

# 2019

## COLLEGE CATALOG





# CASA LOMA COLLEGE

Established 1966

## 2019 COLLEGE CATALOG

6725 Kester Ave.  
Van Nuys, CA 91405-4523  
(818) 785-2726

Web Page: <http://www.casalomaCollege.edu>

Email: [info@casalomaCollege.edu](mailto:info@casalomaCollege.edu)

Information published in this catalog supersedes all other previous catalogs and student handbooks

Any pictures pertaining to the College are labeled and identified

January 01, 2019 – December 31, 2019

*revised: (past revisions archived for historical data) 1/19; 2/19; 3/19; 4/19*

*Reprinted: April 27, 2019*

Casa Loma College, Inc. - Copyright © 1966-2019 Casa Loma College. All rights reserved.



- Any prospective student or other interested party may request a copy of this catalog. The catalog may be requested in a hard copy or emailed in PDF format to the individual. Prospective students and interested parties may also view the catalog on the [Casa Loma College](#) website.
- 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.
- 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:
  - Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
  - P.O. Box 980818, West Sacramento, CA 95798-0818
  - Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)
  - Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897; (916) 431-6959 or by fax (916) 263-1897
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education, by calling their toll-free number (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
- Anyone may file a complaint with CAPTE. CAPTE considers complaints about accredited programs and about CAPTE itself. Complaints must be submitted in writing. The event(s) being complained about must have occurred at least in part within one (1) year of the date the complaint is filed. The complaint must be identified as a complaint and submitted independent of any other documentation submitted to CAPTE. The complaint must 1) set forth and clearly describe the specific nature of the complaint, 2) provide supporting data for the charge, 3) specify the changes sought by the complainant, and 4) identify the person making the complaint.

Complaints are submitted to the Department of Accreditation, APTA, 1111 North Fairfax Street, Alexandria, Virginia, 22314. CAPTE acts on these types of complaints at its next regularly scheduled meeting following receipt of the complaint.

- Contact: <http://www.capteonline.org/Complaints>
- Casa Loma College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.)

This catalog accurately describes the academic policies and programs of Casa Loma College in effect at the time of publication. It is not, however, to be understood as an irrevocable contract between the student and the college. The educational process requires continual review, and the college reserves the right to make appropriate changes in its courses, programs, grading system, standards of progress and retention, honors, awards and fees. In general, students are to be governed by the catalog that is current at the time they begin their studies at Casa Loma College

Changes in academic policies that impact students will be communicated to students in a timely and appropriate manner. Any academic program change will normally be communicated at least one academic term prior to the effective date of change. In addition to updating the Catalog, changes may be communicated through the Admissions Materials/Schedule of Classes, flyers, notices posted on the student Learning Management System and, memos to classrooms and/or by regular or electronic mail.



# TABLE OF CONTENTS

COLLEGE INFORMATION.....	13
History .....	13
College Facilities.....	13
College Business Hours.....	14
Non-Discrimination Policy.....	14
Mission Statement & Objectives .....	15
College Philosophy .....	15
Accreditations .....	16
Approvals.....	16
Distance Education.....	17
Continuing Education Courses .....	17
Faculty .....	17
Advisory Boards.....	17
College Catalog.....	18
PROGRAMS OF STUDY .....	19
MAGNETIC RESONANCE IMAGING .....	21
Program Mission Statement .....	22
Program Learning Outcomes.....	22
Program Goals.....	22
Program Outcomes Supporting the Success of its Goals .....	22
Program Overview.....	22
DIAGNOSTIC MEDICAL SONOGRAPHY .....	31
Program Mission Statement .....	31
Program Outcomes.....	32
Program Objectives .....	32
Program Overview.....	32
PHYSICAL THERAPIST ASSISTANT .....	39
Program Overview.....	39
Program Mission Statement .....	40
Program Goals.....	40
Program Outcomes.....	40
ADMISSIONS REQUIREMENTS AND PROCEDURES .....	47
General Admissions Requirements.....	47

English Language Proficiency .....	48
Magnetic Resonance IMAGING ADMISSIONS Requirements .....	48
Diagnostic Medical Sonographer Admissions Requirements .....	49
Physical Therapist Assistant Admissions Requirements .....	49
Online Learning .....	51
Computer and Technical Requirements for Online Learning and Resources.....	51
Credit for Previous Education or Experiential Learning.....	52
Notice Concerning Transferability of Credits and Credentials Earned At Our Institution.....	55
Credit Hour Information .....	55
Clock Hour to Credit Hour Conversion .....	55
Clincial Practicum (Externship/Internship) .....	56
Student Health Requirements.....	56
Student Disability and Student Accomodation .....	57
Student Housing.....	58
Acceptance to the College .....	58
Employee Compensation .....	58
Class Cancellation .....	58
Textbook Information.....	58
Certification, State Board Exams & Licensure .....	59
Graduation Requirements.....	61
Commencement Exercises .....	61
Graduate Retraining .....	62
Articulation Agreements.....	62
Veterans Education .....	65
ACADEMIC INFORMATION AND COLLEGE POLICIES.....	69
Attendance .....	69
Online Attendance Policy.....	73
Leave of Absence.....	74
Effect on Federal Student Aid Loans if Student Fails to Return from Leave of Absence.....	75
Pregnancy .....	75
Bereavement.....	76
Withdrawal By Student.....	76
Administrative Termination .....	77
Re-enrollment .....	77
GRADING STANDARDS.....	81



Satisfactory Academic Progress Policy (SAP).....	81
Grading.....	83
Grading Criteria.....	86
Grade Appeals.....	90
Appeals and Reinstatement.....	91
<b>STUDENT POLICIES AND PROCEDURES.....</b>	<b>93</b>
Non-Discrimination & Anti-Harassment.....	93
Safety and Security.....	93
Annual Security Report.....	95
Student Code Of Conduct.....	96
Sexual Misconduct And Awareness Prevention.....	98
Prohibited Conduct.....	101
Prevention Education Program.....	107
Weapons.....	108
Drug And Alcohol Program.....	108
Notice of Federal Student Financial Aid Penalties for Drug Law Violations.....	110
Student’s Rights And Responsibilities.....	112
Academic Freedom Policy.....	113
Academic Dishonesty.....	113
Administrative Committee.....	115
Student Grievance Policy.....	115
External Complaint Policy.....	117
Student Records - Notification of Rights under FERPA.....	118
Maintaining Student Records.....	120
Academic Record Change.....	120
Transcripts.....	120
Student Services.....	120
Library.....	122
Alternate Learning Experience.....	122
Email Communication.....	122
Peer-to-Peer File Sharing Policy.....	122
Policy for Responsible Computing.....	123
Changes in Program or Policies.....	124
Consumer Information.....	125
Institutional Liability & Personal Property Disclaimer.....	125

Voter Registration .....	125
Constitution and Citizenship Day.....	125
Academic Calendar.....	125
Student Housing.....	126
Replacement ID Badges .....	126
<b>FINANCIAL AID SERVICES .....</b>	<b>127</b>
Financial Aid—Consumer Information.....	127
The U.S. Department Of Education Title IV Student Financial Aid Programs.....	127
Student Eligibility Requirements .....	128
Application For Aid, Procedures And Forms.....	129
Types Of Title Iv Programs And Their Qualifications .....	131
Entrance and Exit Interview .....	134
Institutional Charges and Refund Policy: .....	144
Title IV Refund Policy.....	145
Monthly Financial Obligation, Fees and Collections .....	147
State Aid .....	149
Student Tuition Recovery Fund .....	152
Financial Aid Records Retention.....	154
<b>COLLEGE LEADERSHIP.....</b>	<b>155</b>
Board of Regents.....	155
Management.....	155
Administrative Directors.....	155
Academic Directors .....	156
Administrative Staff.....	156
Full Time Faculty.....	157
Part Time Faculty.....	157
<b>SCHOOL HOLIDAYS .....</b>	<b>159</b>
<b>PROGRAM START DATES.....</b>	<b>161</b>
<b>PROGRAM FEE SCHEDULES.....</b>	<b>163</b>

# PRESIDENT'S MESSAGE

Dear Casa Loma College Community,

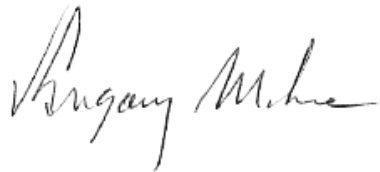
Welcome to our College and thank you for the opportunity to serve as your President. Our time together will go by quickly and we will have many opportunities to engage, dream, and deliver on the numerous opportunities that lie ahead of us.

