

2012 CATALOG

Welcome to the Kaplan College Palm Springs 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

Kaplan College, Palm Springs, formerly Maric College, was founded in the fall of 2004 as a branch of Kaplan College, Vista. Kaplan Higher Education Corporation owns the College. Kaplan Higher Education Corporation is a division of Kaplan, Inc., a leading education and career services company. Kaplan, Inc., a subsidiary of The Washington Post Company, is a national provider of educational and career services for individuals, schools, and businesses. In August 2008, the campus name changed to Kaplan College.

Equipment

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

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

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

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

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

The Medical Office Specialist program provides computers with installed software in the areas of word processing, transcribing, billing and coding. Printers are readily accessible to students.

Institution Facilities

Kaplan College, Palm Springs campus, is conveniently located to serve the Palm Springs area. Classes are conducted at 2475 East Tahquitz Canyon Way, Palm Springs, California 92262. The campus occupies approximately 20,080 square feet of classroom and office space.

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

Learning Resource Center

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

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

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

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

Accrediting Agencies, Approvals, and Memberships

Effective: December 13, 2012

Accrediting Agencies

- Accredited by the:

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

Approvals

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

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

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

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

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

- **Approved by the Dental Board of California for Dental Assistant Program, Infection Control, and Pit and Fissure Sealants**

State of California
Department of Consumer Affairs
Dental Board of California
2005 Evergreen Street, Suite 1550
Sacramento, California 95815
www.dbc.ca.gov
916.263.2595

- Approved to train eligible students under the Workforce Investment Board (WIB)

Memberships

- Member of the Better Business Bureau

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

Kaplan Higher Education Administration

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

Kaplan College Administration

Kevin Quirk, Campus President
Mark Platt, Director of Education

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Peggy Peterson, Medical Assistant/Medical Office Specialist Externship Coordinator/Instructor
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Carol Dupuis, Senior Admissions Representative
Michael Jennings, Senior Admissions Representative
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Christina Burgo, Admissions Representative
Megan Knight, Senior Admission Coordinator
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MPA, Public Administration, Cal State, San Bernardino, CA

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MA, Criminal Justice, Chapman University
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BS, Criminal Justice, San Diego State University, San Diego, CA

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California Registered Dental Assistant
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MFA, Theatre, University of Utah
BA, English, Bradley University, Peoria, IL

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Medical Assistant Instructor
Diploma, LPN, Concord College, Denver, CO
BA, Health Education, University of Massachusetts, Amherst, MA

Chris Zamets
Dental Assistant Instructor
California Registered Dental Assistant
Diploma, Dental Assistant, Concorde Career Institute, San Bernardino, CA

Disabilities Coordinator

Mark Platt, Director of Education

Ownership

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

Andover College
475 Lisbon Street
Lewiston, Maine 04240

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

Andover College
265 Western Avenue
South Portland, Maine 04106

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

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

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

Kaplan Career Institute
Lawrence Park Shopping Center

Kaplan College (Main Campus)

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)
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)

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
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

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
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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

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

Kaplan University
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Des Moines, Iowa 50323

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

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

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

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

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: August 31, 2012

1. A prospective student interested in the Institution must:

- a. be a high school graduate (high school seniors are eligible to complete an Enrollment Agreement but cannot start class until submitting acceptable proof of high school graduation), or
- b. possess a General Education Development (GED) certificate, or
- c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state. Note, however, that prospective students interested in the Criminal Justice program who possess a Home Study certificate or transcript may not meet minimum standards for employment in some Criminal Justice positions after graduation.

Evidence of high school graduation or equivalent must be presented to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If prospective students who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

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

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

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

Criminal Justice	18
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5. Students may enroll through the end of the day on the Official Start Date as published in the Academic Calendar.

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

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

8. Students must be able to speak, read, and write English fluently as all courses are taught in English.

9. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.

10. Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. In certain programs, this documentation must be submitted prior to the first day of class in the student's first term.

11. If a national criminal background check reveals that a prospective student has a felony conviction or is listed as a registered sex offender, that student, as a result, will not be allowed to start or remain in classes or transfer to a different program.

12. Students may be required to undergo criminal background checks before being placed in an externship/practicum, clinical or fieldwork rotation or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the externship/practicum, clinical or fieldwork portion of the program, which is a requirement for graduation from the program. Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

13. Some programs require students to pass a drug/chemical substance test that must be completed prior to the start date.

14. Many externship/practicum, clinical, and fieldwork sites require drug/chemical substance testing. It is the student's responsibility to comply with the requirements of his or her specific externship/practicum, clinical, or fieldwork site.

15. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.

16. You may be allowed to satisfy certain degree requirements by taking online courses through Kaplan University. You should consult your program director and/or admissions representative for more specific information as far as which programs allow requirements to be satisfied through online courses; however, under no circumstances would you be allowed to complete more than 50% of your program through Kaplan University online courses. Using Kaplan University online courses may result in additional costs to you as you will be required to have access to a computer with internet service and may be required to pay additional course fees for Kaplan University courses.

17. Results of a satisfactory national criminal background check must be received for the programs below. Other programs may require fingerprints as part of the background check. The cost of this fingerprinting may be the responsibility of the prospective student. Please see the Certifications, State Board, and National Board Exams section of this catalog.

Criminal Justice

Student Technology Requirements for Online Courses

The Institution will assess a prospective student's ability to be successful in a digital instruction environment using the following, prior to admission:

- All prospective students will complete an online assessment to determine if digital instruction is a good fit for them.

Additionally, as part of the admission process for programs that have a digital learning component, students are required to attest to certain competencies in the use of technology. Students must have the following skills:

- Ability to use e-mail to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word.
- Ability to browse the Web, including downloading and installing common plug-ins (listed in the Technology and Equipment Requirements for Digital Instruction section of this catalog) and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.

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 digital programs must pass the Wonderlic Digital Learning Readiness Assessment (DLRA) with a minimum score of 40. Students must successfully complete the SLE prior to attempting the DLRA. Students are not permitted to take the DLRA more than once. If a student does not pass the assessment, they can continue through the admissions process by taking and passing the DLRA Remediation Course.

I-20 Applicants

Effective: November 29, 2012

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

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

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

3. Satisfy any additional programmatic admissions requirements (background check, drug testing, immunizations, etc), if applicable. Applicants who apply from out of the country and are unable to visit the campus in person must satisfactorily complete drug testing once in the country, and prior to beginning their course of study.

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

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

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

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

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

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

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

Applicants for Single Courses

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

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

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

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

Prior Learning Assessment

Effective: August 31, 2012

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

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

Each student must complete 25% of the credits required for degree and diploma programs at the campus awarding the graduation credential. Students who are denied credit may present a written appeal for reconsideration to the Director of Education or Academic Dean.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses

may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

Previous Education or Training

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

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

The transfer-of-credit award is based on:

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

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

Military Training

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

Externally Administered Exams

College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSSTs), and Advanced Placement Program (AP) credits may be accepted with minimum scores recommended by the Educational Testing Service (ETS) or the American Council on Education (ACE). Credit is awarded for each test in which the ETS or ACE recommended minimum score is earned and the grade awarded will be "CC".

Challenge Exams

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

Credit Awarded to Kaplan Higher Education Diploma Graduates

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

Transfer of Credit between Kaplan Higher Education Institutions

Effective: August 31, 2012

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

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

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

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

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

Policy of Nondiscrimination

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Students Seeking Reasonable Accommodations

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

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

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

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

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

STUDENT INFORMATION AND SERVICES

Advising

Student Advising

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

Academic Advising

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

Tutoring

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

Student Responsibilities

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

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

Conduct

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

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.

2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Students dismissed for conduct violations will not be readmitted.

Student Interaction

Student interaction is considered to be an important component of the academic experience at the Institution. Both the 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
916.431.6959

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

STEP 8

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the Institution for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

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

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

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

Career Services

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

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

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

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

Part-time Jobs

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

Student Health Services

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

Student Housing

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

Tutoring

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

Summary of Delivery System

Programs will be delivered in some combination of classroom, laboratory, externship/practicum, clinical, and digital instruction.

The Institution's online platform is located on the Internet at quad2.kaplan.edu. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place. Every assignment and activity in a course has been planned, selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms
- Access to the 24-hour help desk

Technology and Equipment Requirements for Digital Instruction

To enroll in a program with a digital instruction component, you must have access to a computer with the following minimum requirements.

Hardware:

- A PC running a Microsoft Windows operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- A 1024×768 monitor with a 16-bit or greater video card (24-bit preferred)
- A DVD-ROM drive or CD-ROM
- A sound card with speakers and microphone (for selected courses)

Software*:

- A Microsoft Windows® operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X
- Microsoft Office 2003 or a more recent version
- A current antivirus and antispyware application that is updated regularly
- Internet Explorer 7.0 or a more recent version, or Firefox 3.013 or a more recent version
- Adobe® Reader® 8.0 or a more recent version (free download)
- Adobe® Flash Player 10.0 or a more recent version (free download)
- Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download)
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- AOL Instant Messenger (free download)

Internet/E-mail:

- An Internet service provider (ISP)
- A dedicated, reliable 128 Kbps or faster
- An Internet connection
- An e-mail address and account will be issued to all students for use within their courses.

*Some courses have additional software and hardware requirements.

Crime Awareness and Campus Security

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

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

Drug and Alcohol Abuse Awareness and Prevention

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

Family Educational Rights and Privacy Act

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

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

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

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

Directory Information Public Notice

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

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

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

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

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

Personal Property

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

State Agencies

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

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

ALABAMA

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

ALASKA

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

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

ARIZONA

Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260

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

Phoenix, AZ 85007
http://azppse.state.az.us/student_info/compliance.asp

ARKANSAS
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
ADHE_Info@adhe.edu
<http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf>

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

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

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

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

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

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

Delaware Attorney General

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

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/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>

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

FLORIDA

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

GEORGIA

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

HAWAII

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

IDAHO

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

ILLINOIS

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

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

Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street

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>

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>

Springfield, IL 62706
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
<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 Leaward Drive
Frankfort, KY 40601-3319
<http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/0/ComplaintForm.doc>

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

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

MAINE
Maine Department of Education

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

PENNSYLVANIA
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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
<http://consumerprotection.utah.gov/complaints/index.html>

VERMONT
Vermont Department of Education
State Board of Education
120 State Street
Montpelier, VT 05620-2501
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

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

WASHINGTON
Washington Higher Education Coordinating Board

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

MONTANA

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

Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151

contactocp@mt.gov

<http://www.doj.mt.gov/consumer/docs/complaintform.pdf>

NEBRASKA

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

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509

[http://www.ago.state.ne.us/consumer/emailforms/
consumer_complaint.htm](http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm)

Consumer Protection Hotline: (800) 727-6432

917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
dainfo@hecb.wa.gov

<http://www.hecb.wa.gov/autheval/daa/ConsumerInformation.asp>

Washington Workforce Training and Education Coordinating
Board

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

Washington State Office of the Attorney General

1125 Washington Street SE

P.O. Box 40100

Olympia, WA 98504-0100

[https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?su
bject=Consumer%20Protection](https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection)

<https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx>

WEST VIRGINIA

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

Community and Technical College System of West Virginia

1018 Kanawha Boulevard E., Suite 700

Charleston, WV 25301

West Virginia Office of the Attorney General

Consumer Protection Division

P.O. Box 1789

Charleston, WV 25326-1789

[http://www.wvago.gov/pdf/general-consumer-complaint-
form.pdf](http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf)

WISCONSIN

Wisconsin Educational Approval Board

30 West Mifflin Street, 9th Floor

P.O. Box 8696

Madison, WI 53708

eabmail@eab.state.wi.us

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

WYOMING

Wyoming Department of Education

2300 Capitol Avenue

Hathaway Building, 2nd Floor

Cheyenne, WY 82002-0050

Attorney General's Office

123 Capitol Building

200 West 24th Street

Cheyenne, WY 82002

ACADEMIC INFORMATION

Class Size

The maximum number of students in a typical classroom is 40 students. The student-to-teacher ratio for the 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

Classes

MON-THUR8:00 a.m. to 11:00 p.m.

FRI8:00 a.m. to 9:30 p.m.

Administrative Offices

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

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

Definition of an Academic Year

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

Definition of Academic Credit

Effective: November 29, 2012

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

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

Out-of-Class Learning Activities

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

Clock Hour

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

*Credit Hour**

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Conversion Rate

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

Type of Classroom Work In-Class Hours Out-of-Class Work Hours

Lecture	1	2
Laboratory	2	1
Externship/Practicum	3	0

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical setting and cannot include any out-of-class work.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. Each semester credit in a non-externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit. Please see the Academic Standards section of the catalog for more detail.

*For the Institution's definition of an academic credit, please see Academic Information, Definition of a Unit of Credit.

Honors and Awards

Awarded at Graduation

Academic Distinction

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

High Academic Honors

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

Academic Honors

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

Perfect Attendance

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

Awarded at the end of each module

Dean's List

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

Perfect Attendance

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

Student of the Month

The Student of the Month Award is given monthly to one student in each program who exemplifies excellence. Criteria include, but are not limited to, scholarship, citizenship, progress, and attendance. The student is chosen by program chairs and the faculty. Students are honored with the presentation of a certificate.

Required Study Time

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

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

Changes in Programs or Policies

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

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

English as a Second Language Instruction

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

Attendance/Tardiness Policy

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

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

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

Dismissal Policy for Nonattendance

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

- Students who are absent from the Institution 14 consecutive calendar days (excluding the Institution's holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.
- If a student starts a course late, time missed becomes part of the 14 consecutive calendar days.
- Students may follow the process presented in the Grievance Policy outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Make-Up Standards

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

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

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

Leave of Absence

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

Leave of Absence Procedure

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

Additional Provisions

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

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

- Injury or illness of a student that prevents the student from attending school: Medical documentation must be received from the student's doctor or health care provider stating the student is unable to attend school and the date upon which the student would be released to return to school.
- Injury or illness of a student's immediate family member: Medical documentation must be received from the family doctor or health care provider stating the student must be available to care for the family member and the date the student would be available to return to school.
- Jury Duty: Students selected to serve on a jury are eligible to request an LOA. Court documents stating the time of service required of the student must be obtained prior to granting an LOA.
- Other unanticipated or extenuating circumstances: Students encountering unanticipated or extenuating circumstances not listed above may apply for an LOA by providing documentation of the circumstance.

Suspension and Dismissal

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

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

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

Withdrawal from the Institution

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

Withdrawal During the Conditional Admittance Period

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

Withdrawal After the Conditional Admittance Period

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

Externship/Practicum, Clinical, or Fieldwork

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

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

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

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

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this

documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

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

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

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

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

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

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

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

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

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

Dropping or Adding Courses

Effective: December 13, 2012

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

- For diploma/certificate programs, students may add or drop a course prior to or during the first three days of the academic term/module.
- For associate's degree programs, students may add or drop a course prior to or during the first week of the academic term.
- Adding or dropping a course could affect a student's financial aid.
- Students may add a course based upon the availability of scheduling and approval by the Institution.
- Students dropping a course beyond the add/drop period may incur 100% financial responsibility for the course.

- All schedule changes must be documented. A student's failure to initiate the appropriate paperwork may result in the recording of a failing grade.

Program Transfers

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

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

Certification, State Board, and National Board Exams

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

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

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

Graduation Requirements

In order to graduate, students must

- earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- return all property belonging to the Institution;
- fulfill all financial obligations to the Institution prior to graduation unless previous satisfactory arrangements have been made; and
- attend a Financial Aid Exit Interview.

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

Transcripts

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

Transfer of Credit to Other Schools

Students who wish to continue their education at other schools must assume that credits earned at the Institution will not be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and in the number of credits they will accept toward their programs. It is at the sole discretion of the receiving institution to accept credits earned at the Institution. This is standard transfer-of credit procedure.

Graduate Refresher Courses

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

ACADEMIC STANDARDS

Grading System

Effective: August 31, 2012

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

Standard Grading Scale

Numeric Letter Grade Quality Points

93-100 A 4.0

90-92.99 A- 3.7

87-89.99 B+ 3.3

83-86.99 B 3.0

80-82.99 B- 2.7

77-79.99 C+ 2.3

73-76.99 C 2.0

70-72.99 C- 1.7

67-69.99 D+ 1.3

60-66.99 D 1.0

0-59.99 F 0.0

AC Academic Credit

AU Audit

CC CLEP Credit

I Incomplete

P Pass

** Repeated Course

S	Satisfactory
TC	Transfer Credit
U	Unsatisfactory
W	Withdrawal
◆	Associated Course

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

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

CC CLEP Credit. A "CC" grade is assigned to a student who presents evidence that he/she has taken and received the minimum score for earning college credit on the CLEP exam series, DANTES Subject Standardized Tests, or Advanced Placement Program credits. A "CC" grade is also assigned to students who test out of a required program course through the successful completion of a challenge exam. CLEP Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

I Incomplete. The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade is counted as credits attempted but not earned, and will not impact MTF, POC or CGPA.

