critical thinking and the nursing process. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *VN172 Nursing Leadership*

- Credits: 3.0 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 30 contact hours (Lecture 30, 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 7.5 hours of out-of-class work will be assigned.

#### *VN173 Nursing Leadership Clinical*

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 45 contact hours (Lecture 0, Lab 0, Clinical 45)

This course provides students with supervised instruction in a community clinical setting where 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 may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *VN174 Pediatric Nursing*

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of body system and mental health disorders affecting the pediatric patient. Pediatric drug calculations are discussed. Emphasis is placed on using the nursing process in performing patient assessment and 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 5 hours of out-of-class work will be assigned.

#### *VN175 Pediatric Clinical*

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150-166
- Course Hours: 45 contact Hours (Clinical 45)

This course provides students with supervised instruction in a community clinical setting. Students are given opportunities to interact with pediatric clients and observe growth and development patterns. Students are expected to provide patient care utilizing critical thinking and the nursing process. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *VN176 Reproductive System*

- Credits: 1.5 quarter credit hours

- Prerequisites: VN150-170, 172, 174
- Course Hours: 18 contact hours (Lecture 18, Lab 0)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of reproductive system disorders affecting the adult. Concepts of human sexuality, family planning, and abortion are discussed. Emphasis is placed on using the nursing process in performing patient assessment and 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 4.5 hours of out-of-class work will be assigned.

#### *VN177 Gastrointestinal System*

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150-170, 172, 174
- Course Hours: 22 contact hours (Lecture 20, Lab 2)

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 performing patient assessment and care. 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 5.5 hours of out-of-class work will be assigned.

#### *VN178 Urinary System*

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150-170, 172, 174
- Course Hours: 18 contact hours (Lecture 16, Lab 2)

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 performing patient assessment and care. 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 4.5 hours of out-of-class work will be assigned.

#### *VN179 Endocrine System*

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150-170, 172, 174
- Course Hours: 25 contact hours (Lecture 23, Lab 2)

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 performing patient assessments and care. 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 6.25 hours of out-of-class work will be assigned.

#### *VN180 Neurosensory System*

- Credits: 2.5 quarter credit hours
- Prerequisites: VN150-170, 172, 174
- Course Hours: 30 contact hours (Lecture 25, Lab 5)

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 performing patient assessment and care. 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 7.5 hours of out-of-class work will be assigned.

#### *VN181 Medical-Surgical Clinical IV*

- Credits: 7.5 quarter credit hours
- Prerequisites: VN150-170, 172, 174

- Course Hours: 225 contact hours (Clinical 225)

This course provides students with supervised instruction in a community clinical setting. Students will have continued practice delivering both basic and advanced bedside nursing care, performing basic nursing assessments, and preparing and administering medications to patients. The focus is on care of patients with disorders of the reproductive, gastrointestinal, urinary, endocrine, and neurosensory systems. Students are expected to provide patient care, utilizing critical thinking and the nursing process. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

*VN182 Professional Development/ NCLEX Review*

- Credits: 2.5 quarter credit hours
- Prerequisites: VN150-170, 172, 174
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course focuses on concepts of professional development that include how to job search and complete a job resume and successful job interview. Role-playing and simulated situations are utilized. Students are given information on how to prepare and study for the NCLEX-PN exam, as well as the opportunity to take practice exams in the campus computer 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 6.25 hours of out-of-class work will be assigned.

## Certificate Courses

### Intravenous Therapy and Blood Withdrawal Certification Course

Effective: December 10, 2012

#### Program Description

The objective of the Intravenous Therapy & Blood Withdrawal Certification Course for LVNs program is to provide Licensed Vocational Nurses (LVN) and Vocational Nursing (VN) Graduates with the knowledge and technical skills to safely initiate and maintain IV therapies and blood withdrawal in the clinical setting. This course consists of 36 hours, 27 hours of theory plus 9 hours of clinical experience. Lectures will cover, but not be limited to the following: legal aspects as set forth in California Business and Professions Code Sections 2860.5(b) and (c), the psychological preparation of the patient, universal precautions for infection control, and the indications and clinical implications for intravenous therapy and blood withdrawal.

The clinical experience will include the preparation of equipment for intravenous therapy, blood withdrawal, and safety factors including choice of vein, devices, techniques, and skin puncture as well as universal precautions for infection control.

Instructional methods for this course include: lecture, power point presentation, group discussions, demonstration and return demonstration, simulation and role playing. Each student must complete a minimum of three (3) individually supervised successful venipunctures and three (3) individually supervised skin punctures on live human subjects. Graduates of this program are awarded a certificate of completion.