Casa Loma College is unique in that across all our departments, there exists a passionate dedication to our mission and goals. Furthermore, what sets us apart in the education arena is that our students, faculty, and staff all have a deep desire to make a sincere, positive difference in ourselves and the communities we serve.

Collaboration will be a key ingredient as we seek to position Casa Loma College as a destination College for life changing career training. Our challenge will be to open channels of communication among alumni, faculty, students and staff; to work within our communities; and, delivering first-rate academic services to our students that demonstrate to you – our primary constituents – that we are truly dedicated to you.

Through heightened communication, a spirit of collaboration, and a fierce commitment to our mission, we will be constantly refining and improving the services necessary to help you learn, enhancing the overall teaching-learning experience, and executing on necessary strategies that will position Casa Loma College as the healthcare training leader.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Gregory Malone". The signature is fluid and cursive, with a large initial "V" and "M".

V. Gregory Malone  
President and Chief Executive Officer



## COLLEGE INFORMATION



### HISTORY

Casa Loma College, Inc. was founded in April 1966 as a California nonprofit postsecondary educational institution offering a high-quality career education in allied health. In 1972 the Vocational Nurse Program was started and graduated thousands of nurses over the next 46 years until the closure of the program in January 2018. In 1989 a branch campus was opened in Los Angeles California, eventually relocating to Hawthorne California in 2004. Nationally accredited by the Accrediting Bureau of Health Education Schools in

December 2002, the College continued to expand its program offerings to include Nurse Assistant, Medical Assistant, and EMT. In September 2007, the College received degree granting status to award the Associate of Science Degree in Magnetic Resonance Imaging and Emergency and Disaster Management. In 2008 the College expanded again to include the relocation of the main campus to its current facility in Van Nuys California, the addition of a second branch campus in Anaheim California, and the adding of two programs, Diagnostic Medical Sonography and Medical Insurance Billing and Coding. The Physical Therapist Assistant Program began in 2012, with the program receiving full accreditation by the Commission on Accreditation in Physical Therapy Education in 2015. The consolidation of the Hawthorne branch campus with the Anaheim branch campus took place in 2014. In June 2017, the Anaheim Campus was closed and merged with the main campus in Van Nuys. The College currently awards the Associate of Science Degree in Diagnostic Medical Sonography and Magnetic Resonance Imaging and the Associate of Applied Science Degree in Physical Therapist Assistant.

We are very proud of the success of our students and we believe their success is a result of the high-quality education and training at Casa Loma College, our committed instructors and administrators, and the resources we provide to every student.

As a private non-profit California Corporation, Casa Loma College is governed by a Board of Regents.

### COLLEGE FACILITIES

Casa Loma College is located on a beautiful 2-acre lot with 27,000 square feet of classroom, laboratory and office space. The campus includes spacious classrooms as well as fully equipped skill-based laboratories for Diagnostic Medical Sonography and Physical Therapy Assistant. In addition, there is a large Student Learning Resource Computer Center. All students have access to the e-Campus Library and Resource Center with online library databases and Librarian services. The virtual library collection consists of academic databases offering a comprehensive and high-quality service to support the students and academic offerings of the College.

The student lounge is open during school hours with vending machines providing a variety of snacks and refreshments students may purchase. Students are encouraged to use the lounge when eating and asked to respect the rights of all students for a clean environment. Students may consume food and beverages in the Student Lounges, which is designated for this purpose. Smoking is prohibited within the College.

In keeping with the high educational standards of Casa Loma College, the equipment used affords the student the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job. The campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety

Handicapped facilities include elevator access to classrooms, rest room facilities and parking. The College is conveniently located near public transportation and is easily accessible from Freeways 405, 101 and the 170. Free parking is available.

## COLLEGE BUSINESS HOURS

Casa Loma College is open and available to the students and general public from 7:30 AM to 6:00 PM Monday through Thursday and 7:30 AM to 5:00 PM on Friday. The Campus is open on Saturday 7:30 AM to 2:00 PM. The Campus is closed on all major holidays.

## NON-DISCRIMINATION POLICY

Casa Loma College is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All individuals have the right to participate fully in Casa Loma College programs and activities free from discrimination, harassment, and retaliation on the basis of a protected category.

Casa Loma College prohibits discrimination and harassment of any kind on the basis of race, religion or creed color, national origin, ancestry, physical or mental disability, medical condition (cancer related or genetic characteristic), pregnancy, genetic information, gender, gender identity, gender expression, age, marital status, sexual orientation, veteran or military status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking.

The College forbids and will not tolerate any form of discrimination and harassment and has enacted administrative procedures to assure equal opportunity and to recognize and eliminate violations of this policy in accordance with state and federal laws. It is both illegal and prohibited by this policy to retaliate against any individual for filing a complaint or participating in an investigation.

The following person(s) has been designated to handle inquiries or complaints regarding nondiscrimination policies:

Veronica Pantoja, Title IX Coordinator  
[veronica.pantoja@casalomacollege.edu](mailto:veronica.pantoja@casalomacollege.edu)  
818-785-2726 ext. 223

## MISSION STATEMENT & OBJECTIVES

Casa Loma College is dedicated to providing the highest standard of education, service, and excellence in the disciplines of allied health. Our programs are designed to respond to the changing needs of our students by creating effective means of instruction that expand access to learning and provide opportunities for adults to develop the knowledge and skills necessary to achieve their professional goals.

The objectives of the institution are:

- To offer students a balanced program integrating theory, practical experience, and personal and professional development.
- To evaluate and direct those students who, based on their educational and technical skills, have the capability to successfully complete the program.
- To provide students with a supportive atmosphere that encourages professional growth.
- To assist students in attaining knowledge, mastering skills, and developing critical thinking and effective communication skills, as well as instilling appropriate attitudes and values needed in providing care and responding to patients' needs.
- To provide students with a competitive edge by being equipped with a high level of knowledge, skills, and competencies.
- To prepare the student for meaningful employment within the industry for which they are trained.
- To prepare the student for meaningful employment within the industry for which they are trained.
- To offer and consistently re-evaluate the programs and curriculum in order to meet industry demands and to address the needs of the community for quality training programs.

## COLLEGE PHILOSOPHY

Casa Loma College believes that education is a continuous process. It allows an individual to pursue learning activities necessary for personal and professional growth.