P Pass. This grade will count as credits attempted and earned, and will count towards MTF and POC, but not affect the student's CGPA.

** Repeated Course. Two asterisks next to the quality points indicate a repeated course.

S Satisfactory. This grade is only used in remedial courses when a student has successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.

TC Transfer Credit. Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC." Transfer Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

U Unsatisfactory. This grade is only used in remedial courses when a student has not successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.

W Withdrawal. Students receive a "W" if they withdraw from a course after the add/drop period listed in the campus catalog. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.

◆ Associated Course. A diamond symbol before the course code on a transcript indicates an Associated Course. This is a course completed in another Kaplan Higher Education program version, or at another Kaplan Higher Education-owned institution for a program from which the student has graduated. An Associated Course counts as credits attempted and earned, and will count towards MTF, POC, and CGPA.

Repeated Courses

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

- Students who previously passed a course may only repeat that course one additional time (two total attempts).

- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "**".
- Students who do not successfully pass a required course three times will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

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

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

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

Satisfactory Academic Progress

Effective: August 31, 2012

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

Maximum Time Frame

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

Required Evaluation Schedule

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

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

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

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

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

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

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

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

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

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

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

Financial Aid Warning

Students failing to meet the required SAP minimums will be placed on Financial Aid Warning. Students on Financial Aid Warning will remain eligible for Title IV Federal Financial Aid. Students on Financial Aid Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Warning for one payment period. Students who achieve the required SAP minimums at the end of the payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period may appeal to be placed in Financial Aid Probation; otherwise they will be dismissed.

Financial Aid Probation

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

Non-degree students

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

Degree students

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

Non-Title IV Eligible

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

Non-degree students

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

Degree students

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

they are in Non-Title IV Eligible will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period that they are in Non-Title IV Eligible will be dismissed.

SAP Appeal

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

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

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

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

Appeals Procedure

Appeals Procedure During the Conditional Admittance Period

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

General Appeals Procedure

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

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

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

FINANCIAL INFORMATION

Financial Aid Services

Effective: December 31, 2012

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

Loans

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

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Academic Competitiveness Grant (ACG)

Work

- Federal Work Study Program

Other Agencies or Programs

- Workforce Investment Board (WIB)
- Veterans Administration Benefits

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

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

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

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

Enrollment Status

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

Degree Programs and Term Diploma Programs

Full-Time

12 credit hours per term

Three-Quarter-Time

9 credit hours per term

Half-Time

6 credit hours per term

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

All Other Programs

Full-time equals 24 semester credit hours or 36 quarter credit hours per academic year. The U.S. Department of Veterans Affairs may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

Tuition and Fees

Effective: November 29, 2012

Criminal Justice*Academic Year 1*

Tuition \$11,105.00

Enrollment Fee* \$10.00

Books \$791.00

Uniforms \$50.00

Registration Fee \$76.00

Student Tuition Recovery Fund \$30.00

Academic Year 1 Total \$12,062.00

Academic Year 2

Tuition \$11,156.00

Books \$789.00

Registration Fee \$74.00

Student Tuition Recovery Fund \$30.00

Academic Year 2 Total \$12,049.00

Academic Year 3

Tuition \$5,889.00

Books \$416.00

Registration Fee \$0.00

Student Tuition Recovery Fund \$15.00

Academic Year 3 Total \$6,320.00

TOTAL \$30,431.00

Total cost per credit hour = \$334.41

Dental Assistant

Tuition \$15,753.00

Enrollment Fee* \$10.00

Books \$752.00

Uniforms \$50.00

Registration Fee \$75.00

Student Tuition Recovery Fund \$42.50

TOTAL \$16,682.50

Total cost per credit hour = \$374.89

Massage Therapy

Tuition \$14,021.00
Enrollment Fee* \$10.00
Books \$814.00
Uniforms \$50.00
Registration Fee \$75.00
Student Tuition Recovery Fund \$37.50
TOTAL \$15,007.50
Total cost per credit hour = **\$379.94**

Medical Assistant

Tuition \$14,695.00
Enrollment Fee* \$10.00
Books \$785.00
Uniforms \$50.00
Registration Fee \$75.00
Student Tuition Recovery Fund \$40.00
TOTAL \$15,655.00
Total cost per credit hour = **\$381.83**

Medical Office Specialist

Tuition \$14,853.00
Enrollment Fee* \$10.00
Books \$627.00
Uniforms \$50.00
Registration Fee \$75.00
Student Tuition Recovery Fund \$40.00
TOTAL \$15,655.00
Total cost per credit hour = **\$386.54**

Pit and Fissure Sealants

Tuition \$500.00
Enrollment Fee** \$10.00
Registration Fee \$25.00
STRF \$2.50
TOTAL \$537.50

*An enrollment fee is due at the time the enrollment agreement is completed. This fee is non-refundable unless the student cancels in writing by the seventh 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 day before the first day of class(es).

Note: Tuition may be reduced if students are granted credit for required coursework.

Note: per DHS Mandate: All missed programmatic approved hours must be made up hour for hour. Each require make-up hour to be changed at the agreed upon curriculum hourly rate as an additional cost to the fund provider. Make-up hours required for completion will delay program completion accordingly.

Note: Students may make tuition payments via the following secure website: www.kaplanhighereducation.com/payments/

Retake Fees:

<i>Program</i>	<i>Method</i>	<i>Retake Rate</i>
Criminal Justice	credit hour	\$309.34
Dental Assistant	credit hour	\$354.00
Massage Therapy	credit hour	\$354.96
Medical Assistant	credit hour	\$358.41
Medical Office Specialist	credit hour	\$366.74

Student Tuition Recovery Fund

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

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

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

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

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

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

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

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

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

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

Refund Policy

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

Withdrawal after Cancellation Period

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

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

Student's Right to Cancel

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

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

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

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

Notice to Students

Return of Title IV Refund Policy

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

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

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

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

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

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

Institution Refund Policy

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

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

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

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

Refunds

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

Calculation of Refund Amount

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

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

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

ACADEMIC PROGRAMS

Associate's Degree Programs

Criminal Justice

Effective: November 29, 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 listed above are General Education courses:

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

Diploma and Certificate Programs

Dental Assistant

Effective: November 29, 2012

Program Description

The objective of the Diploma in Dental Assistant program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in private dental offices, group practices, public and private hospitals, public health institutions, clinics, dental insurance agencies, and dental product distributors. The program concentrates on helping students acquire knowledge and develop skills in treatment room care of the dental patient, assisting the dentist, infection control and sterilization, medical emergencies, taking dental X-rays, making impressions, using various dental instruments, oral evacuation, fixed prosthodontics, pharmacology, and pain control, preventative dentistry, assisting with oral surgery, and tray setups. Duties for graduates of this program may include providing essential and vital auxiliary services for the dentist at chairside, in the business office, and in the office laboratory. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including dental assistant.

The Dental Assistant program is 855 contact hours over a period of 40 weeks. All students must complete the program with a minimum of 44.5 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 215 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Dental Assistant Diploma.

This program is devised to help eligible students prepare for the Licensed Registered Dental Assistant (RDA) examination sponsored by the state of California. However, the college cannot guarantee a student's eligibility either to take this exam or become registered. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or college itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the "Certification, State Board, and National Board Exams" section of this catalog for further guidance.

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

Curriculum

DAC101K Dental Terminology and Proper Asepsis Techniques

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught dental terminology, dental specialties, health team members, HIPAA, CPR, cover letters and resumes. Emphasis is placed on anatomy, physiology, dental anatomy and histology, and the oral cavity. In addition, this course provides instruction and laboratory practice in basic chairside assisting, as well as in sterilization to include autoclaving, preparation for sterilization and disinfection, surface disinfection, sterilization of instruments, mechanical barriers, and infection control protocol. This course is also designed to develop professional skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC102K Chairside Assisting for General and Specialty Dentistry

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught an introduction to the profession of dentistry as it relates to the dental assistant in general and specialty dentistry, including orthodontics, pedodontics, oral surgery, endodontics, periodontics, and fixed and removable prosthodontics. Bones, salivary glands, and muscles and nerves of the skull are also covered. Students have the opportunity to practice instrument exchange, oral evacuation, seating and dismissing a patient, handpiece maintenance, and anesthesia. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC103K Dental Materials and Prevention

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught preventive medicine, nutrition, oral hygiene methods, vital signs, pharmacology, and medical emergencies. Students have the opportunity to practice manipulation of and armamentarium of dental materials to include restorative, cast, impression, cements, liners, bases, tooth brushing, flossing, and blood pressure. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC104K California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab

- Credits: 9 quarter credit hours
- Prerequisites: DAC101K and one of DAC102K, DAC103K, or DAC106K
- Course Hours: 160 contact hours (Lecture 40, Lab 120)

In this module, students are taught the operation and programming of a CNC milling machine using a conversational format controller. Topics include the programming drilled holes, circular, linear, pocketing, and face milling operations, repetitive operations, and tool changes. Students have the opportunity to write programs for selected milling operations for a CNC mill. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

DAC105K Dental Radiology

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K and one of DAC102K, DAC103K, or DAC106K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught basic principles of radiographic physics, radiographic production and darkroom errors, bitewing radiographs, intra-oral techniques, mounting full-mouth radiographs, and manual film processing. Students have the opportunity to practice exposing films and taking full-mouth radiographs and x-rays for diagnosis using mannequins and patients. Students are also taught production of acceptable dental radiographs, including an overview of panoramic film techniques, and automatic film processing. This course requires the completion of four patient surveys as clinical practice, with no more than three retakes. Instruction in radiograph duplication is also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC106K Dental Practice Management

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught the basis for human behavior, recognition of social behavior, individual difference, communication skills and relationship enhancement, special problems in communications, origin and treatment of patient fear, management of patient pain and discomfort motivation, compliance, preventive behavior, behavior management of children as patients, care of the geriatric patient, and care of the handicapped patient. Students are also taught the nonclinical functions of a dental office with emphasis on appointment scheduling, financial arrangements, collection techniques, recall, completing insurance forms, and maintaining current insurance records. Students have the opportunity to practice telephone communications, basic computer terminology and functions, maintaining inventory supply systems, employment search techniques, and completing a job application. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC107K Advanced Clinical and Lab Duties

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC102K, DAC103K, DAC104K, DAC105K, DAC106K
- Course Hours: 80 contact hours (Lecture 55, Lab 25)

In this course, students are taught about and have the opportunity to practice pit and fissure sealants, intra-oral/extra-oral photography, facebow transfers, placement of patient monitoring sensors, monitoring patient sedation, automated caries detection device, intra-oral images for milled restorations, stainless steel crowns, adjusting dentures extra-orally, and California Law and Ethics. This course requires the completion of four pit and fissure sealant patients as clinical practice. Patients will be completed on one weekend. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC108 Clinical Externship

- Credits: 7.0 quarter credit hours
- Prerequisites: DAC107
- Course Hours: 215 contact hours (Lecture 0, Lab 0, Externship 215)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 215-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Massage Therapy

Effective: November 29, 2012

Program Description

The objective of the Massage Therapy program is to provide students with a solid and basic foundation of knowledge and skills in the areas of anatomy, physiology, and massage and body therapies to enable them to pursue entry-level positions as massage therapists or establish their own business. Out-of-class work is required in this program.

This program is intended, among other things, to help eligible students prepare for the National Certification Examination for Therapeutic Massage (NCETM) and the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) presented by the National Certification board for Therapeutic Massage (NCBTMB). However, the Institution cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or Institution itself having appropriate accreditation or licensure. Clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

The length of the program is 740 contact hours over a 36-week period for day and night students. Students must complete the program with 39.5 quarter credit hours. Prior to graduation, students are required to complete an 80-hour clinical practicum. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained in the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

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

Curriculum

CD100K Career Development

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course is designed to provide students with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing, and interviewing techniques. As a result of this study, students should be able to apply for membership to professional associations, write a resume, and implement a job search.

INT102 Clinical Practicum

- Credits: 2.5 quarter credit hours
- Prerequisites: Recommendation from faculty members and three modules of training
- Course Hours: 80 contact hours (Lecture 0, Lab 0, Clinical Practicum 80)

This course provides students the opportunity to demonstrate basic massage techniques in a supervised clinical setting throughout their program. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MT103K Alternative Therapies

- Credits: 3.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 50 contact hours (Lecture 20, Lab 30)

This course will provide students with an understanding of how water is used as an external therapeutic device. The Eastern approaches to massage therapy will also be provided. Topics covered will include therapeutic modalities, using cryotherapy and thermotherapy, an introduction to oriental medicine, shiatsu, as well as some of the specific techniques unique to Eastern approaches. Upon successful completion of the course, students should use of a paraffin wax, hot and cold packs, the contrast method, and the salt glow. Students should also be able to name the benefits and contraindications associated with each

modality. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

MT104K Health Services, Management and Ethics

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is designed to provide students with an understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for a practice, taking the steps necessary to establish a practice, and guidelines for ethical conduct. Upon successful completion of the course, students should be able to construct a mission statement, write a basic business plan, and demonstrate ethical behavior expected of a professional massage therapist.

MT105K Health and Hygiene

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is directed at providing students with a basic understanding of procedures necessary to ensure a safe working environment for the client and therapist. Topics such as hand-washing techniques, injury prevention for the massage therapist, universal precautions, and CPR (cardiopulmonary resuscitation) will be studied. Upon successful completion of the course, students should be able to demonstrate proper handwashing techniques, demonstrate injury prevention techniques for the therapist, discuss universal precautions, and should become certified in CPR.

MT106K Nutrition

- Credits: 3.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course will provide students with an understanding of how nutrition affects the clients' and therapists' overall health and daily activity. Basic food groups, recommended dietary guidelines, and exercise as tools to maintain a healthy body will be discussed. As a result of this coursework, students should be able to identify the basic food groups and recommended dietary guidelines, and discuss exercise as a means to a healthy lifestyle.

MT107K Sports Massage Therapy

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 10, Lab 30)

This course will provide students with the educational background needed to practice in one of the most rapidly growing areas of massage therapy. Pre and postevent massage techniques, as well as an overview of athletic injuries, will be discussed and demonstrated. Upon successful completion of the course, students should be able to explain the basic concepts of athletic-related injuries and demonstrate pre- and postevent massage techniques.

MT108K Craniosacral Therapy

- Credits: 1.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

In this course, craniosacral therapy, a gentle and profound method of healing, is available to the massage therapist. Students develop an appreciation for the history and development of the technique, become familiar with the anatomy and physiology of the craniosacral system, and understand basic palpation skills. Upon successful completion of the course, students should be able to demonstrate palpation techniques and explain the anatomy and physiology of the craniosacral system.

MT111K Anatomy, Body Systems, and Directional Methods

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60, Lab 0)

In this introductory course, students build a solid foundation in their understanding of the development, structure, and function of the human body. Emphasis will be placed on identifying and locating bones, bony landmarks, and joint and major muscles in a "hands-on" or palpation format. Cell structure and function, as well as the musculoskeletal system will be presented. Upon successful completion of the course, students should be able to explain basic cell structure and function and identify the basic muscle and bone groups found in the human body.

MT112K Introduction to Massage Techniques

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course offers an introduction to the applied massage therapy techniques. Within the parameters of this course, students define and develop massage movements related to Swedish massage. The art of professional touch, choosing the right equipment, and client intake are also taught. Upon successful completion of the course, students should be able to demonstrate the five basic strokes of Swedish massage, define the massage equipment needed for the profession, and chart a client's intake and progress.

MT121K Circulatory Systems

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students add to their understanding of the structure and function of the human body. Emphasis will be placed on the lymphatic, cardiovascular, and digestive systems. As a result of their studies, students should be able to explain the basic structure and function of each of these systems. Upon successful completion of the course, students should be able to apply this knowledge in their hands-on approach to massage techniques they were taught.

MT122 Massage Techniques - Deep Approaches

- Credits: 1.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course is designed to introduce students to advanced massage techniques, such as deep-tissue work, joint mobility, and range of motion. Emphasis is placed on classifications of ROM and normal degrees, with indications and contraindications of these deeper techniques. Upon successful completion of the course, students should be able to differentiate between Swedish and deep-tissue techniques, as well as demonstrate proper range-of-motion techniques.