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

Course Number	Course Title	Lecture	Lab	Total Hours
VNIV-190	Intravenous Therapy and Blood Draw	27	9	36

NOTE: This is a non-credit bearing course approved by the California Board of Vocational Nursing and Psychiatric Technician Examiners (BVNPT). Academic credit will not be awarded by the Institution for this course. Students should not assume that this course will be accepted for transfer credit at another institution. This course does not qualify for Title IV federal financial aid funds. Please refer to "Applicants for Certificate Courses" section of this catalog for further information.

## 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. Topics include 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.

### Occupational Outcomes

#### **Criminal Justice (Associate of Applied Science)**

Law Enforcement  
Security Guards  
Correction Officers  
Investigator  
Dispatcher

Additional police academy training may be required for law enforcement jobs.

#### **Dental Assistant (Diploma)**

Dental Assistant  
Dental Lab Assistant

#### **Medical Assistant (Diploma)**

##### *General Office Occupations:*

Billing/Collections  
Bookkeeping Clerk  
Clerk/Messenger/Runner  
Clerk/Typist  
Data Entry Operator

File Clerk  
Inventory/Supply Clerk  
Personnel Records Clerk  
Receptionist

*Medical Facility Occupations:*

Blood Bank Donor Unit Administrator  
Blood Bank Donor Unit Assistant  
Blood/Plasma Laboratory Assistant  
Clinical Laboratory Aide (venipuncture)  
Hospital Donor Unit Assistant  
Medical Assistant (general practitioner, OB-GYN, pediatric, internal, chiropractic, orthopedic)  
Unlicensed Home Health Aide

**Medical Office Specialist (Diploma)**

*General Office Occupations:*

Administrative Assistant  
Billing/Collections Clerk  
Bookkeeping Clerk  
Data Entry Department Assistant  
File Clerk  
Insurance Examiner's Assistant  
Inventory/Supply Clerk  
Records Department Assistant  
Front Office Assistant Manager

*Medical Office Occupations:*

Front Office Assistant Manager  
Medical Office Assistant Manager  
School Health Aide  
Medical Office Specialist

**Pit and Fissure Sealants (Certificate)**

Upon passing the RDA exam and earning a certificate of completion for the Pit and Fissure course, the student will be able to apply Pit and Fissure Sealants.

**Vocational Nursing (Diploma)**

Acute-Care Staff Vocational Nurse  
Certified Nursing Assistant  
Dialysis Vocational Nurse  
Home Health Nurse  
Instructor CNA and/or Medical Assistant Programs  
Licensed Vocational Nurse (after passing state exam)  
Long term Care/Sub-Acute Care Vocational Nurse  
Military LVN - U.S. Army (91 Charlie), U.S. Navy Corpsman  
Nurse for Department of Corrections (MTA)  
Occupational Industrial First Aide Nurse  
Psychiatric Vocational Nurse  
Public School - LVN Health Clerks  
Rehabilitation Staff Vocational Nurse  
Staff Development Coordinators in Long-Term Care with (DSD) Certification

# ACADEMIC CALENDAR

Effective: December 10, 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 Diploma In-Service Days

March 13  
April 11-12  
June 11  
July 5, July 12  
September 10  
October 9

## 2013 Standard Degree Term Breaks

February 20-26  
May 8-14  
July 24-30  
October 9-15

## 2013 Criminal Justice

<b>Start Date</b>	<b>Grad Date</b>
February 27, 2013	August 19, 2014
May 15, 2013	November 4, 2014
July 31, 2013	January 27, 2015
October 16, 2013	April 14, 2015

## 2013 Dental Assistant

<b>Start Date</b>	<b>Grad Date</b>
January 15, 2013	November 6, 2013
February 13, 2013	December 8, 2013
March 14, 2013	January 15, 2014
April 15, 2013	February 16, 2014
May 13, 2013	March 16, 2014
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 Intravenous Therapy and Blood Draw

<b>Start Date</b>	<b>End Date</b>
January 14, 2013	January 24, 2013
April 8, 2013	April 12, 2013
June 17, 2013	June 21, 2013
November 4, 2013	November 14, 2013

## 2013 Medical Assistant

<b>Start Date</b>	<b>Grad Date</b>
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 Office Specialist

<b>Start Date</b>	<b>Grad Date</b>
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 Pit and Fissure Sealants

<b>Start Date</b>	<b>End Date</b>
March 16, 2013	March 17, 2013
August 10, 2013	August 11, 2013
December 14, 2013	December 15, 2013

## 2013 Vocational Nursing

**Start Date**      **Grad Date**

January 7, 2013    January 10, 2014

April 8, 2013     April 11, 2014

July 8, 2013      July 11, 2014

October 7, 2013    October 10, 2014