The College is dedicated to the following:

- Recognition of the unique worth and dignity of the individual
- Development and promotion of personal, professional and intellectual qualities
- Instruction based on sound principles of learning
- Motivation and participation of the individual in the educational and training process

## ACCREDITATIONS

- Institutional Accreditation: The Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043; Email: [info@abhes.org](mailto:info@abhes.org); Website: [www.abhes.org](http://www.abhes.org); Phone: 703-917-9503
- The Physical Therapist Assistant Program at Casa Loma College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; Phone: 703-706-3245; Email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (818) 785-2726 x225 or email [pta@casalomalcollege.edu](mailto:pta@casalomalcollege.edu).
- The Magnetic Resonance Imaging Program is accredited by the American Registry of Magnetic Resonance Imaging Technologist (ARMRIT), 8815 Commonwealth Blvd., Bellerose, NY 11421. Phone: (718) 347-8690; Email: [armrit@msn.com](mailto:armrit@msn.com); Website: [www.armrit.org](http://www.armrit.org)

## APPROVALS

- Bureau for Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone: (916) 431- 6959 or (888) 370-7589; Website: [www.bppe.org](http://www.bppe.org);

Casa Loma College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

- The Diagnostic Medical Sonography is approved by the American Registry of Radiologic Technologists (ARRT) for primary pathway certification and registration in Sonography; 1255 Northland Drive, St. Paul, MN 55120; (651) 687-0048; <https://www.arrrt.org/>
- The Magnetic Resonance Imaging Programs is approved by the American Registry of Radiologic Technologists (ARRT) for primary pathway certification and registration in Magnetic Resonance Imaging; 1255 Northland Drive, St. Paul, MN 55120; (651) 687-0048; <https://www.arrrt.org/>
- Approved by the United States Department of Veterans Affairs and the California State Approving Agency for Veterans Education (CSAAVE) to offer academic programs under Title 38, United States Code, to enroll veterans and other eligible persons who qualify for educational benefits.
- The United States Department of Education approves participation to Casa Loma College to offer Title IV Financial Aid assistance to students.

Certificates of accreditations and approvals are posted in the front lobby of the College.



## DISTANCE EDUCATION

Casa Loma College is accredited for Distance Learning by the Accrediting Bureau of Health Education Schools. The online programs utilize both asynchronous and synchronous delivery methods via (LMS) Moodle in the courses and programs, which are consistent with the level, nature and mission of the College. These programs meet the same high academic rigor and quality standards maintained in regular instruction offered by Casa Loma College.

Each student in online learning has access to all the academic support services, and campus events and other non-academic activities which Casa Loma College provides for residential students. Support services may include but are not limited to academic advising, counseling, library and other education resources.

Casa Loma College's online courses are only offered to residence living in the state of California. 47-5

## CONTINUING EDUCATION COURSES

Approved by the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA. 95814; Phone: (916) 322-3350; Provider Number: CEP 12574

Approved by the Physical Therapy Board of California (PTBC); 2005 Evergreen St. Suite 1350 Sacramento, CA 95815 (916) 561-8200

## FACULTY

Casa Loma College faculty members are selected for their academic qualifications and their professional experience. Many of the faculty have advanced degrees, holding industry certifications, and have excelled in their field of expertise. As professionals in the fields in which they teach, these faculty members bring to Casa Loma College students the benefits of their practical professional experience providing a balance of textbook theory and real-world educational application.

## ADVISORY BOARDS

Casa Loma College has active Advisory Boards comprised of qualified individuals who are employers or have been employed in the healthcare field. The functions of the Advisory Boards are:

- Review the established curriculum of each program and comment as to its objectives, content, length, and adequacy of facilities and equipment;
- Review and comment on each new program, including the appropriateness of curriculum objectives, content, length, and accreditation recognition; and
- Review and comment on student completion, placement, and if required, state licensing and certification outcomes of each program.

## COLLEGE CATALOG

The Catalog is an official publication of Casa Loma College. It outlines the general operations, curricula, graduation requirements, and academic/student services policies currently in effect at Casa Loma College. The Catalog is not a contract between the individual student and Casa Loma College or its Board of Regents. The College reserves the right to make changes to any policies, procedures or programs at any time. The Chief Executive Officer is authorized to incorporate and implement changes required by federal or state law or regulations.

The College periodically updates, prints and distributes copies of the Catalog; with information published in the latest catalog superseding all other previous catalogs or student handbooks. Changes in academic policies that impact students will be communicated to students in a timely and appropriate manner. Any academic program change will normally be communicated at least one academic term prior to the effective date of change. Changes may be communicated through the Admissions Materials, Schedule of Classes, notices posted on the student Learning Management System and, memos to classrooms and/or by regular or electronic mail.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. We ask that you read the Casa Loma College Catalog and sign the acknowledgement form given to you during the admissions process to signify your agreement to abide by the said rules, regulations, policies, and procedures. It is your responsibility to read and understand the rules, regulations, policies and procedures which govern Casa Loma College. If you have any questions regarding the College Catalog please feel free to ask at during the admissions process, at program orientation, or at any time during your enrollment.

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 CA 95833 Phone: (916) 431-6959; Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov); E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education, by calling (888) 370-7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Anyone may file a complaint with CAPTE. CAPTE considers complaints about accredited programs and about CAPTE itself. Complaints must be submitted in writing. The event(s) being complained about must have occurred at least in part within one (1) year of the date the complaint is filed. The complaint must be identified as a complaint and submitted independent of any other documentation submitted to CAPTE. The complaint must 1) set forth and clearly describe the specific nature of the complaint, 2) provide supporting data for the charge, 3) specify the changes sought by the complainant, and 4) identify the person making the complaint.

Complaints are submitted to the Department of Accreditation, APTA, 1111 North Fairfax Street, Alexandria, Virginia, 22314. CAPTE acts on these types of complaints at its next regularly scheduled meeting following receipt of the complaint. Contact: <http://www.capteonline.org/Complaints>

# PROGRAMS OF STUDY

## ASSOCIATE OF SCIENCE DEGREE PROGRAMS OF STUDY

*(Blended Programs)*

- Diagnostic Medical Sonography
- Magnetic Resonance Imaging

## ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM OF STUDY

*(Blended Program)*

- Physical Therapist Assistant

Program Name	CIP Code	Credits	Months	Instructional Weeks	Award	Terms
* Magnetic Resonance Imaging	51.0920	94 semester	22 months	96 weeks	AS Degree	6 semesters
* Diagnostic Medical Sonography	51.0910	104.5 semester	23 months	100 weeks	AS Degree	7 semesters
*Physical Therapist Assistant	51.0806	73.5 semester	17.5 months	75 weeks	AAS Degree	5 semesters

*(\*) These courses are eligible to participate in Title IV programs.*

## EDUCATIONAL DELIVERY METHOD

Instruction for programs offered at Casa Loma College are blended, which means the courses within a program are delivered both residentially on campus and through online learning.



# MAGNETIC RESONANCE IMAGING

## MAGNETIC RESONANCE IMAGING PROGRAM (MRI)

**Associate of Science Degree**

**2,099 Clock Hours / 94 Semester Credit Hours / Full-Time 96 Weeks / Part-Time NA**

**CIP: 51.0920 Occupational Codes: 29.2035**

**(Offered as a Blended Program - Residential and Online)**

**What is an MRI Technologist?** As an MR technologist, you will be challenged to integrate your knowledge of the fundamental principles of MRI safely into the field of medicine. MRI provides the ability to view cross-sectional images of anatomical regions in any arbitrary plane. This is done with a non-invasive procedure that uses extremely strong magnetic fields and radio waves. In order to stay current a successful technologist must be proficient in MR Physics & Instrumentation, Imaging Techniques for multiple procedures, Cross-Sectional Anatomy & Physiology, MR common Pathology and Clinical Applications.