MT131K Cardiopulmonary System

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course will provide students with an understanding of how the respiratory system filters air from the environment before it enters the pulmonary system. Emphasis is placed on the stimulation of respiratory muscles to provide ventilation for the alveoli to supply the precise amount of oxygen needed for every cell in the body. Upon successful completion of the course, students should be able to compare, contrast, and explain the mechanism responsible for the exchange of gases that occurs during internal and external respirations.

MT132 Massage Techniques - Multimodality

- Credits: 1.5 quarter credit hours

- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course offers advanced platform integration of Swedish tissue techniques to the torso, arm, neck, and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques, such as neuromuscular therapy, aromatherapy, and massage for special populations. Upon successful completion of the course, students should be able to demonstrate the postural assessment, select and use essential oils, and perform prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms.

MT141K Urinary and Reproductive Systems

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

This course is designed for students to add to their understanding of the structure and function of the human body. Emphasis will be placed on the urinary and reproductive systems. Upon successful completion of the course, students should be able to explain the basic structure, function, and pathology of the urinary and reproductive systems. Students should also be able to incorporate this information when applying hands-on massage techniques.

MT142 Massage Techniques - Advanced Swedish

- Credits: 3.0 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 60 contact hours (Lecture 0, Lab 60)

This course offers advanced Swedish techniques to the applied massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to Swedish massage. The art of deep tissue professional touch, appropriate range of motion exercises, and proper body mechanics are also taught. Upon successful completion of the course, students should be able to demonstrate ROM exercises and deep tissue strokes of the arms, chest, and abdomen, as well as to the anterior and posterior legs.

MT151K The Senses and Human Development

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed to introduce students to developmental changes of the human body and how internal and external senses detect change. Emphasis will be placed on the special and general senses and degenerative changes that occur with aging. Upon successful completion of the course, students should be able to explain how a stimulus is converted into a sensation and the concept of development as a biological process characterized by continuous modification and change.

MT152 Massage Techniques - Neuromuscular

- Credits: 2.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 50 contact hours (Lecture 0, Lab 50)

This course offers deep-tissue techniques to the back and legs via massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to deep-tissue massage. Postisometric muscle releases of the back musculature will be taught to competency. Students will be introduced to neuromuscular therapy techniques and acquire successful skills. Upon successful completion of the course, students should be able to demonstrate neuromuscular massage and deep-tissue strokes of the body from center out and anterior and posterior cervical spine, as well as perform successful patient postural assessments. Treatments of hip and chest conditions will also be taught to competency.

MT161K Systemic Pathologies

- Credits: 0.50 quarter credit hour
- Prerequisites: MT111K, MT112K

- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course is designed to teach students the basic concepts underlying various pathologic processes. Emphasis will be placed on the pathogenesis of diseases, their mechanisms, and how they develop. Upon successful completion of the course, students should be able to explain the etiology of pathologic changes and understand the causes of many diseases.

MT162 Massage Techniques - Specialties

- Credits: 1.0 quarter credit hour
- Prerequisites: MT 111, MT 112
- Course Hours: 20 contact hours (Lecture 0, Lab 20)

This course offers deep-tissue techniques to the hips via deep-tissue massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to special-needs massage. Techniques for TMJ musculature will be taught to competency. Students will be introduced to aromatherapy techniques and acquire successful skills for clinical applications. Upon successful completion of the course, students should be able to demonstrate additional massage skills to special populations of pregnancy and geriatrics.

Medical Assistant

Effective: November 29, 2012

Program Description

The objective of the Medical Assistant Diploma 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, 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 assistant, patient care assistant, and medical office receptionist.

The Medical Assistant program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of on-ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 41 quarter credit hours. Prior to graduation, students are required to complete two practica for a total of 200 contact hours. Please refer to the Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Diploma.

This program is intended 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

AH101K Fundamentals of Allied Health

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

AH102K Introduction to Allied Health Careers

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

CS101K Academic Strategies

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

CS102K Academic Skills

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

MAB155K Medical Front Office

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Medical Front Office module focuses on the front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students have the opportunity to obtain skills in performing insurance coding for proper application to insurance billing systems. Students gain an awareness of administering an office reception area and preparing the office for the business day. Students also have the opportunity to gain an understanding of office emergencies and how to handle them. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MAG155K Musculoskeletal, Digestive, and Respiratory

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Musculoskeletal, Digestive, and Respiratory module focuses on 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 module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MAP155K Nervous, Sensory, and Endocrine

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Nervous, Sensory, and Endocrine module focuses on 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 module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MAR155K Circulatory, Immune, and Lymphatic

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Circulatory, Immune, and Lymphatic module focuses on 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 module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MAX156 Medical Assistant Practicum I

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

The Medical Assistant Practicum I module is an opportunity for students to focus on medical assisting skills. The 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 will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MAX157 Medical Assistant Practicum II

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

The Medical Assistant Practicum II module is an opportunity for students to focus on medical assisting skills. The 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 will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MAY155K Integumentary, Urinary, and Reproductive

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Integumentary, Urinary, and Reproductive module focuses on 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 module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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

Effective: November 29, 2012

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, in 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. The program will include 550 hours of on-ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 40.5 quarter credit hours. Prior to graduation, students are required to complete two externships 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

AH101K Fundamentals of Allied Health

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

AH102K Introduction to Allied Health Careers

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

AHP155K Health Information Management

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

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 digital 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.

CS101K Academic Strategies

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

CS102K Academic Skills

- Credits: 2.5 quarter credit hours
- Prerequisites: None

- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

HI143K Health Information Technology and Systems

- Credits: 2.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 40 contact hours (Lecture 15, Lab 25) (On Ground 25, Digital 15)

This course covers the use of core business applications, then focuses on specialized information and communication technologies in health care. Students are introduced to the Windows operating system and to Microsoft Office Word, PowerPoint, and Excel applications. Specialized health care technologies such as databases, data storage, retrieval, and security are included. Electronic health records are also introduced. Students are given the opportunity to work with these technologies to develop skills in the design, development, use, and evaluation of information systems for health care. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

HI145K Health Services Delivery and Legal Issues

- Credits: 2.5 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

This course covers basic principles and applications of medicolegal and ethical aspects of health information in the medical arena, protecting confidentiality, and adhering to state and federal laws. Students are introduced to legal terms, consent, contracts, physician/patient relationships, and professional liability, as well as the United States court system, subpoenas, and court orders. Students are given an opportunity to investigate the delivery of health care in America and practice application of policies, procedures, laws, and regulations to the health care delivery system, confidential health data, and health initiatives. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

HI150K Basic Medical Coding

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

This course focuses on ICD-9-CM, CPT, and HCPCS coding, including a study of nomenclature versus classification systems, basic coding principles, code modifiers, and application of coding guidelines in outpatient and inpatient settings. The course also includes an overview of the technology and software related to the medical coding practice. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

HS118K Diseases of the Human Body

- Credits: 2.5 quarter credit hours
- Prerequisites: AH101K, AH102K

- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

Topics studied in this course include the most common diseases of bodily systems, including disease etiology, symptoms, diagnostic tests, therapeutic methods, and disease prognoses. Students also study alternative treatments and pain management. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

MOX151 Medical Office Specialist Externship I

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, HI143, HI145, HI150, HS118, MP175, MP200
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

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. 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.

MOX152 Medical Office Specialist Externship II

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, HI143, HI145, HI150, HS118, MP175, MP200
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

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. 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.

MP175K Applied Medical Practices

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

This course is designed to give students experience in applying basic medical coding and technology skills to various health care administrative and operational situations. These situations are presented in the form of case studies and virtual health care simulations. Student competency is assessed through the application of coding principles, proper use of medical terminology, and use of medical software and technology. This course may include both classroom and digital 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.

MP200K Medical Records-EMR Management

- Credits: 2.5 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: Medical Records-EMR Management

This course is designed to introduce the Allied Health student to electronic health records in both inpatient and outpatient settings. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

Pit and Fissure Sealants

Program Description

The objective of the Pit and Fissure Sealants course is to provide learners with knowledge and skills that will allow them to successfully apply sealants in a clinical setting. The course provides knowledge in tooth anatomy and physiology, tooth morphology, salivary system characteristics, sealant contraindications, concepts of bonding and sealant placement, as well as infection control protocol and regulations, emergency procedures, patient selection criteria, and examination requirements for sealants. Learners in the course are required to apply pit and fissure sealants on four clinical patients.

The Pit and Fissure Sealants course is 16 hours long and graded on a pass/fail basis. Note: This is a non-credit bearing course approved by the Dental Board of California, and there is no academic credit given by the campus. Students must not assume that this course will be accepted for transfer credit at another institution. Students are not able to receive financial aid for this course.

Upon successful completion of the course, learners will be awarded a certificate of completion. The Dental Board of California has approved this course for 16 hours of continuing education.

Curriculum

DAPF16 Pit and Fissure Sealants

- Credits:
- Prerequisites: None
- Course Hours: 16 contact hours (Lecture 4, Lab 4, Clinical 8)

In this course, students are taught infection control protocol and regulations, emergency procedures, patient selection criteria, and examination requirements for pit and fissure sealants. Topics include tooth anatomy and physiology, tooth morphology, salivary system characteristics, sealant contraindications, and concepts of bonding and sealant placement. Students are required to apply pit and fissure sealants on four clinical patients to meet Dental Board of California regulations.

ACADEMIC CALENDAR

Effective: December 31, 2012

2012 Holiday Schedule for Degrees and Diplomas

Martin Luther King Day	January 16
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving	November 22 - 25
Winter Break (Degree Only)	December 22 - January 2
Winter Break (Diploma Only)	December 24 - January 2

2013 Holiday Schedule for Degrees and Diplomas

Martin Luther King Day	January 21
Memorial Day	May 27
Independence Day	July 4

Labor Day September 2
Thanksgiving November 28 - December 1
Winter Break (Degree Only) December 24 - January 1
Winter Break (Diploma Only) December 23 - January 1

2013 Standard Degree Term Breaks

February 20-26

May 8-14

July 24-30

October 9-15

2013 Standard Diploma In-Service Days

March 13

April 11-12

June 11

July 5, July 12

September 10

October 9

2013 Criminal Justice

Start Date Grad Date

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

Start Date Grad Date

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 Massage Therapy

Start Date	Grad Date
January 30, 2013	October 21, 2013
March 14, 2013	December 3, 2013
April 29, 2013	January 29, 2014
June 12, 2013	March 13, 2014
July 25, 2013	April 28, 2014
September 9, 2013	June 11, 2014
October 22, 2013	July 28, 2014
December 4, 2013	September 11, 2014

2013 Medical Assistant

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014
October 10, 2013	July 14, 2014
November 7, 2013	August 12, 2014

December 9, 2013 September 10, 2014

2013 Medical Office Specialist

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014
October 10, 2013	July 14, 2014
November 7, 2013	August 12, 2014
December 9, 2013	September 10, 2014

2013 Pit and Fissure Sealants

Start Date	Grad Date
January 31, 2013	February 3, 2013
February 28, 2013	March 3, 2013
March 28, 2013	March 31, 2013
May 2, 2013	May 5, 2013
May 30, 2013	June 2, 2013
June 27, 2013	June 30, 2013
August 1, 2013	August 4, 2013
August 22, 2013	August 25, 2013
September 26, 2013	September 29, 2013
October 24, 2013	October 27, 2013
November 21, 2013	November 24, 2013
January 2, 2014	January 5, 2014

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

Welcome to the Kaplan College Vista Catalog!

Kaplan College
2022 University Drive
Vista, California 92083
760.630.1555
Fax: 760.630.1656
<http://vista.kaplancollege.com>
Publication Date: 12/21/2012

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INSTITUTION INFORMATION

Mission and Objectives

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

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

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

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

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

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

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

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

History

Kaplan College, formerly Maric College, was founded in San Diego in 1976 as Maric College of Medical Careers to provide quality education in response to the needs of those aspiring toward medical careers and to meet employment demands in allied health occupations. The operation was expanded in September 1984 to the San Marcos Campus, which later moved to Vista. In April 1988, the schools were purchased by Educational Medical, Inc. (EMI), and Maric College of Medical Careers, Vista Campus, was established as an additional location of Maric College of Medical Careers, San Marcos Campus. In 1994, the three Maric Colleges began offering associate's degree programs. In July 1997, the original Vista campus was closed and all students and programs were moved to the current Vista campus located at 2030 University Drive and became known as the North County campus. EMI, the parent company, changed its name to Quest Education Corporation in September 1998. In March 1999, Maric College of Medical Careers changed its name to Maric College. Quest was purchased in July 2000 by Kaplan, Inc. In December 2002, Quest changed its name to Kaplan Higher Education Corporation. In August 2008, Maric College changed its name to Kaplan College.

Equipment

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

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

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

The Healthcare & Rehab Therapy Technician (HRTT) Program utilizes labs that include equipment such as massage tables, large plinth (treatment platform), parallel bars and hospital beds. Other equipment includes whole body vibration machines, Hydroculators, Physio-balls, weights, rebounder (mini trampoline), Dynometers, goniometers, E-stem, ultrasound, T.E.N.S units, pinwheels, reflex hammers and body fat calipers. Ambulatory devices used in the program include canes, walkers, crutches, wheelchair and a Hoyerlift®. Additional equipment includes blood pressure kits, thermometers, temperature probes, stethoscopes, ice-maker, refrigerator/freezer and microwaves.

The Holistic Health Practitioner program utilizes labs that include massage tables, massage chairs, massage mats, rolling stools, various forms of thermotherapy, and articulated skeletons. Various massage oils and lotions, dried herbs, salts/sugars, and forms of music similar to those used in the work place are utilized. Telephone equipment is available for the teaching of appointment setting and etiquette. Computer labs include printers and systems with installed software in the areas of keyboarding and word processing.

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

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

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

The Nursing Assistant program utilizes equipment to simulate a hospital-style patient care unit. The equipment includes hospital type beds, low-fidelity and high-fidelity simulation mannequins, ADL (Activities of Daily Living) charts, vital sign equipment, ambulation equipment, articulated skeletons and various body part models to ensure hands on learning. Ambulatory devices used in the program include canes, gait belts, walkers, crutches, wheelchair and a mechanical patient lift.

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

Institution Facilities

Kaplan College, Vista campus, is conveniently located to serve the Vista area. Classes are conducted at 2022 University Drive, Vista, California 92083. The campus occupies approximately 55,000 square feet of classroom and office space.