**Working Environment:** The MRI Technologists performs scans under the supervision of a radiologist utilizing a sophisticated magnetic imaging scanner. MRI Technologists set up examination rooms as required, making sure all necessary equipment is ready. They prepare patients for examination, informing them of the procedure to be performed. Technologists work from doctors' orders, written for specific procedures. Sometimes technologists prepare and help administer chemical mixtures to patients to make the internal organs more visible. Ionizing radiation is used in many of the current modalities involved in the field of Medical Imaging. For this reason, practitioners must receive specialized education and certification to perform procedures. These specialized practitioners are known as Radiologic Technologists (R.T.) and are certified by the State of California Department of Health Services. In addition, most RT's earn certification from a national organization, known as the American Registry of Radiologic Technologists (ARRT). These radiographers are able to train in and perform many different exams, which include general radiography, Computerized Tomography (CT scanning), Mammography, and Magnetic Resonance Imaging (MRI), to name a few. In the case of MRI, there is no ionizing radiation involved. For this reason, there is not a certification exam required or provided by the State of California. This allows practitioners, who are not RT's, to perform MRI examinations. However, it is customary that employers will expect a potential employee to prove that he or she has obtained training and proficiency (show certification) in MRI scanning. After doing so, this type of technologist may *only* perform MRI examinations.

Students who have satisfied the all program requirements are eligible to take the ARMRIT Certification Exam (American Registry of Magnetic Resonance Imaging Technologists), and/or the ARRT MRI Primary Pathway Certification Exam (American Registry of Radiologic Technologists).

Most full-time radiologic technologists and technicians work about 40 hours a week. They may, however, have evening, weekend, or on-call hours. Opportunities for part-time and shift work also are available. Physical stamina is important, because technologists are on their feet for long periods and may lift or turn patients. Technologists and technicians work at diagnostic machines, but also may perform some procedures at patients' bedsides.

**Employment Outlook:** MRI has leaped to the forefront as a preferred modality for imaging. The Bureau of Labor Statistics projects employment for the MRI Technologist to grow 13 percent from 2016 to 2026, faster than the average for all occupations. As the population grows older, there will be an increase in medical conditions that require imaging as a tool for making diagnoses.

## PROGRAM MISSION STATEMENT

In harmony with the Casa Loma College mission, the mission of the Magnetic Resonance Imaging Program is to educate in both didactic and clinical applications of MRI, while maintaining superb patient care. We graduate competent technologists specialized in Magnetic Resonance Imaging,

## PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

1. Interview the patient and recognize contraindication to an MRI exam.
2. Demonstrate knowledge of MRI physics, theory, pulse sequence parameters, and image optimization.
3. Perform MRI exams according to the Doctors orders and protocols set up by the facility.
4. Properly film, format and archive imaging studies.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Respect all information as "privileged." Adhere to all HIPAA policies.

## PROGRAM GOALS

Fulfillment of the program's mission is assessed by the degree to which the program achieves the following learning outcomes:

1. The Graduate will perform clinically with confidence and competence, as an entry-level technologist
2. The Graduate will demonstrate critical thinking and problem-solving skills
3. The Graduate will communicate in the healthcare environment effectively
4. The Graduate will be encouraged to value lifelong learning as a means to achieve personal and professional growth
5. The Graduates will provide qualified Magnetic Resonance Imaging Technologists to meet the healthcare needs of the community

## PROGRAM OUTCOMES SUPPORTING THE SUCESS OF ITS GOALS

Upon completion of the Magnetic Resonance Imaging Program, the student will be able to meet the outcomes linked to the goals of the program. In meeting the goals, outcomes, and fulfilling the mission the MRI Program can continue to provide a strong and evolving educational experience for its students.

## PROGRAM OVERVIEW

The Associate of Science in Magnetic Resonance Imaging program consists of 2099 hours consisting of 1099 hours of theory and lab and 1000 hours of clinical externship, over six semesters. Students attend classes online and residential.

---

## PREREQUISITES TO MAGNETIC RESONANCE IMAGING

### INTRODUCTION TO ONLINE LEARNING (ONLINE)

This course assesses the student's readiness to participate in online courses. Course consists of introduction to the learning management system and how to navigate throughout the system. Students must complete the course and receive a pass out of a pass/fail grade to be eligible to start MRI Program; those not completing or passing the course will not proceed with the MRI Program. Students must be enrolled by orientation to participate in the Introduction to Online Learning course and be eligible to proceed in the program.

### DCR 100 SPECTRUM OF VIOLENCE (ONLINE)

*This course is an institutional requirement and required by the U.S. Department of Education and is not for academic credit.* This course provides a multidisciplinary overview of the identification and management of situations/events within the continuum of violence that can occur on campus, in the workplace, and other public spaces. Students will learn how to recognize, report and defuse situations involving campus/workplace bullying, harassment, and violence. Additionally, this course will provide guidelines for cultivating situational awareness and risk assessment in order to mitigate or effectively respond in the event of extreme violence. Survival strategies, basic first aid, and practices for cultivating resilience are also part of this 8-week curriculum. Students will receive certificates for successful completion of sections covered.

---

## MAGNETIC RESONANCE IMAGING TECHNICAL COURSES – RESIDENTIAL ON-CAMPUS

### MRI 101 MRI PHYSICS AND INSTRUMENTATION I

56 CLOCK HOURS/ 3.73 CR

This course is designed to provide the student with a comprehensive overview of MR imaging principles and instrumentation. In this course the student is able to integrate these topics and grasp how they all work together in MR imaging. The topics covered in this course will be: Instrumentation (System components: varying MR magnets, Radio Frequency, Gradient, Shim & Shielding Systems); Magnetism & Magnetic Properties; NMR Signal Production; Tissue Characteristics (Intrinsic Characteristics); Spatial Localization & Image formation; Pulse Sequences; Imaging Parameters, Options & Contrast (Extrinsic Characteristics); Special Applications; Safety; and Quality Assurance. These topics are divided into two parts: 1. Physics/Physical Principles; 2. Instrumentation in MR. In semester 6 MRR300 must be passed with a 75%. There is one exam at completion. A majority of the exam is on the concepts learned in MRI101 & MRI102. It is highly recommended that students spend their externship continuing to further their familiarity with these concepts. The Director highly suggests studying and reaching out if there are any questions.

### MRI 102 MRI PHYSICS AND INSTRUMENTATION II

45 CLOCK HOURS/ 3.00 CR

Prerequisite: MRI 101

This course is designed to provide the student with a comprehensive overview of MR imaging principles and instrumentation. In this course the student is able to integrate these topics and grasp how they all work together in MR imaging. The topics covered in this course will be: Instrumentation (System components: varying MR magnets, Radio Frequency, Gradient, Shim & Shielding Systems); Magnetism & Magnetic Properties; NMR Signal Production; Tissue Characteristics (Intrinsic Characteristics); Spatial Localization & Image formation; Pulse Sequences; Imaging Parameters, Options & Contrast (Extrinsic Characteristics); Special Applications; Safety; and

Quality Assurance. These topics are divided into two parts: 1. Physics and Physical Principles; and 2. Instrumentation in MR

---

#### ANA 101 HUMAN ANATOMY & PHYSIOLOGY I

56 CLOCK HOURS/ 3.73 CR

---

This course is designed to introduce the students to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the integumentary, musculoskeletal, nervous, sensory and endocrine systems.

---

#### ANA 102 HUMAN ANATOMY & PHYSIOLOGY II

56 CLOCK HOURS/ 3.73 CR

Prerequisite: ANA 101

---

This course is a continuation of Human Anatomy & Physiology I. Students are expected to study the structure and function of the human body. This course shall cover the Cardiovascular, Lymphatic, Immune, Respiratory, Digestive, Urinary and Reproductive systems.

---

#### MRI 120 CROSS SECTIONAL ANATOMY I

56 CLOCK HOURS/ 3.73 CR

---

This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal and oblique planes). Looking at the human anatomy in multiple orthogonal planes with MRI allows an evaluation of soft tissue, vascular structures, bony structures, organs and muscles.

This course is split into two separate sections, allowing logical and transitional time for the student to evaluate the different anatomic regions in the human body. In Section I the following anatomic regions are explored: Head and Soft Tissue Neck; CNS: Central Nervous System (brain and spine); Thorax and Mediastinum (Thoracic Cavity, Heart, and Breast) This course will familiarize the student with the Common Pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. The content will be encompassing all of the common Anatomic Regions evaluated in the Anatomy component.

---

#### MRI 121 CROSS SECTIONAL ANATOMY II

56 CLOCK HOURS/ 3.73 CR

Prerequisite MRI 120

---

This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal and oblique planes). Looking at the human anatomy in multiple orthogonal planes with MRI allows an evaluation of soft tissue, vascular structures, bony structures, organs and muscles. This course is split into two separate sections, allowing logical and transitional time for the student to evaluate the different anatomic regions in the human body. In Section I the following anatomic regions are explored: Abdomen; Pelvis; Musculoskeletal; Upper Extremity (shoulder, upper arm, elbow, forearm, wrist, and hand); Lower Extremity (hip, thigh, knee, leg, ankle, and foot). This course will familiarize the student with the Common Pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. The content will be encompassing all of the common Anatomic Regions evaluated in the Anatomy component.



This course focuses on the student's ability to provide basic and appropriate patient care in the MRI environment. The course is broken into key components: patient care & management, CPR/BLS certification, and pharmacology and drug administration procedures. Emphasis is placed on effective communication skills, patient safety, medical ethics, and patient's rights, assessment, proper body mechanics, infection control, emergency medicine in MRI and being aware of the patient's individual needs.

This course will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students to common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physicians order.

Prerequisite: MRI 200a

---

This course is a continuation of MR Imaging and Procedures I and will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students to common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physicians.

Prerequisites: Successful Completion of All MRI Core Classes

---

This course is designed to provide students with hands-on experience in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of MRI examinations. Prescribed competencies are requirements of this course.

## MRI 182 CLINICAL EXTERNSHIP II (Off-Campus at Assigned Clinical Site) 560 CLOCK HOURS/12 CR

Prerequisites: Successful Completion of All MRI Course Classes; MRI 181

---

This course is designed to provide students with hands-on experience in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of MRI examinations. Prescribed competencies are requirements of this course.

## CDV 100 MRI CAREER DEVELOPMENT (ONLINE)

45 CLOCK HOURS/3 CR

---

This course is designed to help the student identify the various career opportunities within the field of Magnetic Resonance Imaging. It is further designed to encourage the student to create and pursue a long-term trajectory with reference to career development.

## MRR 300 MRI COURSE REVIEW

21 CLOCK HOURS/1 CR

Prerequisites: Completion of All Core Classes

---

This is a comprehensive review, at an advanced level. This course is designed to provide the student with an accumulative review of ALL MRI Courses material. The goal is to refresh all of their didactic and clinical knowledge, helping to focus on the application of all that has been taught. The course reviews and focuses students studying for advanced level exams, as the ARRT Post Primary MRI Certification. [All of the material on the outline is covered] This course includes Mock exams, topic quizzes, and homework/study assignments.

The topics covered in this course will be:

1. MRI Imaging Protocols & Clinical Review and focused Lab time
2. Fundamentals of Magnetic Resonance Imaging: What are the "M" "R" & "I"?
3. Spatial Localization
4. MR System
5. SNR, CNR, Spatial, Time & Spatial Resolution
6. MR Safety & Patient Care
7. Parameters
8. Pulse Sequences
9. Volume Imaging & Multiplanar Reconstruction
10. Special/Advanced MRI Procedures
11. Artifacts/Control techniques
12. CSA & Pathology I/II
13. Patient Care: Nursing

**Students must pass the MRR 300 ARRT Mock Exam to achieve program completion and graduation.** Students are provided three opportunities to take and pass the exam during the duration of MRR 300. Students who do not pass the exam in those three attempts will be required to repeat MRR 300.

A majority of the exam is on the concepts learned in MRI101 & MRI102. It is highly recommended that students spend their externship continuing to further their familiarity with these concepts. The Director highly suggests studying and reaching out if there are any questions.

---

## GENERAL EDUCATION COURSES - ONLINE

### BIO 121 MEDICAL TERMINOLOGY

45 CLOCK HOURS/3 CR

---

Medical Terminology is the language of medicine. Basic word building skills, prefixes, suffixes. Combining of forms and abbreviations are covered. This course helps the student understand the language and translate it into common vernacular.

### PSY 105 SOCIAL PSYCHOLOGY

45 CLOCK HOURS / 3 CR

---

*(This course may be subject to change)*

In this course, students will explore ways in which individuals think about people and society. How are we influenced, how do we influence, and otherwise relate to people and our social environment? Investigation in this course will focus on individual behavior in the context of social groups and forces. This coursework provides a basis for empirically addressing key issues in the field of Social Psychology.

### ENG 101 INTRODUCTION TO FRESHMAN COMPOSITION

45 CLOCK HOURS/3 CR

---

This course contains a review of grammar and usage including subject-verb agreement, use of pronouns, proper verb usage, sentence structure, effective paragraphs, logical sequencing, etc. Students will learn effective written communications and will utilize their writing skills in building their practices or gaining employment.

### PHI 102 ETHICS

45 CLOCK HOURS/3 CR

---

*(This course may be subject to change)*

The purpose of this course is to provide allied health students with foundational knowledge and skills required for ethical personal and professional behavior. Students will learn to competently reflect upon, address and resolve ethical and socio-cultural issues that will inevitably confront during their personal and professional lives.

This interprofessional ethics course involves exploring basic knowledge and skills in ethical theory and reasoning, professional ethics, interprofessional approach to health care decision-making, goals of health care, illness experience, and other topics of concern. In addition to personal exploration, students will have an opportunity to practice communication, reflection, listening, and reasoning in the moral and ethical dimensions of health care in order to deliver effective health services within an ethical framework.

### PSY 225 STRESS MANAGEMENT

45 CLOCK HOURS/ 3 CR

---

*(This course may be subject to change)*

Stress is of the greatest factors in determining a person's sense of health and wellbeing, and uncontrolled stress can cause numerous conditions that lead clients to seek professional care. Students will learn to identify causes and symptoms of stress and how to effectively manage the body and mind together to reduce pathologies impacted by unmanaged stress.

*(This course may be subject to change)*

This course is designed to introduce the basic principles of nutrition and teach students how to care for themselves and assist their clients in understanding how diet affects their health and wellbeing. Students will also learn how to protect and maintain their own health and wellness from possible injuries and illnesses that especially pertain to the healthcare practitioner.

*(This course may be subject to change)*

Understanding, evaluating, and exercising effective leadership requires attention to collaboration, social influence, and persuasion. In this course students will explore the core concepts and qualities of effective collaborative leadership and team building. Identifying what works when potential leaders are able to successfully facilitate guidance and team development and what goes wrong when potential leaders lack any ability to command the attention, respect, or effort of others.