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

Learning Resource Center

Effective: September 19, 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

- Accredited by the:

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

- The Medical Assistant program is programmatically accredited by the:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike #314 N
Falls Church, Virginia 22043
703.917.9503

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
Toll-free telephone number: 888.370.7589

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.bppve.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

- Approved by the State of California Department of Public Health, Radiologic Health Branch for X-Ray Technician/Back Office Medical Assistant, and Licensing and Certification Divisions for Nursing Assistant and Home Health Aide
- Approved by the California Department of Public Health, Laboratory Field Services, to offer Phlebotomy Technician courses
- VUE Authorized Testing Center
- Approved by the State of California Department of Health Services Licensing and Certification for Nurse Assistant Certification Section
- Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to provide continuing education units
- Approved under the provisions of Title 38, United States Code, to train eligible persons and Veterans
- Authorized under federal law to enroll nonimmigrant, alien students
- Approved to train eligible students under the Workforce Investment Board (WIB)

Memberships

- Member of the American Academy of Professional Coders
- Member of several local chambers of commerce including Vista and Oceanside

- Member of the Better Business Bureau
- Member of the Association of Private Sector Colleges and Universities
- Member of the California Association of Private Postsecondary Schools
- Member of the American Massage Therapy Association
- Member of the National Certification Board of Therapeutic Massage and Bodywork
- Member of the California Association of Schools for X-Ray Technicians (CASXT)

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

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John Lock, President, Kaplan Higher Education Corporation

Kaplan College Administration

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Renee Codner, Director of Admissions
Tommie Wright, Admissions Manager
Kathy Hand, Executive Assistant
Alex Poyuzina, Market Director of Education
Destry Lievanos, Assistant Director of Education
Maria Baschshi, Director of Career Services
Kathy Smith, Director of Finance
Elizabeth Allen, Director of Financial Aid
Amy Krueger, Registrar

Faculty

Anna Anastasidis, RDA
Dental Instructor
Dental X-Ray license, Coronal Polishing license,
Cerritos College, Cerritos, CA
Over twenty-two years of experience in general dentistry

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BSN, University of Phoenix, San Diego, CA
RN, Cerritos College, Norwalk, CA
Over thirty-four years of experience in hospital, clinic settings

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Dental Instructor
Certificate, RDA, Blair Business College, Costa Mesa, CA
RDA License
Coronal Polishing License
X-Ray License
Pit & Fissure Sealants License

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Healthcare and Rehabilitation Therapy Instructor/Externship Coordinator
Licensed Vocational Nurse, Kaplan College, Vista, CA

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MBC Instructor/Externship Coordinator
Eighteen years of experience in medical insurance billing and office management

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Vocational Nursing Instructor
Masters of Nursing Education, University of Phoenix
Over thirty years of experience in health care and education

Jason Brown
Pharmacy Technician Instructor
Over nine years of experience as a Pharmacy Technician (part-time)

Beth Bunyi, RN, CCRN, PCCN
Director of Nursing
MSN, University of Phoenix
Over twenty-five years of experience in health care and education

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VN Instructor
BS, Nursing, Loyola University of Chicago (part-time)

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Criminal Justice Instructor
MS in Human Services, Springfield College, MA
POST certified, San Diego Mira Mar College, San Diego, CA
BA Public Administration, San Diego State University, San Diego, CA
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X-Ray Instructor
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National Board of Chiropractic Examiners
State Board of Chiropractic Examiners (part-time)

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Over five years of experience in nursing management

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Eighteen years of experience in medical field

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Board of Vocational Nursing and Psychiatric Technicians, Sacramento, CA
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PH.d, Doctor of Philosophy Psychology, Alliant International University, San Diego, CA
MA Education, US International University, San Diego, CA
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BA in Mathematics, University of California, San Diego, CA

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Certified Phlebotomy Technician

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RDA, State of California

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PHN, Loma Linda University, Loma Linda, CA
MAS, University of California at San Diego, San Diego, CA

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Over twenty-eight years of experience in the Pharmacy field

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Disabilities Coordinator

Kathy Hand

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Sacramento, California 95821

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

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

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

Kaplan College (Main Campus)
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Salida, California 95368

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

Kaplan College
(Branch of Salida)
44 Shaw Avenue

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 Harrisburg)
10131 Pines Boulevard

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
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Parkdale Mall
6115 Eastex Freeway
Beaumont, Texas 77706

Kaplan College
(Branch of Ingram)
6410 McPherson Road
Laredo, Texas 78041

Kaplan College
(Branch of Ingram)
1421 Ninth Street
Lubbock, Texas 79401

Kaplan College (Main Campus)
9055 Balboa Avenue
San Diego, California 92123

Kaplan College
(Branch of San Diego)
Chula Vista Center
555 Broadway, Suite 144
Chula Vista, California 91910-5342

Kaplan College
722 West March Lane
Stockton, California 95207

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

Pembroke Pines, Florida 33026	Kaplan College (Main Campus)
Kaplan College	2022 University Drive
(Branch of Harrisburg)	Vista, California 92083
7450 Beach Boulevard	Kaplan College
Jacksonville, Florida 32216	(Branch of Vista)
Kaplan Career Institute (Main Campus)	2475 East Tahquitz Canyon Way
750 Envious Lane	Palm Springs, California 92262
Nashville, Tennessee 37212	Kaplan University (Main Campus)
Kaplan College	1801 East Kimberly Road, Suite 1
(Branch of Nashville)	Davenport, Iowa 52807
6070 East Independence Boulevard	Kaplan University
Charlotte, North Carolina 28212	(Branch of Davenport)
Kaplan Career Institute	3165 Edgewood Parkway SW
933 Penn Avenue	Cedar Rapids, Iowa 52404
Pittsburgh, Pennsylvania 15222	Kaplan University
Kaplan College	(Branch of Davenport)
2745 Winchester Pike	7009 Nordic Drive
Columbus, Ohio 43232	Cedar Falls, Iowa 50613
Kaplan College (Main Campus)	Kaplan University
12005 Ford Road, Suite 100	(Branch of Davenport)
Dallas, Texas 75234	1751 Madison Avenue, Suite 750
Kaplan College	Council Bluffs, Iowa 51503
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4320 West Illinois, Suite A	4655 121st Street
Midland, Texas 79703	Des Moines, Iowa 50323
Kaplan College	Kaplan University
(Branch of Dallas)	(Branch of Davenport)
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Arlington, Texas 76010	Lincoln, Nebraska 68508
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Dayton, Ohio 45439	Plaza West
Kaplan College (Main Campus)	2570 Fourth Street SW
8360 Burnham Road, Suite 100	Mason City, Iowa 50401
El Paso, Texas 79907	Kaplan University
Kaplan College	(Branch of Davenport)
(Branch of El Paso)	3350 North Ninetieth Street
1900 North Expressway, Suite O	Omaha, Nebraska 68134
Brownsville, Texas 78521	Kaplan University
Kaplan College (Main Campus)	(Branch of Davenport)
7302 Woodland Drive	18618 Crestwood Drive
Indianapolis, Indiana 46278	Hagerstown, Maryland 21742
Kaplan College	Kaplan University
(Branch of Indianapolis)	(Branch of Davenport)
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Indianapolis, Indiana 46227	Frederick, Maryland 21704
	TESST College of Technology

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

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)
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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: November 12, 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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Nursing Assistant	12
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X-Ray Technician/Back Office Medical Assistant	19

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

Healthcare and Rehab Therapy Technician

Massage Therapy

Nursing Assistant

Pharmacy Technician

Vocational Nursing

18. Prospective students interested in the Nursing Assistant program are required by the California Department of Public Health to provide fingerprint samples prior to the start date.

19. For nursing programs, students will be chosen per enrollment period based on ranking and test scores.

20. 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.

21. 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)

22. 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**

Student Technology Requirements for Online Courses

The Institution will assess a prospective student's ability to be successful in a digital instruction environment using the following, prior to admission:

- All prospective students will complete an online assessment to determine if digital instruction is a good fit for them.

Additionally, as part of the admission process for programs that have a digital learning component, students are required to attest to certain competencies in the use of technology. Students must have the following skills:

- Ability to use e-mail to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word.

- Ability to browse the Web, including downloading and installing common plug-ins (listed in the Technology and Equipment Requirements for Digital Instruction section of this catalog) and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.

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.

All prospective students interested in digital programs must pass the Wonderlic Digital Learning Readiness Assessment (DLRA) with a minimum score of 40. Students must successfully complete the SLE prior to attempting the DLRA. Students are not permitted to take the DLRA more than once. If a student does not pass the assessment, they can continue through the admissions process by taking and passing the DLRA Remediation Course.

I-20 Applicants

Effective: September 19, 2012

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

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

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

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

4. A signed Enrollment Agreement (which must be signed by a parent or guardian if the applicant is under 18 years of age), a completed Form I-20 application, and any other necessary admissions paperwork.
5. **A \$100 nonrefundable application fee. Payment of this fee will exempt applicants from paying enrollment fees stated on the Tuition and Fees page, if applicable.**
6. An official high school or college transcript. Foreign transcripts must be accompanied by an explanation of the grading scale and course descriptions, and evaluated for equivalency to a United States high school diploma by an authorized school official or appropriate outside agency and translated into English, if applicable. Prospective students may contact an agency

specializing in translation, explanation, or equivalency services. Agencies can be located at www.naces.org/members.htm. Any costs incurred as a result of these services will be the responsibility of the prospective student and may range from approximately 50.00 to 150.00 U.S. dollars.

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

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

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

Applicants for Certificate Courses

Effective: November 12, 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.

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: September 19, 2012

There is no charge to students for prior learning assessments.

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."**

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

Effective: November 12, 2012

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

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

14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

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

Student Interaction

Student interaction is considered to be an important component of the academic experience at the Institution. Both the 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
916.431.6959

For Vocational Nursing, students may also contact the:

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

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

STEP 8

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the Institution for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

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

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

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

Career Services

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

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

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

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

Part-time Jobs

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

Student Health Services

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

Student Housing

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

Tutoring

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

Summary of Delivery System

Programs will be delivered in some combination of classroom, laboratory, externship/practicum, clinical, and digital instruction.

The Institution's online platform is located on the Internet at quad2.kaplan.edu. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place. Every assignment and activity in a course has been planned, selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms
- Access to the 24-hour help desk

Technology and Equipment Requirements for Digital Instruction

To enroll in a program with a digital instruction component, you must have access to a computer with the following minimum requirements.

Hardware:

- A PC running a Microsoft Windows operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- A 1024×768 monitor with a 16-bit or greater video card (24-bit preferred)
- A DVD-ROM drive or CD-ROM
- A sound card with speakers and microphone (for selected courses)

Software*:

- A Microsoft Windows® operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X
- Microsoft Office 2003 or a more recent version
- A current antivirus and antispyware application that is updated regularly

- Internet Explorer 7.0 or a more recent version, or Firefox 3.013 or a more recent version
- Adobe® Reader® 8.0 or a more recent version (free download)
- Adobe® Flash Player 10.0 or a more recent version (free download)
- Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download)
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- AOL Instant Messenger (free download)

Internet/E-mail:

- An Internet service provider (ISP)
- A dedicated, reliable 128 Kbps or faster
- An Internet connection
- An e-mail address and account will be issued to all students for use within their courses.

*Some courses have additional software and hardware requirements.

Crime Awareness and Campus Security

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

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

Drug and Alcohol Abuse Awareness and Prevention

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

Family Educational Rights and Privacy Act

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

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

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

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

Directory Information Public Notice

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

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

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

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

Currently enrolled students may choose to withhold disclosure of their directory information by obtaining the Directory Information Withholding Request Form from the Campus Registrar, completing the form, and returning it to the Campus Registrar's Office. The Institution will honor a student's request to withhold directory information; however, the Institution cannot assume responsibility for subsequently contacting the student for permission to release information to prospective

employers, relatives, or other persons. The failure on the part of any student to specifically request that his or her directory information be withheld indicates individual approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by the Institution prior to receipt of the request.

Personal Property

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

State Agencies

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

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

ALABAMA

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

ALASKA

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

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

ARIZONA

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

ARKANSAS

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

NEVADA

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

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

NEW HAMPSHIRE

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

NEW JERSEY

New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us

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

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

Little Rock, AR 72201
sbpce@arkansas.gov
http://www.sbpce.org/complaint_process.html

CALIFORNIA

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

COLORADO

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

CONNECTICUT

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

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

DELAWARE

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

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

DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of Education
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

FLORIDA

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/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

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

GEORGIA

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

HAWAII

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

IDAHO

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

ILLINOIS

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

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

Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706
http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp
<http://www.illinoisattorneygeneral.gov/consumers/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

30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215
<http://scr.ohio.gov/>

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

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

OKLAHOMA

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

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

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

OREGON

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

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

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

PENNSYLVANIA

Pennsylvania Department of Education
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/>

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

KANSAS

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

KENTUCKY

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

Kentucky Board of Proprietary Education
911 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

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

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

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
<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
<http://consumerprotection.utah.gov/complaints/index.html>

VERMONT

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

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

VIRGINIA

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

WASHINGTON

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

Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
workforce@wtb.wa.gov
http://www.wtb.wa.gov/PCS_Complaints.asp

Washington State Office of the Attorney General

contact
http://www.ago.state.ms.us/images/uploads/forms/MSAGO_Complaint_Form.pdf

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

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

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

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

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

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

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

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

ACADEMIC INFORMATION

Class Size

The maximum number of students in a typical classroom is 60 students. The student-to-teacher ratio for the Medical Assistant program is 20:1 for lab classes. 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

Classes

MON-FRI8:00 a.m. to 11:00 p.m.

SAT.....9:00 a.m. to 1:00 p.m.

Administrative Offices

MON-THUR8:00 a.m. to 7:30 p.m.

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

Classes

MON-FRI8:00 a.m. to 11:00 p.m.

SAT.....9:00 a.m. to 1:00 p.m.

Administrative Offices

MON-THUR8:00 a.m. to 7:30 p.m.

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

Definition of an Academic Year

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

Definition of Academic Credit

Effective: December 3, 2012

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

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

Out-of-Class Learning Activities

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

Clock Hour

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

*Credit Hour**

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Conversion Rate

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

Type of Classroom Work In-Class Hours Out-of-Class Work Hours

Lecture	1	2
Laboratory	2	1
Externship/Practicum	3	0

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical setting and cannot include any out-of-class work.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. Each semester credit in a non-externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit. Please see the Academic Standards section of the catalog for more detail.

*For the Institution's definition of an academic credit, please see Academic Information, Definition of a Unit of Credit.

Honors and Awards

Awarded at Graduation

Academic Distinction

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

High Academic Honors

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

Academic Honors

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

Perfect Attendance

Students who have received a perfect attendance award for each module receive a certificate 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 30th calendar day of the term.
2. Once students have officially notified a Campus Director of their intent to withdraw, the Institution will process the Conditional Withdrawal form. Students who withdraw during the conditional admittance period will not have financial obligations or student loan repayment responsibilities other than the nonrefundable enrollment fee, as allowed by state law.

Withdrawal After the Conditional Admittance Period

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

Externship/Practicum, Clinical, or Fieldwork

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

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

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

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

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this

documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

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

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

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

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

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

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

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

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

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

- **Nursing Programs:** Clinical practice for all nursing programs is interspersed throughout the program. Students are assigned to specific sites and times of attendance and are supervised on site by a faculty member of the Institution.
- **Nursing Assistant:** Students must complete all required clinical hours in order to take the Nursing Assistant test for certification. If hours are not met, progression in the program will be delayed, affecting the student's graduation date.
- **Health Care and Rehab Therapy Technician:** Students must complete all required nursing clinical hours in order to take the Nurse Assistant test for certification. If hours are not met, progression in the program will be delayed, affecting the student's graduation date.
- **Massage Therapy:** Students must complete 60 hours of practicum, demonstrating competencies in all massage techniques. Practicum hours will be evaluated and signed off by an Institution faculty member. The practicum will be completed on campus.
- **Holistic Health Practitioner:** Students must complete 100 hours of practicum, demonstrating competencies in all massage techniques. Practicum hours will be evaluated and signed off by an Institution Faculty member. The practicum will be evaluated on campus.
- **X-Ray Technician/Back Office Medical Assistant:** Students must complete the X-Ray Technician portion of the X-Ray Technician/Back Office Medical Assistant program, which includes 640 hours of supervised clinical education, within

24 months. Students must complete required X-ray exposures within 12 consecutive months in order to take the State of California Limited Permit certification. If hours and/or exam studies are not met, progression in the program will be delayed, affecting the student's graduation date.

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: September 19, 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: September 19, 2012

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.

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.