This course examines principles of building highly effective teams by analyzing the variety of interrelated practices underlying group dynamics. Students will combine learning through hands-on situations and contemporaneous experiences in a team-based exercise. Leadership is not a solo activity. Leadership only happens through others. Emergent leaders commonly begin with leading in the team sphere. Leading teams involves managing different personalities, cultures, conflicting political agendas, and varying skill levels while simultaneously securing resources and managing expectations of senior executives or other stakeholders internal or external to the organization.

*(This course may be subject to change)*

This course explores the dynamics of interpersonal communication, the communication between two people. Students will first build a foundation for study by looking at the principal tools and skills of interpersonal communication. The second half of the course focuses on the core of interpersonal communication, namely, self and others. Students will explore more complex dynamics of interpersonal communication such as intimacy, communication climates, and interpersonal conflict.

*(This course may be subject to change)*

This course is an introduction to the subject of critical thinking. Critical thinking and analysis have a fundamental impact on how problems are solved, and decisions are made. In this course students will explore the basic tools involved in developing critical thinking skills and learn to apply these tools to daily life; personally, and professionally.

*(This course may be subject to change)*

Cultural competence refers to the ability to interact effectively with people of different cultures. This course will guide students in the exploration of four components: (a) awareness of one's own cultural worldview, (b) attitude towards cultural differences, (c) knowledge of different cultural practices and worldviews, and (d) cross-cultural skills. The intention of this course is to help students develop cultural competence resulting in an ability to understand, communicate with, and effectively interact with people across cultures in their personal and professional lives.

#### SOC 190 INTERPROFESSIONAL TEAM LEADERSHIP FOR VIOLENCE PREVENTION

45 CLOCK HOURS/3 CR

---

*(This course may be subject to change)*

Students will explore the core competencies required for cultivating safety in the healthcare workplace through the development of collaborative leadership and multidisciplinary team participation. Students will learn to conduct evidence-based threat assessments and develop management practices involving communicating safety plans and ongoing evaluation of program effectiveness.

#### BIO 200 INTRODUCTION TO PUBLIC HEALTH AND EMERGENCY PREPAREDNESS

45 CLOCK HOURS/3 CR

---

*(This course may be subject to change)*

This course is designed to familiarize the student with the role of the public health system in disaster preparedness and response to an all-hazards event. It will examine the potential public health consequences of disasters as well as preparedness strategies, emergency planning and the importance of a multi-disciplinary team response. Students will define and delineate the nontechnical core competencies required for disaster response explore the relationship between nontechnical competencies and interprofessional collaboration.



# DIAGNOSTIC MEDICAL SONOGRAPHY

## DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (DMS)

**Associate of Science Degree**

**2515 Clock Hours / 104.5 Semester Credit Hours / Full-Time 100 Weeks**

**CIP: 51.0910 Occupational Codes: 29-2031.00**

**(Offered as a Blended Program - Residential and Online)**

**What is an Ultrasound Technologist?** Diagnostic Medical Sonographers choose and set up the proper ultrasound equipment depending on the needs of the patient. They explain the procedure to the patient. They obtain the patient's medical history and record the pertinent details. They also assist the patient onto the examining table and may ask the patient to move into various positions. They apply a special scanning gel on the patient's body so that the transducer (a hand-held scanning device) can make better contact with the skin. The transducer produces sound waves that are reflected by structures and organs in the body. The reflections are converted into an image on a screen. Sonographers operate and adjust the equipment to obtain the best images and record them. The sonographer then prepares the images for analysis by the interpreting physician. Ultrasound is perhaps most often associated with pregnancies, but now diagnostic medical Sonography is used to scan everything from the nervous system to the digestive system, blood vessels, tumors, the eyes and more.

**Employment Outlook:** Per the Bureau of Labor Statistics Employment of diagnostic medical sonographers, is projected to grow 17 percent from 2016 to 2026, much faster than the average for all occupations. As imaging technology evolves, medical facilities will continue to use ultrasound to replace more invasive, costly procedures.

California state law does not require that a Diagnostic Medical Sonographer be licensed or certified in order to work as a Sonographer. There are continual changes in state laws, medical insurer's expectations and healthcare laws. It is common for potential employers to require diagnostic tests be performed by licensed or certified personnel. The graduates of Casa Loma College DMS Program are eligible to take the ARDMS or ARRT Certification Examination. Refer to the Catalog section *Certification and Licensure* for additional information.

The DMS Program is a general concentration program. Upon completion of this program, the education received will prepare you to sit for the ARDMS Abdominal and Small Parts and/or the OB/GYN certification Exams, and/or the ARRT DMS Primary Pathway Exam.

The DMS program is not designed as a complete preparation to take the vascular certifying exam. The Vascular course is intended as an introduction to vascular ultrasound imaging; an additional six months+ of training is required for the RVT.

## PROGRAM MISSION STATEMENT

The Diagnostic Medical Sonography Program's mission is to develop competent entry-level diagnostic medical sonographers who, by virtue of theory and practice, are proficient in safely performing sonographic procedures while maintaining personal qualities of integrity, dependability, and reliability as active members of the healthcare profession.

A further aim is to promote qualities of leadership and to assist in developing a credentialed imaging professional with a high degree of adaptability. It is the hope of Casa Loma College that through the Diagnostic Medical Sonography Program, a sense of pride in the profession will prevail and that the importance of continuing education will become a lifelong process.

The Diagnostic Medical Sonography Program further maintains that the patient is, and shall remain, the primary focus of the sonographer.

## PROGRAM OUTCOMES

Graduates of the Casa Loma College Diagnostic Medical Sonography Program will:

- Perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Exercise discretion and judgment in the performance of sonographic diagnostic services,
- Provide appropriate and compassionate patient care for patients undergoing ultrasound examinations.
- Demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.
- Complete the American Registry of Diagnostic Medical Sonographers Ultrasound Physics and
- Instrumentation exam complete the ARRT DMS Primary Pathway Exam and/or after an additional year of work experience complete the ARDMS abdomen and small parts exam.

## PROGRAM OBJECTIVES

- To train Diagnostic Medical Sonographers of the highest caliber, consistent with the standards of a graduate of Casa Loma College.
- To enhance the quality of didactic instruction that will enable the student to comprehend and apply the principles of Diagnostic Medical Sonography.
- Enhance the quality of clinical instruction that will enable the student the opportunity to develop adequate clinical skills necessary to function as an effective entry-level diagnostic medical sonographer upon graduation.
- To graduate students who exhibit the qualities of professionalism that will enable them to function as an integral member of the health care team.
- To graduate students who possess the knowledge and clinical skills to provide optimal patient care.

## PROGRAM OVERVIEW

The Diagnostic Medical Sonography Program of Casa Loma College is committed to excellence in education demonstrated by providing a comprehensive entry-level education program to students with quality didactic and clinical instruction. In combination, the seven program semesters, including a semester of prerequisites, ensures the adequacy of a well-rounded program through classes in didactic theory, application and practice of skill sets in the laboratory environment, and integration of didactic theory and acquisition of performance objectives in the clinical setting. The maximum class size does not exceed 20 students. The program is divided into seven semesters, each 15 weeks in length, with the exception of the last semester. Program hours of 2515 hours are divided



between 1015 hours of theory, 540 hours of skills lab and 960 hours of clinical externship. All theory classes must be successfully completed, and in addition students must satisfactorily complete required ultrasound protocols prior to being placed in clinical externship.