Graduate Refresher Courses

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

ACADEMIC STANDARDS

Grading System

Effective: August 31, 2012

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

Standard Grading Scale

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

Standard Nursing Grading Scale

Numeric Letter Grade Quality Points

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

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

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

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

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

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

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

Repeated Courses

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

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

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

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

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

Satisfactory Academic Progress

Effective: August 31, 2012

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

Maximum Time Frame

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

Required Evaluation Schedule

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

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

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

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

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

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

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

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

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

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

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

Financial Aid Warning

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

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

Financial Aid Probation

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

Non-degree students

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

Degree students

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

Non-Title IV Eligible

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

Non-degree students

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

Degree students

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

SAP Appeal

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

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

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

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

Appeals Procedure

Appeals Procedure During the Conditional Admittance Period

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

General Appeals Procedure

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

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

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

FINANCIAL INFORMATION

Student Consumer Information - Financial Aid

Effective: September 19, 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 Institution, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the Institution Financial Aid Office to help all students and their families clearly understand their financial situation before entering into a contractual agreement. The Institution is approved for the following loans and grants:

Loans

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

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Academic Competitiveness Grant (ACG)

Work

- Federal Work Study Program

Other Agencies or Programs

- Workforce Investment Board (WIB)
- Veterans Administration Benefits

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

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

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

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

Enrollment Status

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

Degree Programs and Term Diploma Programs

Full-Time

12 credit hours per term

Three-Quarter-Time

9 credit hours per term

Half-Time

6 credit hours per term

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

All Other Programs

Full-time equals 24 semester credit hours or 36 quarter credit hours per academic year. The U.S. Department of Veterans Affairs may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

Tuition and Fees

Effective: December 3, 2012

Criminal Justice

First Academic Year

Registration Fee \$75.00

Enrollment Fee \$10.00

Student Tuition Recovery Fund (non-refundable)†\$31.00

Tuition \$11,500.00

Textbooks \$791.00

Uniforms/Equipment \$75.00

Second Academic Year

Registration Fee \$75.00

Student Tuition Recovery Fund (non-refundable)† \$29.00

Tuition \$11,361.00

Textbooks \$789.00

Third Academic Year

Registration Fee \$75.00

Student Tuition Recovery Fund (non-refundable)† \$15.00

Tuition \$5,228.00

Textbooks \$356.00

TOTAL \$30,410.00

Total cost per credit hour = \$334.18

Dental Assistant

Registration Fee \$75.00

Enrollment Fee \$10.00

Student Tuition Recovery Fund (non-refundable)† \$42.50

Tuition \$15,732.00

Textbooks \$710.00

Uniforms/Equipment \$120.00

TOTAL \$16,689.50

Total cost per credit hour = **\$375.04**

Health Care and Rehab Therapy Technician

Registration Fee \$75.00

Enrollment Fee \$10.00

Student Tuition Recovery Fund (non-refundable)†\$40.00

Tuition \$14,642.00

Textbooks \$860.00

Uniforms/Equipment \$120.00

TOTAL \$15,747.00

Total cost per credit hour = **\$388.81**

Holistic Health Practitioner

First Academic Year

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)†\$38.00
Tuition \$14,185.00
Textbooks \$917.00
Uniforms/Equipment \$60.00

Second Academic Year

Registration & Enrollment Fee \$75.00
Student Tuition Recovery Fund (non-refundable)†\$14.50
Tuition \$5,303.00

TOTAL \$20,677.50

Total cost per credit hour = **\$390.14**

Intravenous Therapy and Blood Draw

Enrollment Fee \$10.00
Tuition \$155.00
Textbooks \$40.00
Supplies \$55.00
TOTAL \$260.00 (TOTAL for Kaplan College Graduates \$195.00)

Massage Therapy

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)†\$37.50
Tuition \$14,185.00
Textbooks \$640.00
Uniforms/Equipment \$60.00
TOTAL \$15,007.50
Total cost per credit hour = **\$379.94**

Medical Assistant

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)†\$40.00
Tuition \$14,904.00
Textbooks \$634.00
Uniforms/Equipment \$85.00
TOTAL \$15,748.00
Total cost per credit hour = **\$384.10**

Medical Billing and Coding Specialist

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)†\$40.00
Tuition \$14,904.00
Textbooks \$944.00
Uniforms/Equipment \$85.00
TOTAL \$16,058.00
Total cost per credit hour = **\$391.66**

Nursing Assistant

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)†\$12.50
Tuition \$4,329.00
Textbooks \$285.00
Uniforms/Equipment \$120.00
TOTAL \$4,831.50
Total cost per credit hour = **\$536.83**

Pharmacy Technician

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)†\$40.00
Tuition \$14,698.00
Textbooks \$599.00
Uniforms/Equipment \$100.00
TOTAL \$15,522.00
Total cost per credit hour = **\$356.83**

Phlebotomy Technician

Enrollment Fee* \$10.00
Registration Fee \$75.00
Tuition \$3,000.00
Textbooks \$100.00
Uniforms \$85.00
Student Tuition Recovery Fund (non-refundable)† \$8.00
TOTAL \$3,278.00

Pit and Fissure Sealants

Registration Fee \$25.00
Enrollment Fee** \$10.00
Student Tuition Recovery Fund (non-refundable)†† \$2.50
Tuition \$500.00
Textbooks \$0.00
Uniforms/Equipment \$0.00
TOTAL \$537.50

Vocational Nursing

First Academic Year

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)† \$45.00
Tuition \$15,430.00
Textbooks \$933.00
Uniforms/Equipment \$195.00

Second Academic Year

Registration Fee \$75.00
Student Tuition Recovery Fund (non-refundable)† \$37.50
Tuition \$16,223.00
TOTAL \$33,023.50
Total cost per credit hour = **\$437.40**

X-Ray Technician/Back Office Medical Assistant

First Academic Year

Registration Fee \$75.00
Enrollment Fee \$10.00
Student Tuition Recovery Fund (non-refundable)† \$38.00
Tuition \$14,026.00
Textbooks \$873.00
Uniforms/Equipment \$120.00

Second Academic Year

Registration \$75.00
Student Tuition Recovery Fund (non-refundable)† \$32.00
Tuition \$12,694.00

TOTAL \$27,943.00

Total cost per credit hour = **\$450.69**

*An enrollment fee is due at the time the enrollment agreement is completed. This fee is non-refundable unless the student cancels in writing by the seventh 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 in writing by midnight of the day before 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).

Note: Tuition may be reduced if students are granted credit for required coursework.

Retake Fees:

<i>Program</i>	<i>Method</i>	<i>Retake Rate</i>
Criminal Justice	credit hour	\$308.67
Dental Assistant	credit hour	\$353.53
Health Care & Rehab Therapy Technician	credit hour	\$361.53
Holistic Health Practitioner	credit hour	\$367.70
Massage Therapy	credit hour	\$359.11
Medical Assistant	credit hour	\$363.51
Medical Billing and Coding Specialist	credit hour	\$363.51
Nursing Assistant	credit hour	\$481.00
Pharmacy Technician	credit hour	\$337.89
Vocational Nursing	credit hour	\$419.25

X-Ray Tech/ Back Office Medical Assistant credit hour \$430.97

Student Tuition Recovery Fund

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

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

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

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

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

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

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

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

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

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

Refund Policy

Effective: September 20, 2012

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

Withdrawal after Cancellation Period

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

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

Student's Right to Cancel

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

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

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

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

Notice to Students

Return of Title IV Refund Policy

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

1. The Financial Aid Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Financial Aid Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

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

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

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

Institution Refund Policy

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

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

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

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

Refunds

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

Calculation of Refund Amount

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

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

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

ACADEMIC PROGRAMS

Associate's Degree Programs

Criminal Justice

Effective: October 24, 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 Programs

Dental Assistant

Effective: December 3, 2012

Program Description

The objective of the Dental Assistant program is to provide students with the knowledge, technical skills, and work habits required 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 classroom, laboratory, and clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions such as dental assistant.

The Dental Assistant program is 855 contact hours over 40 weeks. All students must complete the program with a minimum of 44.5 quarter credit hours. Prior to graduation, students are required to complete a clinical for a total of 215 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Dental Assistant Diploma.

This program is devised to help eligible students prepare for the Licensed Registered Dental Assistant (RDA) examination sponsored by the state of California. However, the college cannot guarantee a student's eligibility either to take this exam or become registered. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or college itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the "Certification, State Board, and National Board Exams" section of this catalog for further guidance.

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

Curriculum

DAC101K Dental Terminology and Proper Asepsis Techniques

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught dental terminology, dental specialties, health team members, HIPAA, CPR, cover letters and resumes. Emphasis is placed on anatomy, physiology, dental anatomy and histology, and the oral cavity. In addition, this course provides instruction and laboratory practice in basic chairside assisting, as well as in sterilization to include autoclaving, preparation for sterilization and disinfection, surface disinfection, sterilization of instruments, mechanical barriers, and infection control protocol. This course is also designed to develop professional skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC102K Chairside Assisting for General and Specialty Dentistry

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught an introduction to the profession of dentistry as it relates to the dental assistant in general and specialty dentistry, including orthodontics, pedodontics, oral surgery, endodontics, periodontics, and fixed and removable prosthodontics. Bones, salivary glands, and muscles and nerves of the skull are also covered. Students have the opportunity to practice instrument exchange, oral evacuation, seating and dismissing a patient, handpiece maintenance, and anesthesia. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC103K Dental Materials and Prevention

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught preventive medicine, nutrition, oral hygiene methods, vital signs, pharmacology, and medical emergencies. Students have the opportunity to practice manipulation of and armamentarium of dental materials to include restorative, cast, impression, cements, liners, bases, tooth brushing, flossing, and blood pressure. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC104K California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab

- Credits: 9 quarter credit hours
- Prerequisites: DAC101K and one of DAC102K, DAC103K, or DAC106K
- Course Hours: 160 contact hours (Lecture 40, Lab 120)

In this module, students are taught the operation and programming of a CNC milling machine using a conversational format controller. Topics include the programming drilled holes, circular, linear, pocketing, and face milling operations, repetitive operations, and tool changes. Students have the opportunity to write programs for selected milling operations for a CNC mill. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

DAC105K Dental Radiology

- Credits: 4.5 quarter credit hours
- Prerequisites: DAC101K and one of DAC102K, DAC103K, or DAC106K
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this course, students are taught basic principles of radiographic physics, radiographic production and darkroom errors, bitewing radiographs, intra-oral techniques, mounting full-mouth radiographs, and manual film processing. Students have the opportunity to practice exposing films and taking full-mouth radiographs and x-rays for diagnosis using mannequins and patients. Students are also taught production of acceptable dental radiographs, including an overview of panoramic film techniques, and automatic film processing. This course requires the completion of four patient surveys as clinical practice, with no more than three retakes. Instruction in radiograph duplication is also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC106K Dental Practice Management

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC101K
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught the basis for human behavior, recognition of social behavior, individual difference, communication skills and relationship enhancement, special problems in communications, origin and treatment of patient fear, management of patient pain and discomfort motivation, compliance, preventive behavior, behavior management of children as patients, care of the geriatric patient, and care of the handicapped patient. Students are also taught the nonclinical functions of a dental office with emphasis on appointment scheduling, financial arrangements, collection techniques, recall, completing insurance forms, and maintaining current insurance records. Students have the opportunity to practice telephone communications, basic computer terminology and functions, maintaining inventory supply systems, employment search techniques, and completing a job application. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC107K Advanced Clinical and Lab Duties

- Credits: 5.0 quarter credit hours
- Prerequisites: DAC102K, DAC103K, DAC104K, DAC105K, DAC106K
- Course Hours: 80 contact hours (Lecture 55, Lab 25)

In this course, students are taught about and have the opportunity to practice pit and fissure sealants, intra-oral/extra-oral photography, facebow transfers, placement of patient monitoring sensors, monitoring patient sedation, automated caries detection device, intra-oral images for milled restorations, stainless steel crowns, adjusting dentures extra-orally, and California Law and Ethics. This course requires the completion of four pit and fissure sealant patients as clinical practice. Patients will be completed on one weekend. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DAC108 Clinical Externship

- Credits: 7.0 quarter credit hours
- Prerequisites: DAC107
- Course Hours: 215 contact hours (Lecture 0, Lab 0, Externship 215)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 215-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Health Care and Rehab Therapy Technician

Effective: December 21, 2012

Program Description

The objective of the Health Care and Rehab Therapy Technician program is to provide students with the knowledge, skills, and work habits to pursue entry-level employment in the occupations and job titles to which the program is represented to lead. The

program includes front office training, multiple hands-on rehabilitation courses, general nursing skills including clinical experience, phlebotomy including glucometer testing, and pediatric care.

This program is intended, among other things, to help eligible students prepare for the Phlebotomy Certification exam and Nurse Assistant competency evaluation. However, the Institution cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or Institution itself having appropriate accreditation or licensure. Externship or clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

Graduates of the program may qualify for employment in private-practice offices, clinics, acute- and sub-acute-care hospitals, assisted living, physical therapy, occupational therapy and rehabilitation centers, chiropractic clinics, schools, or patient homes. They may work with inpatients and outpatients who have a variety of diseases, injuries, and neurological or orthopedic problems. Graduates may possess the skills necessary to assist professionals by providing nursing skills and rehabilitation assistance under appropriate supervision. Specific duties may include assisting with ambulation, transfers, activities of daily living, occupational and physical therapy, dressing changes, catheter care, setting up and assisting with patient treatments, group treatments, community outings, and supervised follow-through with clinical rehabilitation treatments, scheduling appointments, and ordering equipment from various vendors. Other duties could include, but are not limited to, medical front office procedures, and data-entering clinical information into computer database.

Day and Evening students attend five classroom hours per day, Monday through Thursday, for 36 weeks. Both sessions include 105 hours for Nursing Clinicals. During this time, students will attend clinical sessions for approximately 7.0 hours per day, Monday through Friday. During the nursing clinical portion of training, the students will receive an orientation to prepare for the Certified Nursing Assistant (CNA) exam, which is normally administered on campus toward the end of this training segment. Students will also attend an externship for a minimum of 25 hours per week for 100 hours. The program is 765 contact hours over a 36-week period. All students must complete the program with 40.5 quarter credit hours. Prior to graduation, students are required to complete 205 hours of externship/clinical. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section. Upon successful completion of the program, graduates will be awarded a Diploma.

Eligibility for the Phlebotomy Certification exam requires 100% attendance for all minutes scheduled in the didactic portion (AHR150) of the program. Students who miss class time must make up the class. Independent study is not permitted as a substitute for missed class time. Schedule arrangements to make up missed class time may extend the time required to complete the program. The Institution does not guarantee that students who miss class time for AHR150 will meet eligibility requirements to sit for the Phlebotomy Certification exam before they complete the HRTT program.

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

Curriculum

AHR150K Phlebotomy

- Credits: 5.0 quarter credit hours
- Prerequisites: AHK103K, AHW102K
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught the basic knowledge and skills to successfully perform phlebotomy procedures. Topics include the functions of the medical laboratory, infection control and lab safety, medical terminology, laboratory requisition processes, and blood collection equipment. Additional topics include patient identification and preparation, anatomical site selection, order of draw, geriatric and pediatric draw techniques, and difficult draws. Emphasis is placed on the anatomy and physiology of the circulatory system. Students have the opportunity to practice capillary draws and venipunctures. 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.

EBP02K Electrocardiology, Basic Life Support, Professional Development

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

This course covers ECG and theory topics, including the cardiovascular system, ECG equipment, ECG techniques, and interpreting basic arrhythmias. Applications include performing ECGs both automatically and manually. This course will also cover theory and lab performance for BLS. Theory and lab for professional development will include preparation of cover letters, resumes, follow-up letters, portfolios, and interview techniques. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

EXT02 Externship

- Credits: 3.0 quarter credit hours
- Prerequisites: Completion of all didactic training (excluding NS02)
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100)

In this course, students spend a total of 80 hours in clinical practice applying the skills and knowledge they were taught in the classroom. Students work under the supervision of a chiropractor, physical therapist, occupational therapist, speech therapist, other rehabilitation professionals, certified phlebotomists, certified ECG technicians, registered nurses or physicians. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

M01K Medical Terminology I

- Credits: 1.0
- Prerequisites: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This is an introductory course in which students are taught common roots, suffixes, and prefixes that combine to form over 11,000 medical terms. 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.

M06 Medical Office Computer Applications I

- Credits: 1.0 quarter credit hour
- Prerequisites: None
- Course Hours: 20 contact hours (Lecture 0, Lab 20)

In this course, students are taught and enhance their knowledge of a word processing program, which could include charts, database, and spreadsheets. 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.

MAA01K Medical Office Management I

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

In this course, students study medical law, ethics, etiquette, and bioethics. Students are taught the importance and procedures of documenting patient information, medications, and prescriptions. 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.

ML01K Medical Terminology/Anatomy A

- Credits: 1.0 quarter credit hours
- Prerequisites: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course presents an overview of the medical terminology, including definitions, diagnoses, and treatments related to the following body systems: whole body terminology, and the following body systems: musculoskeletal, circulatory, cardiovascular, blood, lymphatic and immune, and the integumentary system to include mucous membranes. 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.

ML02K Medical Terminology/Anatomy B

- Credits: 1.0 quarter credit hours
- Prerequisites: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course presents an overview of the medical terminology, including definitions, diagnoses, and treatments related to the following body systems: respiratory, gastrointestinal, urinary, reproductive, nervous, endocrine and special senses. 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.

NCL02 Nursing Clinicals

- Credits: 3.5 quarter credit hours
- Prerequisites: NS02
- Course Hours: 105 contact hours (Lecture 0, Lab 0, Clinical 105)

This course provides 105 hours of supervised nursing assistant training in a clinical setting, such as long-term care or a skilled nursing facility. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

NS01K Nursing Skills

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 63, Lab 17)

This course covers basic nursing skills in theory and lab, including bedside care; vital signs; infection control; safety and mobility; gait training and training with mechanical lift; patient care; nutrition and special-care procedures, including assisting with a physical exam; rehab such as range of motion; obstetrics; and pediatrics considerations.

REH01K Patient Techniques and Equipment

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

This course will cover treatment techniques and equipment used in physical rehabilitation. The course includes the care, adjustment, and adaptation of treatment equipment, ADL, and ambulation devices. Treatment techniques include simple massage, hydrotherapy, edema reduction, gross- and fine-motor skills, and paraffin therapy. Selected case studies will include diagnoses related to musculoskeletal conditions. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 20 hours of out-of-class work will be assigned.