---

## PREREQUISITES TO DIAGNOSTIC MEDICAL SONOGRAPHY TECHNICAL COURSES

---

### INTRODUCTION TO ONLINE LEARNING (ONLINE)

---

This course assesses the student's readiness to participate in online courses. Course consists of introduction to the learning management system and how to navigate throughout the system. Students must complete the course and receive a pass out of a pass/fail grade to be eligible to start the DMS Program; those not completing or passing the course will not proceed into the DMS Program. Students must be enrolled by orientation to participate in the Introduction to Online Learning course and be eligible to proceed in the program.

---

### DCR 100 SPECTRUM OF VIOLENCE (ONLINE)

---

*This course is an institutional requirement and required by the U.S. Department of Education and is not for academic credit.*

This course provides a multidisciplinary overview of the identification and management of situations/events within the continuum of violence that can occur on campus, in the workplace, and other public spaces. Students will learn how to recognize, report and defuse situations involving campus/workplace bullying, harassment, and violence. Additionally, this course will provide guidelines for cultivating situational awareness and risk assessment in order to mitigate or effectively respond in the event of extreme violence. Survival strategies, basic first aid, and practices for cultivating resilience are also part of this 8-week curriculum. Students will receive certificates for successful completion of sections covered.

---

### ANA 201 HUMAN ANATOMY & PHYSIOLOGY I (RESIDENTIAL/ONLINE) 45 CLOCK HOURS / 3CR

---

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular and respiratory systems, major component of the blood and their function, and organs of the endocrine system.

---

### ANA 202 HUMAN ANATOMY & PHYSIOLOGY II (RESIDENTIAL/ONLINE) 45 CLOCK HOURS / 3CR

---

Prerequisites: ANA 201

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular and respiratory systems, major component of the blood and their function, and organs of the endocrine system. The course shall cover the structure and function of the heart, blood vessels, lymphatic system, immune system, digestive system, urinary system, reproductive system of the male and female, and the stages of fetal development.

This online general education course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections.

This is an introductory course of physics that surveys basic concepts, principles and laws of physics that includes the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics. There is no lab with this course.

---

### DIAGNOSTIC MEDICAL SONOGRAPHY TECHNICAL COURSES – RESIDENTIAL

#### DMS 210I AND 210 FUNDAMENTALS OF SONOGRAPHY AND ABDOMINAL AND SMALL PARTS ULTRASOUND IMAGING

163 CLOCK HOURS / 10.5 CR

Prerequisites: ANA 201, ANA 202, PHYS 200

---

The first three weeks of this course provides a broad overview of the field of diagnostic medical Sonography, including the history and evolution of ultrasound as an imaging modality, the sonographers' role and scope of practice, required skills and abilities, and effective learning techniques. The student will also learn how the body is organized by systems, and common pathologies affecting those systems. Focus is placed on the anatomy and physiology of the digestive system, specifically the liver, biliary tree, and pancreas. The remainder of the module is focused on the interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for abdomen and small parts; interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs and small parts.

#### DMS 210L LAB

135 CLOCK HOURS / 4.5 CR

Concurrent Enrollment in DMS 210i/DMS 210

---

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 220I AND 220 PROFESSIONAL ASPECTS OF SONOGRAPHY AND OBSTETRICS AND GYNECOLOGY  
ULTRASOUND IMAGING 163 CLOCK HOURS / 10.5 CR

Prerequisites: ANA 201, ANA 202, PHYS 200

---

This course presents the student with various aspects of patient care that are relevant to the sonographer. Focus is placed on patient / sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to practice as a sonographer. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic / sterile techniques, isolation techniques, and emergency medical situations. In addition, this course will cover anatomy and physiology of the male and female reproductive system, and common conditions and pathologies that affect those systems.

The remainder of the module will be cover the normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations; interpretation of abnormal anatomy, and identification and interpretation of pathological conditions affecting the female pelvic organs, the neonate, and the developing fetus. Also includes role of differential diagnoses in ultrasound examinations.

DMS 220L LAB 135 CLOCK HOURS / 4.5 CR  
Concurrent Enrollment In DMS 220I/DMS 220

---

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 230I AND 230 PATIENT SONOGRAPHER INTERACTIONS AND INTRODUCTION TO VASCULAR  
ULTRASOUND IMAGING 163 CLOCK HOURS / 10.5 CR

Prerequisites: ANA 201, ANA 202, PHYS 200

---

Student will learn how to communicate with patients and other health care professionals, care for those patients with special needs, prepare patients for different types of ultrasound examinations, learn about laboratory values, and their relationship to the ultrasound examination ordered, and examine the role of different imaging modalities in patient diagnosis. During this course, the anatomy, and physiology of the circulatory system will be covered as well as introduction to the basics of Vascular Ultrasound Imaging. In addition, an overview of normal and pathological sonographic data will be reviewed including arterial and venous peripheral vascular, abdominal vasculature and extra cranial carotid.

DMS 230L LAB 135 CLOCK HOURS / 4.5 CR  
Concurrent Enrollment In DMS 230i/DMS 230

---

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 240I AND 240 PATIENT CARE FOR SONOGRAPHERS AND PHYSICAL PRINCIPLES AND INSTRUMENTATION OF ULTRASOUND IMAGING 163 CLOCK HOURS /10.5 CR  
Prerequisites: ANA 201, ANA 202, PHYS 200

---

This fifteen-week course covers the aspects of Sonography as a career. Topics of discussion include Sonography career ladder. The aspects of Sonography as a career choice will be examined in this course. Topics of discussion include Sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of Sonography, professional behavior, Sonography employment venues, resume writing and interview techniques. In addition, medical terminology and abbreviations, anatomy and physiology of the thyroid, parathyroid, and urinary tract will be covered.

DMS 240L LAB 135 CLOCK HOURS / 4.5 CR  
Concurrent Enrollment In DMS 240I/ DMS 240

---

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 300: PROGRAM REVIEW 48 CLOCK HOURS/ 3 CR  
Prerequisites: The Completion of All Core Didactic Classes

---

This is a comprehensive review, at an advanced level. This course is designed to provide the student with an accumulative review of ALL DMS Course material. The goal is to refresh all of their didactic and clinical knowledge, helping to focus on the application of all that has been taught. The course reviews and focuses students studying for advanced level exams, as the ARRT Primary DMS Certification as well as ARDMS Certification. This course includes Mock exams, topic quizzes, and homework/study assignments. This course is graded PASS / NO PASS and students must pass the course for program completion.

DMS 250 CLINICAL PRACTICUM I EXTERNSHIP (Off Campus at Assigned Clinical Site) 560 CLOCK HOURS/12.0 CR  
Prerequisites: ANA 201, ANA 202, PHYS 200, Theory/Lab DMS 210, DMS 220, DMS 230, DMS 240

---

During this course the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations.

DMS 260 CLINICAL PRACTICUM II EXTERNSHIP: (Off Campus at Assigned Clinical Site)

400 CLOCK HOURS/8.50 CR

Prerequisites: DMS 250

---

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

---

GENERAL EDUCATION COURSES – ONLINE

COM 102 INTERPERSONAL COMMUNICATIONS

45 CLOCK HOURS / 3 CR

---

*(This course may be subject to change)*

This online general education course explores the dynamics of interpersonal communication, the communication between two people. Students will first build a foundation for study by looking at the principal tools and skills of interpersonal communication. The second half of the course focuses on the core of interpersonal communication, namely, self and others. Students will explore more complex dynamics of interpersonal communication such as intimacy, communication climates, and interpersonal conflict.