REH02K Functional Mobility and Patient Teaching

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

This course teaches about risk factors of immobility and the importance of early intervention, patient positioning and bed and wheelchair mobility, transfer techniques, and walking and functional activities. Students are taught how to teach patients bed and wheelchair exercises. Selected case studies will include diagnoses related to respiratory, cardiac, and integumentary disorders. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 20 hours of out-of-class work will be assigned.

REH03K Functional Rehabilitation and Chiropractic Care

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

This course teaches techniques related to joint and muscle movement, pain, and pain-management techniques. Students are taught about the history of chiropractic and what is necessary to work as an assistant in a chiropractic office, including many different techniques used in the chiropractic profession. Selected case studies will include diagnoses related to neurological disorders. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 20 hours of out-of-class work will be assigned.

Holistic Health Practitioner

Effective: December 3, 2012

Program Description

The Holistic Health Practitioner program is focused on objectives that prepare students to pursue entry-level positions in the field of holistic health and massage therapy.

This program is intended, among other things, to help eligible students prepare for the National Certification Examination for Therapeutic Massage (NCETM) and the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) presented by the National Certification Board for Therapeutic Massage (NCBTMB). However, the Institution cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or Institution itself having appropriate accreditation or licensure. Clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

The length of the program for day and evening students consists of 460 hours of theory, 440 hours of lab, and 120 hours of clinical practicum, totaling 1020 contact hours within nine modules over a 13-month period. All students must complete the program with 53 quarter credit hours. Prior to graduation, students are required to complete 120 hours of clinical practicums. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section. Upon successful completion of the program, graduates will be awarded a Diploma.

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

Curriculum

CD100K Career Development

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course is designed to provide students with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing, and interviewing techniques. As

a result of this study, students should be able to apply for membership to professional associations, write a resume, and implement a job search.

INT102 Clinical Practicum

- Credits: 1.0 quarter credit hour
- Prerequisites: INT103
- Course Hours: 40 contact hours (Lecture 0, Lab 0, Clinical Practicum 40)

This course provides students the opportunity to demonstrate basic massage techniques and advanced modalities in a supervised clinical setting. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

INT103 Clinical Practicum

- Credits: 2.5 quarter credit hours
- Prerequisites: Recommendation from faculty members and three modules of training
- Course Hours: 80 contact hours (Lecture 0, Lab 0, Clinical Practicum 80)

This course provides students the opportunity to demonstrate basic massage techniques in a supervised clinical setting throughout their program. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MT103K Alternative Therapies

- Credits: 3.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 50 contact hours (Lecture 20, Lab 30)

This course will provide students with an understanding of how water is used as an external therapeutic device. The Eastern approaches to massage therapy will also be provided. Topics covered will include therapeutic modalities, using cryotherapy and thermotherapy, an introduction to oriental medicine, shiatsu, as well as some of the specific techniques unique to Eastern approaches. Upon successful completion of the course, students should use of a paraffin wax, hot and cold packs, the contrast method, and the salt glow. Students should also be able to name the benefits and contraindications associated with each modality. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

MT104K Health Services, Management and Ethics

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is designed to provide students with an understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for a practice, taking the steps necessary to establish a practice, and guidelines for ethical conduct. Upon successful completion of the course, students should be able to construct a mission statement, write a basic business plan, and demonstrate ethical behavior expected of a professional massage therapist.

MT105K Health and Hygiene

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is directed at providing students with a basic understanding of procedures necessary to ensure a safe working environment for the client and therapist. Topics such as hand-washing techniques, injury prevention for the massage therapist, universal precautions, and CPR (cardiopulmonary resuscitation) will be studied. Upon successful completion of the course, students should be able to demonstrate proper handwashing techniques, demonstrate injury prevention techniques for the therapist, discuss universal precautions, and should become certified in CPR.

MT106K Nutrition

- Credits: 3.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course will provide students with an understanding of how nutrition affects the clients' and therapists' overall health and daily activity. Basic food groups, recommended dietary guidelines, and exercise as tools to maintain a healthy body will be discussed. As a result of this coursework, students should be able to identify the basic food groups and recommended dietary guidelines, and discuss exercise as a means to a healthy lifestyle.

MT107K Sports Massage Therapy

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 10, Lab 30)

This course will provide students with the educational background needed to practice in one of the most rapidly growing areas of massage therapy. Pre and postevent massage techniques, as well as an overview of athletic injuries, will be discussed and demonstrated. Upon successful completion of the course, students should be able to explain the basic concepts of athletic-related injuries and demonstrate pre- and postevent massage techniques.

MT108K Craniosacral Therapy

- Credits: 1.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

In this course, craniosacral therapy, a gentle and profound method of healing, is available to the massage therapist. Students develop an appreciation for the history and development of the technique, become familiar with the anatomy and physiology of the craniosacral system, and understand basic palpation skills. Upon successful completion of the course, students should be able to demonstrate palpation techniques and explain the anatomy and physiology of the craniosacral system.

MT109K Shiatsu

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 10, Lab 30)

Shiatsu recaptures the true nature of Chinese medical theory through the use of the hands. The therapist can assist the client in establishing, maintaining, and promoting integration of all the various aspects of the universal structure. Students develop an appreciation of the history and development of the techniques and become familiar with the recommended tools and techniques used in treatment routines. Upon successful completion of the course, students should be able to demonstrate basic routines to achieve an integration of the theory and practice of shiatsu. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

MT110K Kinesiology

- Credits: 1.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

This course is designed to assist students in the understanding of the vocabulary associated with anatomy and movement as well as a basic understanding of the body's muscles and joints. Emphasis will be placed on basic kinesiology knowledge, describing the essentials of joint movement and muscle action. Students develop an appreciation for the basic movements in kinesiology. Upon successful completion of the course, students should have a broader knowledge as to the location, attachment, function, and innervation of the major muscles of the body. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MT111K Anatomy, Body Systems, and Directional Methods

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60, Lab 0)

In this introductory course, students build a solid foundation in their understanding of the development, structure, and function of the human body. Emphasis will be placed on identifying and locating bones, bony landmarks, and joint and major muscles in a "hands-on" or palpation format. Cell structure and function, as well as the musculoskeletal system will be presented. Upon successful completion of the course, students should be able to explain basic cell structure and function and identify the basic muscle and bone groups found in the human body.

MT112K Introduction to Massage Techniques

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course offers an introduction to the applied massage therapy techniques. Within the parameters of this course, students define and develop massage movements related to Swedish massage. The art of professional touch, choosing the right equipment, and client intake are also taught. Upon successful completion of the course, students should be able to demonstrate the five basic strokes of Swedish massage, define the massage equipment needed for the profession, and chart a client's intake and progress.

MT113K Stone Therapy

- Credits: 2.0 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 10, Lab 30)

This introductory course is designed to educate the massage therapist in the basic techniques of stone therapy. Upon successful completion of the course, students should be able to perform massage therapy using basic techniques specific to hot stone massage therapy. Students should also be able to demonstrate proper care of the equipment. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

MT114K Infant/Prenatal Massage

- Credits: 1.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

This course is designed to educate the massage therapist on the basic needs of the childbearing woman and her new infant. Students gain an understanding of appropriate techniques used for the client during pregnancy, birth, and postpartum. Upon successful completion of the course, students should be able to perform basic massage technique appropriate for pregnancy, labor, and postpartum. 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.

MT115K Reflexology

- Credits: 1.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

This course is designed to give students a brief introduction to the modality known as reflexology, including history, theory, and techniques. Upon successful completion of the course, students should be able to demonstrate a basic routine and explain its components. 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.

MT116K Holistic Health Practitioner

- Credits: 2.0 quarter credit hours
- Prerequisites:
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course provides students with a fundamental perspective and diverse multicultural understanding of health and healing aimed at promoting leadership skills and clinical expertise in an integrative approach to the prevention of disease and the promotion of wellness. Assigned coursework is focused on holism as an underpinning for the study of biological, emotional, mental, spiritual, and societal relationships to the health of the individual and the community. 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.

MT117K Aromatherapy

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 10, Lab 30)

This course provides students with a clear understanding of aromatherapy, as practiced in modern health care settings. Upon successful completion of the course, students should have a basic understanding of the history and science of essential oils, the mode of transportation of essential oils into the body, and the use of essential oils in certain contexts. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

MT121K Circulatory Systems

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students add to their understanding of the structure and function of the human body. Emphasis will be placed on the lymphatic, cardiovascular, and digestive systems. As a result of their studies, students should be able to explain the basic structure and function of each of these systems. Upon successful completion of the course, students should be able to apply this knowledge in their hands-on approach to massage techniques they were taught.

MT122 Massage Techniques - Deep Approaches

- Credits: 1.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course is designed to introduce students to advanced massage techniques, such as deep-tissue work, joint mobility, and range of motion. Emphasis is placed on classifications of ROM and normal degrees, with indications and contraindications of these deeper techniques. Upon successful completion of the course, students should be able to differentiate between Swedish and deep-tissue techniques, as well as demonstrate proper range-of-motion techniques.

MT131K Cardiopulmonary System

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course will provide students with an understanding of how the respiratory system filters air from the environment before it enters the pulmonary system. Emphasis is placed on the stimulation of respiratory muscles to provide ventilation for the alveoli to supply the precise amount of oxygen needed for every cell in the body. Upon successful completion of the course, students should be able to compare, contrast, and explain the mechanism responsible for the exchange of gases that occurs during internal and external respirations.

MT132 Massage Techniques - Multimodality

- Credits: 1.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course offers advanced platform integration of Swedish tissue techniques to the torso, arm, neck, and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques, such as neuromuscular therapy, aromatherapy, and massage for special populations. Upon successful completion of the course, students should be able to demonstrate the postural assessment, select and use essential oils, and perform prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms.

MT141K Urinary and Reproductive Systems

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

This course is designed for students to add to their understanding of the structure and function of the human body. Emphasis will be placed on the urinary and reproductive systems. Upon successful completion of the course, students should be able to explain the basic structure, function, and pathology of the urinary and reproductive systems. Students should also be able to incorporate this information when applying hands-on massage techniques.

MT142 Massage Techniques - Advanced Swedish

- Credits: 3.0 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 60 contact hours (Lecture 0, Lab 60)

This course offers advanced Swedish techniques to the applied massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to Swedish massage. The art of deep tissue professional touch, appropriate range of motion exercises, and proper body mechanics are also taught. Upon successful completion of the course, students should be able to demonstrate ROM exercises and deep tissue strokes of the arms, chest, and abdomen, as well as to the anterior and posterior legs.

MT151K The Senses and Human Development

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed to introduce students to developmental changes of the human body and how internal and external senses detect change. Emphasis will be placed on the special and general senses and degenerative changes that occur with aging. Upon successful completion of the course, students should be able to explain how a stimulus is converted into a sensation and the concept of development as a biological process characterized by continuous modification and change.

MT152 Massage Techniques - Neuromuscular

- Credits: 2.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 50 contact hours (Lecture 0, Lab 50)

This course offers deep-tissue techniques to the back and legs via massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to deep-tissue massage. Postisometric muscle releases of the back musculature will be taught to competency. Students will be introduced to neuromuscular therapy techniques and acquire successful skills. Upon successful completion of the course, students should be able to demonstrate neuromuscular massage and deep-tissue strokes of the body from center out and anterior and posterior cervical spine, as well as perform successful patient postural assessments. Treatments of hip and chest conditions will also be taught to competency.

MT161K Systemic Pathologies

- Credits: 0.50 quarter credit hour
- Prerequisites: MT111K, MT112K
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course is designed to teach students the basic concepts underlying various pathologic processes. Emphasis will be placed on the pathogenesis of diseases, their mechanisms, and how they develop. Upon successful completion of the course, students should be able to explain the etiology of pathologic changes and understand the causes of many diseases.

MT162 Massage Techniques - Specialties

- Credits: 1.0 quarter credit hour
- Prerequisites: MT 111, MT 112
- Course Hours: 20 contact hours (Lecture 0, Lab 20)

This course offers deep-tissue techniques to the hips via deep-tissue massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to special-needs massage. Techniques for TMJ musculature will be taught to competency. Students will be introduced to aromatherapy techniques and acquire successful skills for clinical applications. Upon successful completion of the course, students should be able to demonstrate additional massage skills to special populations of pregnancy and geriatrics.

Massage Therapy

Effective: December 21, 2012

Program Description

The objective of the Massage Therapy program is to provide students with a solid and basic foundation of knowledge and skills in the areas of anatomy, physiology, and massage and body therapies to enable them to pursue entry-level positions as massage therapists or establish their own business.

This program is intended, among other things, to help eligible students prepare for the National Certification Examination for Therapeutic Massage (NCETM) and the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) presented by the National Certification board for Therapeutic Massage (NCBTMB). However, the Institution cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or Institution itself having appropriate accreditation or licensure. Clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

The length of the program is 740 contact hours over a 36-week period for day and night students. Students must complete the program with 39.5 quarter credit hours. Prior to graduation, students are required to complete an 80-hour clinical practicum. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained in the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

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

Curriculum

CD100K Career Development

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course is designed to provide students with the knowledge and skills necessary to successfully find employment as a massage therapist. Major topics of study will include professional associations, resume writing, and interviewing techniques. As a result of this study, students should be able to apply for membership to professional associations, write a resume, and implement a job search.

INT101 Clinical Practicum

- Credits: 2.5 quarter credit hours
- Prerequisites: Recommendation from faculty members and three modules of training
- Course Hours: 80 contact hours (Lecture 0, Lab 0, Clinical 80)

This course provides students the opportunity to demonstrate basic massage techniques in a supervised clinical setting throughout their program. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MT103K Alternative Therapies

- Credits: 3.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 50 contact hours (Lecture 20, Lab 30)

This course will provide students with an understanding of how water is used as an external therapeutic device. The Eastern approaches to massage therapy will also be provided. Topics covered will include therapeutic modalities, using cryotherapy and thermotherapy, an introduction to oriental medicine, shiatsu, as well as some of the specific techniques unique to Eastern approaches. Upon successful completion of the course, students should use of a paraffin wax, hot and cold packs, the contrast method, and the salt glow. Students should also be able to name the benefits and contraindications associated with each modality. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

MT104K Health Services, Management and Ethics

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is designed to provide students with an understanding of basic concepts and principles of business management, as well as a guide to ethical behavior in a professional setting. Emphasis will be placed on setting goals for a practice, taking the steps necessary to establish a practice, and guidelines for ethical conduct. Upon successful completion of the course, students should be able to construct a mission statement, write a basic business plan, and demonstrate ethical behavior expected of a professional massage therapist.

MT105K Health and Hygiene

- Credits: 2.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course is directed at providing students with a basic understanding of procedures necessary to ensure a safe working environment for the client and therapist. Topics such as hand-washing techniques, injury prevention for the massage therapist, universal precautions, and CPR (cardiopulmonary resuscitation) will be studied. Upon successful completion of the course, students should be able to demonstrate proper handwashing techniques, demonstrate injury prevention techniques for the therapist, discuss universal precautions, and should become certified in CPR.

MT106K Nutrition

- Credits: 3.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course will provide students with an understanding of how nutrition affects the clients' and therapists' overall health and daily activity. Basic food groups, recommended dietary guidelines, and exercise as tools to maintain a healthy body will be discussed. As a result of this coursework, students should be able to identify the basic food groups and recommended dietary guidelines, and discuss exercise as a means to a healthy lifestyle.

MT107K Sports Massage Therapy

- Credits: 2.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 40 contact hours (Lecture 10, Lab 30)

This course will provide students with the educational background needed to practice in one of the most rapidly growing areas of massage therapy. Pre and postevent massage techniques, as well as an overview of athletic injuries, will be discussed and demonstrated. Upon successful completion of the course, students should be able to explain the basic concepts of athletic-related injuries and demonstrate pre- and postevent massage techniques.

MT108K Craniosacral Therapy

- Credits: 1.5 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

In this course, craniosacral therapy, a gentle and profound method of healing, is available to the massage therapist. Students develop an appreciation for the history and development of the technique, become familiar with the anatomy and physiology of the craniosacral system, and understand basic palpation skills. Upon successful completion of the course, students should be able to demonstrate palpation techniques and explain the anatomy and physiology of the craniosacral system.

MT111K Anatomy, Body Systems, and Directional Methods

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60, Lab 0)

In this introductory course, students build a solid foundation in their understanding of the development, structure, and function of the human body. Emphasis will be placed on identifying and locating bones, bony landmarks, and joint and major muscles in a "hands-on" or palpation format. Cell structure and function, as well as the musculoskeletal system will be presented. Upon successful completion of the course, students should be able to explain basic cell structure and function and identify the basic muscle and bone groups found in the human body.

MT112K Introduction to Massage Techniques

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course offers an introduction to the applied massage therapy techniques. Within the parameters of this course, students define and develop massage movements related to Swedish massage. The art of professional touch, choosing the right equipment, and client intake are also taught. Upon successful completion of the course, students should be able to demonstrate the five basic strokes of Swedish massage, define the massage equipment needed for the profession, and chart a client's intake and progress.

MT121K Circulatory Systems

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students add to their understanding of the structure and function of the human body. Emphasis will be placed on the lymphatic, cardiovascular, and digestive systems. As a result of their studies, students should be able to explain the basic

structure and function of each of these systems. Upon successful completion of the course, students should be able to apply this knowledge in their hands-on approach to massage techniques they were taught.

MT122 Massage Techniques - Deep Approaches

- Credits: 1.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course is designed to introduce students to advanced massage techniques, such as deep-tissue work, joint mobility, and range of motion. Emphasis is placed on classifications of ROM and normal degrees, with indications and contraindications of these deeper techniques. Upon successful completion of the course, students should be able to differentiate between Swedish and deep-tissue techniques, as well as demonstrate proper range-of-motion techniques.

MT131K Cardiopulmonary System

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course will provide students with an understanding of how the respiratory system filters air from the environment before it enters the pulmonary system. Emphasis is placed on the stimulation of respiratory muscles to provide ventilation for the alveoli to supply the precise amount of oxygen needed for every cell in the body. Upon successful completion of the course, students should be able to compare, contrast, and explain the mechanism responsible for the exchange of gases that occurs during internal and external respirations.

MT132 Massage Techniques - Multimodality

- Credits: 1.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 30 contact hours (Lecture 0, Lab 30)

This course offers advanced platform integration of Swedish tissue techniques to the torso, arm, neck, and shoulders via manipulative tissue massage therapy platforms. Students will be introduced to advanced massage techniques, such as neuromuscular therapy, aromatherapy, and massage for special populations. Upon successful completion of the course, students should be able to demonstrate the postural assessment, select and use essential oils, and perform prenatal massage while demonstrating advanced massage skills by integrating upper torso platforms.

MT141K Urinary and Reproductive Systems

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

This course is designed for students to add to their understanding of the structure and function of the human body. Emphasis will be placed on the urinary and reproductive systems. Upon successful completion of the course, students should be able to explain the basic structure, function, and pathology of the urinary and reproductive systems. Students should also be able to incorporate this information when applying hands-on massage techniques.

MT142 Massage Techniques - Advanced Swedish

- Credits: 3.0 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 60 contact hours (Lecture 0, Lab 60)

This course offers advanced Swedish techniques to the applied massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to Swedish massage. The art of deep tissue professional touch, appropriate range of motion exercises, and proper body mechanics are also taught. Upon successful completion of the course, students should be able to demonstrate ROM exercises and deeptissue strokes of the arms, chest, and abdomen, as well as to the anterior and posterior legs.

MT151K The Senses and Human Development

- Credits: 1.0 quarter credit hours
- Prerequisites: MT111K, MT112K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed to introduce students to developmental changes of the human body and how internal and external senses detect change. Emphasis will be placed on the special and general senses and degenerative changes that occur with aging. Upon successful completion of the course, students should be able to explain how a stimulus is converted into a sensation and the concept of development as a biological process characterized by continuous modification and change.

MT152 Massage Techniques - Neuromuscular

- Credits: 2.5 quarter credit hours
- Prerequisites: MT 111, MT 112
- Course Hours: 50 contact hours (Lecture 0, Lab 50)

This course offers deep-tissue techniques to the back and legs via massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to deep-tissue massage. Postisometric muscle releases of the back musculature will be taught to competency. Students will be introduced to neuromuscular therapy techniques and acquire successful skills. Upon successful completion of the course, students should be able to demonstrate neuromuscular massage and deep-tissue strokes of the body from center out and anterior and posterior cervical spine, as well as perform successful patient postural assessments. Treatments of hip and chest conditions will also be taught to competency.

MT161K Systemic Pathologies

- Credits: 0.50 quarter credit hour
- Prerequisites: MT111K, MT112K
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course is designed to teach students the basic concepts underlying various pathologic processes. Emphasis will be placed on the pathogenesis of diseases, their mechanisms, and how they develop. Upon successful completion of the course, students should be able to explain the etiology of pathologic changes and understand the causes of many diseases.

MT162 Massage Techniques - Specialties

- Credits: 1.0 quarter credit hour
- Prerequisites: MT 111, MT 112
- Course Hours: 20 contact hours (Lecture 0, Lab 20)

This course offers deep-tissue techniques to the hips via deep-tissue massage therapy platforms. Within the parameters of this course, students define and develop adaptive massage movements related to special-needs massage. Techniques for TMJ musculature will be taught to competency. Students will be introduced to aromatherapy techniques and acquire successful skills for clinical applications. Upon successful completion of the course, students should be able to demonstrate additional massage skills to special populations of pregnancy and geriatrics.

Medical Assistant

Effective: December 3, 2012

Program Description

The objective of the Medical Assistant Diploma 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, 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 assistant, patient care assistant, and medical office receptionist.

The Medical Assistant program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of on-ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 41 quarter credit hours. Prior to graduation, students are required to complete two practica for a total of 200 contact hours. Please refer to the Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Diploma.

This program is intended 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.

This program is intended, among other things, to help eligible students prepare for the Certified Medical Assistant (CMA) Examination sponsored by the American Association of Medical Assistants (AAMA) or 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 or registered. A 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 a criminal background check or medical examination. See www.aama-ntl.org or www.amt1.com for more information regarding eligibility for the CMA and RMA exams.

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure. Please refer to the Certification, State Board and National Board Exams section of this catalog for further guidance. Students with felony convictions may not be eligible for certification.

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

Curriculum

AH101K Fundamentals of Allied Health

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

AH102K Introduction to Allied Health Careers

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

CS101K Academic Strategies

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

CS102K Academic Skills

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

MAB155K Medical Front Office

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Medical Front Office module focuses on the front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students have the opportunity to obtain skills in performing insurance coding for proper application to insurance billing systems. Students gain an awareness of administering an office reception area and preparing the office for the business day. Students also have the opportunity to gain an understanding of office emergencies and how to handle them. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MAG155K Musculoskeletal, Digestive, and Respiratory

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Musculoskeletal, Digestive, and Respiratory module focuses on 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 module is also designed to develop professional skills and proactive career management. This

course may include both classroom and digital 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.

MAP155K Nervous, Sensory, and Endocrine

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Nervous, Sensory, and Endocrine module focuses on 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 module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MAR155K Circulatory, Immune, and Lymphatic

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Circulatory, Immune, and Lymphatic module focuses on 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 module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MAX156 Medical Assistant Practicum I

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

The Medical Assistant Practicum I module is an opportunity for students to focus on medical assisting skills. The 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 will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MAX157 Medical Assistant Practicum II

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

The Medical Assistant Practicum II module is an opportunity for students to focus on medical assisting skills. The 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 will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MAY155K Integumentary, Urinary, and Reproductive

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Integumentary, Urinary, and Reproductive module focuses on 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 module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Medical Billing and Coding Specialist

Effective: December 3, 2012

Program Description

The objective of the Medical Billing and Coding Specialist Diploma program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical billing and coding specialist field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in transforming information from medical records documentation into numeric codes for optimal reimbursement and bills for various insurance plans. Duties for graduates of this program may include accounting, preparing and filing insurance claim forms, Medicare and Medicaid billing, reimbursements, collections, coding procedures, benefits, coverage, and limitations. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including insurance billing specialist, reimbursement specialist, and patient accounts representative.

The Medical Billing and Coding Specialist program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of instruction on ground and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 41 quarter credit hours. Prior to graduation, students are required to complete two externships 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 Medical Billing and Coding Specialist Diploma.

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

Curriculum

AH101K Fundamentals of Allied Health

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

AH102K Introduction to Allied Health Careers

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

AHP155K Health Information Management

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

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 digital 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.

CS101K Academic Strategies

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

CS102K Academic Skills

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

MBB155K Inpatient Coding

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about documentation used for coding in an inpatient setting, and on utilizing diagnostic and procedure codes. Students are also taught inpatient billing and coding using the industry standard claim form, as well as specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MBG155K Reimbursement and Collection Procedures

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught reimbursement methodologies and procedures. Students are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Topics include coding for health care equipment and supplies in health care transactions and Evaluation and Management Coding, and using reference materials to facilitate code assignments. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MBR155K Government and State Insurance Plans

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about the billing guidelines for the different government programs including Medicare, Medicaid, TRICARE, CHAMPVA, worker's compensation, and disability insurance. Students have the opportunity to practice use of medical office software as well as diagnostic and procedural coding. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

MBX156 Medical Billing and Coding Specialist Externship I

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

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 out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MBX157 Medical Billing and Coding Specialist Externship II

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

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 out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

MBY155K Private and Managed Care Insurance Plans

- Credits: 5.0 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught the billing guidelines of various types of insurance plans. Students are taught about the billing guidelines surrounding private and managed care insurance plans. Students are also taught the features and functions of the practice management systems. Students have the opportunity to demonstrate proper billing techniques for both types of insurance plans and are taught specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

Nursing Assistant

Effective: December 3, 2012

Program Description

The objective of the Nursing Assistant program is to prepare students to pursue an entry-level position in the medical field. This course will prepare students to provide basic patient assistance with activities of daily living. Students are trained to provide direct patient care under the direct supervision of a licensed vocational or registered nurse. The training focus prepares students to give direct basic care in long-term-care, assisted living, sub-acute, rehab, and acute-care facilities.

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

Upon passing the state's competency evaluation and receiving a criminal background clearance based upon fingerprints sent to the California Criminal Justice Department, graduates will receive a Certified Nursing Assistant-designated certificate from the Department of Health Certification Section (ATCS) in Sacramento, California.

Graduates who become certified nursing assistants may provide care in the following areas: body mechanics; medical and surgical asepsis; weights and measures; patient-care skills related to activities of daily living (feeding, bathing, dressing, elimination); vital signs; nutrition; emergency procedures; long-term-care patient needs; rehabilitative nursing; observation and charting; and death and dying care and procedures. In addition, students are taught patient rights, communication, interpersonal skills, and prevention management of catastrophe and unusual occurrences.

The length of the program for day students consists of 63 hours of theory, 17 hours of lab, and 105 hours of direct clinical training. There are an additional 10 hours related to career and test preparation, totaling 195 contact hours over an eight-week period. All students must complete the program with 9 quarter credit hours. Prior to graduation, students are required to complete a 105-hour clinical. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section. Upon successful completion of the program, graduates will be awarded a Diploma.

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

Curriculum

NCL01K Nursing Clinicals

- Credits: 3.5 quarter credit hours

- Prerequisites: NS01K
- Course Hours: 105 contact hours (Lecture 0, Lab 0, Clinical 105)

This course provides 105 hours of supervised nursing assistant training in a clinical setting, such as long-term care or a skilled nursing facility.

CTP01 Career and Test Preparation

- Credits: .5 quarter credit hour
- Prerequisites: NCL 01, NS 01
- Course Hours: 10 contact hours (Lecture 0, Lab 10)

Using an interactive lab environment, this course prepares students for employment performance expectations related to professional behavior and attitudes. Students are taught basic resume preparation, dress-for-success ideas, and participate in job-interviewing activities. In addition, students should demonstrate competency in a review format of theory concepts and practical skills.

NS01K Nursing Skills

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 63, Lab 17)

This course covers basic nursing skills in theory and lab, including bedside care; vital signs; infection control; safety and mobility; gait training and training with mechanical lift; patient care; nutrition and special-care procedures, including assisting with a physical exam; rehab such as range of motion; obstetrics; and pediatrics considerations.

Pharmacy Technician

Effective: December 3, 2012

Program Description

The objective of the Pharmacy Technician Diploma program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the pharmacy technician field or related area. The program concentrates on helping students acquire knowledge and develop skills in transcribing physician's orders and hospital charts; selecting drug products; preparing medications for dispensing, labeling, and authorizing refills; computer data entry for patient profile maintenance; procedures for acquiring all necessary information; and preparing unit dose medications, IV admixtures, and sterile irrigations. Duties for graduates of this program may include working directly under the supervision of a registered pharmacist and assisting in quality management procedures and security measures. Instruction occurs in some combination of classroom, digital, laboratory, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including pharmacy technician.

The Pharmacy Technician program is 760 contact hours over a period of 36 weeks. The program will include 520 hours of on-ground instruction and 240 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 43.5 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 120 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 Pharmacy Technician Diploma.

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

Curriculum

AH101K Fundamentals of Allied Health

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

AH102K Introduction to Allied Health Careers

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, 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 digital 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 two and a half hours of out-of-class work will be assigned per week.

CS101K Academic Strategies

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

CS102K Academic Skills

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 two and a half hours of out-of-class work will be assigned per week.

PTB151K Nervous and Sensory Systems

- Credits: 5 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 60, Lab 20) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the nervous and sensory systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 five hours of out-of-class work will be assigned per week.

PTG151K Motor Systems, Hospital, and Retail Pharmacy

- Credits: 5 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 50, Lab 30) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the muscular and skeletal systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of its pathologies. Topics include hospital and retail pharmacy operations. Students are taught about securing information from patient profiles and using various forms of technology for storing, accessing, and recording pharmacy data. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 five hours of out-of-class work will be assigned per week.

PTO151K Pharmacy Technician Procedures and Skills Review

- Credits: 2 quarter credit hours
- Prerequisites: PTB151K, PTG151K, PTP151K, PTR151K, PTY151K
- Course Hours: 40 contact hours (Lecture 15, Lab 25) (On Ground 25, Digital 15)

In this course, students will use mathematical skills to perform pharmacy calculations and business procedures. Students have the opportunity to practice the skills and procedures commonly used in a pharmacy to better prepare them for their externship experience. 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 two and a half hours of out-of-class work will be assigned per week.

PTO161K Pharmacy Technician Seminar

- Credits: 2.5 quarter credit hours
- Prerequisites: PTO151K, PTX172K
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are presented a comprehensive review of pharmacy technician knowledge and practice to prepare candidates for the Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board. Students are taught all areas of required technical, practical, and clinical skills as well as policies, procedures, and laws governing pharmacy technician practice. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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.

PTP151K Absorption Systems

- Credits: 5 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 60, Lab 20) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the respiratory, digestive, urinary, and integumentary systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 five hours of out-of-class work will be assigned per week.

PTR151K Circulatory and Immune Systems

- Credits: 5 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 60, Lab 20) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the circulatory and immune systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 five hours of out-of-class work will be assigned per week.

PTX172 Pharmacy Technician Externship I

- Credits: 2 quarter credit hours
- Prerequisites: PTB151, PTG151, PTP151, PTR151, PTY151
- Course Hours: 60 contact hours (Lecture 0, Lab 0, Externship 60) (On Ground 60, Digital 0)

The Pharmacy Technician Externship I course is an opportunity for students to focus on pharmacy technician skills. The externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 60-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, hospital or retail pharmacies, and clinics. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management.

PTX182 Pharmacy Technician Externship II

- Credits: 2 quarter credit hours
- Prerequisites: PTO151, PTX172
- Course Hours: 60 contact hours (Lecture 0, Lab 0, Externship 60) (On Ground 60, Digital 0)

The Pharmacy Technician Externship II course is an opportunity for students to focus on pharmacy technician skills. The externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 60-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, hospital or retail pharmacies, and clinics. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management.

PTY151K Endocrine and Reproductive Systems and Sterile Products

- Credits: 5 quarter credit hours
- Prerequisites: AH101K, AH102K
- Course Hours: 80 contact hours (Lecture 50, Lab 30) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the endocrine and reproductive systems. They are also taught the use of prescription and nonprescription drugs for the treatment of those pathologies. Topics include the preparation of sterile solutions and materials, the interpretation, dosage calculation, and delivery method of brand and generic medications, and the use of quality-control measures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital 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 five hours of out-of-class work will be assigned per week.

Vocational Nursing

Effective: December 3, 2012

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 NCLEXP, the graduate may be qualified to receive a state license and work as an entry-level licensed vocational nurse (LVN). 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. Out-of-class work is required in this program.

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

The Vocational Nursing Diploma is a four-term program and consists of 75.5 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 1608 contact 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. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Note: A minimum grade of C is required for all courses in this program.

Curriculum

VN150K Nursing Foundations

- Credits: 3.0 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.

VN151K Medical Terminology

- Credits: 0.5 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.

VN152K Basic Nursing Skills

- Credits: 2.5 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.

VN153K Life Cycle

- Credits: 2.0 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.

VN154K Nutrition

- Credits: 1.5 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.

VN155K Anatomy and Physiology

- Credits: 4.0 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.

VN157K Mental Health Nursing

- Credits: 1.0 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.

VN158K Pharmacology

- Credits: 4.5 quarter credit hours
- Prerequisites: VN150K–157K
- Course Hours: 69 contact hours (Lecture 54, 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 17.25 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.

VN160K Advanced Nursing Skills

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150K–157K
- 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.

VN161K Surgical Nursing

- Credits: 1.0 quarter credit hours
- Prerequisites: VN150K–157K
- 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.

VN164K Immune and Communicable Diseases

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150K-157K
- 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.

VN167K Respiratory System

- Credits: 2.5 quarter credit hours
- Prerequisites: VN150K-166K
- 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.

VN169K Cardiovascular System

- Credits: 3.5 quarter credit hours
- Prerequisites: VN150K-166K
- 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.

VN170K Maternity Nursing

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150K-166K
- Course Hours: 25 contact hours (Lecture 25, 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 6.25 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.

VN172K Nursing Leadership

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150K-166K
- 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.

VN174K Pediatric Nursing

- Credits: 1.0 quarter credit hours
- Prerequisites: VN150K-166K
- 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.

VN176K Reproductive System

- Credits: 1.0 quarter credit hours
- Prerequisites: VN150K-170K, 172K, 174K
- 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.

VN177K Gastrointestinal System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150K-170K, 172K, 174K
- 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.

VN178K Urinary System

- Credits: 1.0 quarter credit hours
- Prerequisites: VN150K-170K, 172K, 174K
- 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.

VN179K Endocrine System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150K-170K, 172K, 174K
- 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.

VN180K Neurosensory System

- Credits: 2.0 quarter credit hours
- Prerequisites: VN150K-170K, 172K, 174K
- 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.

VN182K Professional Development/ NCLEX Review

- Credits: 1.5 quarter credit hours
- Prerequisites: VN150K-170K, 172K, 174K
- 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.

X-Ray Technician/Back Office Medical Assistant

Effective: December 3, 2012

Program Description

The objective of the X-Ray Technician/ Back Office Medical Assistant program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical field. The curriculum emphasizes development of effective techniques that provide protection for the patient and the technician, prepares graduates to take the X-Ray Technician Limited Permit for Chest, Extremities, and Torso Skeletal Radiography exam, and provides back office medical assisting training with preparation for certification in order to increase job opportunities. Out-of-class work is required in this program.

The program is intended, among other things, to help eligible students prepare for the Certified Medical Assistant (CMA) Examination sponsored by the American Association of Medical Assistants (AAMA) or 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 or registered. A 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 a criminal background check or medical examination. See www.aama-ntl.org or www.amt1.com for more information regarding eligibility for the CMA and RMA exams.

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of 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.

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

The medical assisting classes in the program are scheduled over 16 weeks, five hours per class session; the x-ray didactic classes are scheduled over 20 weeks, five hours per class session; the practicum is scheduled over 24 weeks, six to eight hours per day. The program length is 64 weeks for day, afternoon, and evening students, totaling 1365 contact hours. All students must complete the program with 62 quarter credit hours. Prior to graduation, students must complete 640 hours of practicum. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

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

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

Curriculum

MA07 Back Office Practice Laboratory I

- Credits: 1.0 quarter credit hour
- Prerequisites: Prerequisite: None
- Course Hours: 20 contact hours (Lecture 0, Lab 20)

The course provides theory and practical experience in bloodborne pathogen standards, bandaging, hand washing, phlebotomy, ambulatory aides, microscopes, preparation and sterilization of surgical packs, audiometry, positioning patients, and care of patients experiencing syncope. 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.

MA08 Back Office Practice Laboratory II

- Credits: 1.0 quarter credit hour
- Prerequisites: Prerequisite: None
- Course Hours: 20 contact hours (Lecture 0, Lab 20)

This course provides theory and practical experience in phlebotomy techniques, installation of eye and ear drops, working with insulin, reconstitution of powdered medication, nebulizer treatments, and practical exercises in the form of role-playing. 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.

XR200K Core Anatomy, Physiology, Terms, and Ethics

- Credits: 1.0 quarter credit hours
- Prerequisites: Prerequisite: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course will introduce students to systemic and skeletal anatomy, radiographic terminology, and basic imaging and principles. Students will be introduced to the principles of radiation protection and will review medical ethics, proper nursing, and patient care. The duties and responsibilities of the xray technician are also presented with emphasis on communication and relationships. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XR201K Radiological Physics

- Credits: 1.0 quarter credit hours
- Prerequisites: Prerequisite: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course provides a basic overview of radiologic physics in order for students to understand how x-rays are produced and the various characteristics of the beam. The fundamentals of the x-ray machine components and their operation are introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XR202K Exposure (Density, Contrast, Detail/Distortion)

- Credits: 3.5 quarter credit hours
- Prerequisites: Prerequisite: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course introduces students to x-ray films, the concepts of radiographic film quality, and the exposure factors that contribute to the production of a radiographic image. The darkroom facility will be described, and filmprocessing procedures will be demonstrated. Students participate in laboratory experiments to demonstrate their knowledge, understanding, and skills by performing different techniques and exposure factors. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 15 hours of out-of-class work will be assigned.

XR203K Radiation Protection

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

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

XR204K Specialized Chest Radiology

- Credits: 2.5 quarter credit hours
- Prerequisites: Prerequisite: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the respiratory system. Routine chest radiographic procedures are described and demonstrated. Students demonstrate competency in performing routine chest radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned.

XR205K Specialized Extremities Radiography

- Credits: 5.0 quarter credit hours
- Prerequisites: Prerequisite: None
- Course Hours: 80 contact hours (Lecture 50, Lab 30)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system, with particular emphasis on the bones of the extremities. Routine radiographic procedures appropriate to the upper and lower extremities are described and demonstrated. Students demonstrate competency in performing routine extremity radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 20 hours of out-of-class work will be assigned.

XR206K Specialized Torsoskeletal Radiography

- Credits: 5.0 quarter credit hours
- Prerequisites: Prerequisite: None
- Course Hours: 80 contact hours (Lecture 50, Lab 30)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system with particular emphasis on the bones of the thorax, shoulder girdle, and spine. Routine radiographic procedures appropriate to the thorax, shoulder girdle, and spine are described and demonstrated. Students demonstrate competency in performing torsoskeletal radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 20 hours of out-of-class work will be assigned.

XR207K Digital Imaging in Radiography

- Credits: 1.0 quarter credit hours
- Prerequisites: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

The digital imaging course focuses on the components and principles of exposure, image evaluation, and operation of digital imaging systems in diagnostic radiography. Topics such as factors that impact acquisition, display, archiving, and retrieval are discussed. The principles of digital system quality assurance and maintenance will also be presented. This course will include

out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XR400K XT Seminar

- Credits: 1.0 quarter credit hours
- Prerequisites: Prerequisites: Successful completion of all XR didactic courses or XR200K through XR207K
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed to familiarize students with the online testing procedures necessary to sit for the California State Examination, while providing a simulated computerized testing environment applicable to radiation protection, specialized chest, extremity, and torsoskeletal radiography. 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.

XR401 X-Ray Application Skills I

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

This course provides 160 hours of supervised clinical instruction and experience in an approved clinical facility. Objectives include performing back office medical skills and/or x-ray exams in the categories of chest, extremity, and torsoskeletal radiography. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course will help to prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR402 X-Ray Application Skills II

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

This course provides 160 hours of continued supervised clinical instruction and experience in an approved clinical facility. Objectives include performing back office medical skills and/or x-ray exams in the categories of chest, extremity, and torsoskeletal radiography. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course will help to prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR403 X-Ray Application Skills III

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

This course provides 160 hours of continued supervised clinical instruction and experience in an approved clinical facility. Objectives include performing back office medical skills and/or x-ray exams in the categories of chest, extremity, and torsoskeletal radiography. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course will help to prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR404 X-Ray Application Skills IV

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

This course provides 160 hours of continued supervised clinical instruction and experience in an approved clinical facility. Objectives include performing back office medical skills and/or x-ray exams in the categories of chest, extremity, and torsoskeletal radiography. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course will help to prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Certificate Courses

Intravenous Therapy and Blood Withdrawal

Effective: November 12, 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.

Phlebotomy Technician

Effective: November 12, 2012

Program Description

The objective of Phlebotomy Technician is to provide students with the knowledge and skills to successfully perform phlebotomy procedures in a clinical or laboratory setting. Topics include the functions of the medical laboratory, infection control and lab safety, medical terminology, laboratory requisition processes, and blood collection equipment. Additional topics include patient identification and preparation, anatomical site selection, order of draw, geriatric and pediatric draw techniques, and difficult draws. Emphasis is placed on the anatomy and physiology of the circulatory system.

Phlebotomy Technician is 120 contact hours and graded on a satisfactory/unsatisfactory basis. Students are required to complete an externship for a total of 40 contact hours, and must successfully perform a minimum of 50 venipunctures and 10

skin punctures during the externship. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Externship sites may require a criminal background check, immunizations, or other screenings.

Phlebotomy Technician is approved by the California Department of Public Health, Laboratory Field Services and is devised to help students qualify for a state-approved Certified Phlebotomy Technician (CPT) Level 1 certification examination. However, the School cannot guarantee a student's eligibility either to take the 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 School itself having appropriate accreditation or licensure. Certification costs are included in the cost of tuition.

This is a non-credit-bearing course that is not recognized by the School's institutional accreditor. No academic or transfer credit will be awarded by the School 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.**

Upon successful completion of Phlebotomy Technician, students will be awarded a certificate of completion.

Curriculum

AHR150 Phlebotomy

- Credits:
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught the knowledge and skills to successfully perform phlebotomy procedures. Topics include the functions of the medical laboratory, infection control and lab safety, medical terminology, laboratory requisition processes, and blood collection equipment. Additional topics include patient identification and preparation, anatomical site selection, order of draw, geriatric and pediatric draw techniques, and difficult draws. Emphasis is placed on the anatomy and physiology of the circulatory system. Students have the opportunity to practice capillary draws and venipunctures.

PHX190 Phlebotomy Externship

- Credits:
- Prerequisites: AHR150
- Course Hours: 40 contact hours (Lecture 0, Lab 0, Externship 40)

The Phlebotomy Externship is designed to provide practical on-the-job experiences that augment students' in-class experiences. Students are required to complete this 40-hour externship at a setting that provides access to patients whose blood is being tested by a clinical laboratory. Students are expected to demonstrate successful completion of at least 10 skin punctures and 50 venipunctures.

Pit and Fissure Sealants

Effective: December 21, 2012

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. **Please refer to "Applicants for Certificate Courses" section of this catalog for further information.** The Dental Board of California has approved this course for 16 hours of continuing education.

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

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

Effective: December 21, 2012

Criminal Justice (Associate of Arts)

Potential entry-level job position titles for Criminal Justice include:

Security Management
Homeland Security
Casino Security/Gaming Surveillance
Private Security
Private Investigator
Loss Prevention
Retail Surveillance
Border Patrol
Correction Officer
Juvenile Delinquency
Ranger Private Patrol
Private Guard Service
Security Officer
Bail Agent
Airport Security
Undercover Security
Police Cadet

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

Dental Assistant (Diploma)

Dental Office Occupations:

Administrative Assistant
Billing Clerk
Chairside Assistant
Collection Assistant
Dental Receptionist
Dental X-Ray Technician

Insurance Billing Assistant
Roving Assistant

Health Care and Rehab Therapy Technician (Diploma)

Inventory/Supply Clerk
Nursing Assistant
Acute Care
Long-Term Certified Nursing Assistant (CNA)
(after passing the state exam)
Mental Health Rehab Aide
Occupational Therapy Aide
Physical Therapy Aide
Recreation/Activities Aide
Rehabilitation Aide/Technician
School Health Aide/Clerk
Phlebotomist (with state requirements)
EKG Technician
Chiropractic Aide

Holistic Health Practitioner (Diploma)

General Office Occupations:
Private Offices
Massage Therapy Clinics
Chiropractors' and Doctors' offices
Holistic Health Clinics
Health Clubs, Fitness Centers, and Spas
Independent Contractor
Nursing Homes and Hospitals
Sports Medicine Facilities
Self-Employed Practitioner

Massage Therapy (Diploma)

Private Office
Massage Therapy Clinics
Chiropractors' and Doctors' Offices
Holistic Health Clinics, Health Clubs, Fitness
Centers, and Spas
Nursing Homes and Hospitals
Sports Medicine Facilities
Self-Employed Practitioner

Medical Assistant (Diploma)

General Office Occupations:

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

Medical Office Occupations:

Back Office Assistant Manager

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

Medical Facility Occupations:

Blood Bank Donor Unit Administrator
Blood Bank Donor Unit Assistant
Hospital Donor Unit Assistant
Medical Assistant (general practitioner, OB-GYN, pediatric, orthopedic, osteopathic, pediatric, internal, chiropractic)
Registered Medical Assistant (after passing the AMT exam)
Unlicensed Nursing Assistant

Medical Billing and Coding Specialist (Diploma)

Billing/Collections Clerk
Clerk/Typist
Data Entry Operator
Dental Claims Examiner
File Clerk
Health Claims Examiner
Insurance Clerk
Inventory/Supply Clerk
Medical Insurance Coder/Biller
Medical Insurance Technician
Medical Billing Clerk
Medical Insurance Coding Clerk
Personnel Records Clerk

Nursing Assistant (Diploma)

Certified Nursing Assistant (Level One)
Acute Care, Long-Term Care
Home Care Companion
Private or Registry

Pharmacy Technician (Diploma)

General Office Occupations:

Retail Pharmacy Technician
Hospital Pharmacy Technician
Residential Facility Pharmacy Technician
Pharmacy Clerk
Mail Order or PBM
(Pharmacy Benefit Manager)
Facility Pharmacy Technician
Home Health Care Pharmacy Technician

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 Nurse
Certified Nursing Assistant
Certified Home Health Aide

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

X-Ray Technician/Back Office Medical Assistant (Diploma)

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

ACADEMIC CALENDAR

Effective: December 21, 2012

2012 Holiday Schedule for Degrees and Diplomas

Martin Luther King Day	January 16
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving	November 22 - 25
Winter Break (Degree Only)	December 22 - January 2
Winter Break (Diploma Only)	December 24 - January 2

2013 Holiday Schedule for Degrees and Diplomas

Martin Luther King Day	January 21
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Thanksgiving	November 28 - December 1

Winter Break (Degree Only) December 24 - January 1

Winter Break (Diploma Only) December 23 - January 1

2013 Standard Degree Term Breaks

February 20-26

May 8-14

July 24-30

October 9-15

2013 Standard Diploma In-Service Days

March 13

April 11-12

June 11

July 5, July 12

September 10

October 9

2013 Criminal Justice

Start Date	Grad Date
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February 27, 2013	August 19, 2014
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May 15, 2013	November 4, 2014
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July 31, 2013	January 27, 2015
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October 16, 2013	April 14, 2015
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2013 Dental Assistant

Start Date	Grad Date
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January 15, 2013	November 6, 2013
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February 13, 2013	December 8, 2013
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March 14, 2013	January 15, 2014
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April 15, 2013	February 16, 2014
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May 13, 2013	March 16, 2014
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June 12, 2013	April 14, 2014
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July 15, 2013	May 12, 2014
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August 12, 2013 June 15, 2014
September 11, 2013 July 14, 2014
October 10, 2013 August 12, 2014
November 7, 2013 September 10, 2014
December 9, 2013

2013 Health Care and Rehab Therapy Technician

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014
October 10, 2013	July 14, 2014
November 7, 2013	August 12, 2014
December 9, 2013	September 10, 2014

2013 Medical Assistant

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014

October 10, 2013 July 14, 2014
November 7, 2013 August 12, 2014
December 9, 2013 September 10, 2014

2013 Medical Billing and Coding Specialist

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014
October 10, 2013	July 14, 2014
November 7, 2013	August 12, 2014
December 9, 2013	September 10, 2014

2013 Pharmacy Technician

Start Date	Grad Date
January 15, 2013	October 9, 2013
February 13, 2013	November 6, 2013
March 14, 2013	December 8, 2013
April 15, 2013	January 15, 2014
May 13, 2013	February 16, 2014
June 12, 2013	March 16, 2014
July 15, 2013	April 14, 2014
August 12, 2013	May 12, 2014
September 11, 2013	June 15, 2014
October 10, 2013	July 14, 2014

November 7, 2013 August 12, 2014

December 9, 2013 September 10, 2014