PSY 105 SOCIAL PSYCHOLOGY

45 CLOCK HOURS / 3 CR

---

*(This course may be subject to change)*

In this course, students will explore ways in which individuals think about people and society. How are we influenced, how do we influence, and otherwise relate to people and our social environment? Investigation in this course will focus on individual behavior in the context of social groups and forces. This coursework provides a basis for empirically addressing key issues in the field of Social Psychology.

SOC 110 LEADERSHIP AND PROFESSIONAL DEVELOPMENT

45 CLOCK HOURS / 3 CR

---

*(This course may be subject to change)*

This course is designed to provide a foundation for leadership and professional development for students in the Allied Health field. Students will be introduced to terms, theories and concepts relevant to identifying and cultivating leadership skills as well as strategies for career development. To encourage professional development students will participate in career building activities such as creating a professional profile and trajectory that will provide them with optimal opportunity for professional success.

This course will also help students identify any related professional organizations and associations as well as resources for continuing education. From a career perspective, students will explore career opportunities within the field of their respective career focus.



# PHYSICAL THERAPIST ASSISTANT

## PHYSICAL THERAPIST ASSISTANT PROGRAM

**Associate of Applied Science Degree**

**1,782 Clock Hours/73.5 Semester Credit Hours/ Full Time 75 Weeks**

**CIP: 51.0806 Occupational Codes: 31-2021**

**Offered as a Blended Program – Residential and Online**

According to the American Physical Therapy Association (APTA) a Physical Therapist Assistant is a technically educated health care provider who assists the Physical Therapist in the provision of physical therapy interventions. The Physical Therapist Assistant is the only paraprofessional specifically educated to provide physical therapy interventions. Physical Therapist Assistants (PTAs) work as valued member of a professional medical team under the direction and supervision of a licensed Physical Therapist with the goal to enhance human movement and function and to prevent and treat movement dysfunction and physical disabilities. Typical responsibilities include:

- implementing exercise programs
- assessing patient status
- administering modalities for pain
- gait training and balance training
- teaching patients how to use assistive devices
- wound care
- cardiopulmonary therapies
- transfer training and bed mobility
- use of therapeutic modalities
- analyzing treatment effectiveness
- gathering data related to the interventions provided

For more complete information, please visit [www.apta.org](http://www.apta.org).

### Employment Outlook

According to the Bureau of Labor Statistics, employment of physical therapist assistants is projected to grow 30 percent from 2016 to 2026, much faster than the average for all occupations. Demand for physical therapy services is expected to increase in response to the healthcare needs of an older population and individuals with chronic conditions, such as diabetes and obesity.

## PROGRAM OVERVIEW

The PTA program is presented over a period of 5 semesters of 15 weeks each totaling 75 weeks. This consists of 73.5 credits with 662 clock hours in the classroom, 480 clock hours in the laboratories and 640 clock hours spent in clinical internships. Total clock hours for the program are 1782. Clinical internships are 40 hours per week. There is a one-week recess between semesters. Students must successfully complete all PTA-designated courses and ANA 120 & ANA 121 in sequence to progress through the program. Failure to complete coursework in sequence

may require students to reapply to the program and join the next cohort (approximately 48 weeks) to retake the coursework.

## PROGRAM MISSION STATEMENT

The mission of the PTA program at Casa Loma College is to prepare competent, ethical, entry-level Physical Therapist Assistants who will provide physical therapy services under the direction and supervision of a licensed physical therapist and who are prepared to grow and thrive in a dynamically changing field of physical therapy.

## PROGRAM GOALS

### *Graduates:*

- Graduates will become licensed Physical Therapist Assistants.
- Graduates will competently and ethically provide physical therapy services under the direction and supervision of a licensed Physical Therapist.
- Graduates will be problem solvers who engage in continuing competency learning activities throughout their professional careers.

### *Faculty:*

- The PTA Program faculty will effectively deliver relevant and contemporary education to students using up-to-date pedagogic techniques and technology.

### *Program:*

- The PTA Program will meet the manpower needs of the physical therapist assistant labor market in our community.

## PROGRAM OUTCOMES

### *Graduates of the Casa Loma College Physical Therapist Assistant Program will:*

- Pass the National Physical Therapist Assistant (NPTA) examination
- Demonstrate an understanding of the role of the PTA by working in a manner consistent with the laws and regulations of the jurisdictions in which they practice, and with the APTA's Guide for Conduct of the Physical Therapist Assistant
- Implement appropriate physical therapy interventions based on a plan of care established by a licensed physical therapist
- Engage in lifelong learning activities
- Be employed in a variety of settings covering the spectrum of human resources needs for the community

### *Faculty of the Casa Loma College Physical Therapist Assistant Program will:*

- *Participate in the governance of the Program and in the development of the curriculum*
- *Maintain current licensure including continuing competency requirements*

### *The Casa Loma College PTA Program will:*

- *Adjust class sizes based on changes in the local, regional, and national labor markets*



---

## PREREQUISITE INTRODUCTION TO ONLINE LEARNING - ONLINE

Your first course is Introduction to Online Learning, which will introduce you to the online learning environment, Moodle, and verify that your computer is configured properly. Introduction to Online Learning provides you hands-on activities with actual experience using Moodle's course management system. It typically takes a few hours to complete the orientation. The orientation does not have to be completed all in one day. This course should be completed before Accepted Student Orientation to the PTA Program and must be completed by the first week of online classes.

---

## SEMESTER 1 - Courses Are Delivered Residential Except Where Indicated as Combination of Residential/Online

---

### BIO 100 MEDICAL TERMINOLOGY FOR PTAS

30 CLOCK HOURS/2.0 CR

This course presents theoretical foundation for the use and understanding of medical terminology using word analysis of Greek and Latin roots, prefixes and suffixes. Students will learn the meanings, spelling and pronunciation of medical terms and utilize correct terminology in writing and in reading professional medical writing.

---

### COM 121 COMMUNICATIONS FOUNDATION (RESIDENTIAL/ONLINE)

38 CLOCK HOURS / 2.5 CR

This course is designed to develop fundamental written, verbal and non-verbal communication skills. Students learn basic skills that allow them to write in a clear, logical, and appropriate manner, free of grammar and usage errors. Students demonstrate an awareness of diversity in American society. Included is practice in usage of common software designed to enhance electronic communication. Some coursework includes communications requirements for the healthcare professional, with general emphasis on building effective relationships using the skills taught in this course.

---

### ANA 120 ANATOMY & PHYSIOLOGY I

3.0 CR THEORY / 1.5 CR LAB

Theory: 45 Clock Hours/Lab 45 Clock Hour

This course will present the fundamentals of human anatomy and physiology, placing emphasis on the interrelatedness of body systems as well as providing a basis for more complex applications to future classes in the field of physical therapy. The course includes a lab for specific identification of anatomical structures of the musculoskeletal system

---

### PTA 180 INTRODUCTION TO PHYSICAL THERAPY

45 CLOCK HOURS /3.0 CR

This course provides an introductory look at the field of physical therapy from its beginnings in the last century to the present-day field of practice. Included is an overview of the role of the PTA in the areas of musculoskeletal, cardiopulmonary, neurological, and integumentary disorders. Discussions will involve the California state practice act, the APTA Standards of Ethical Conduct for Physical Therapist Assistants, the PTA Clinical Problem-Solving Algorithm, and the opportunities for professional growth and lifelong learning.

---

### PSY 103 APPLYING PSYCHOLOGY TO EVERYDAY LIFE (RESIDENTIAL/ONLINE)

45 CLOCK HOURS /3.0 CR

This course draws material from the major perspectives in psychology, including the psychodynamic, behavioral, social-cognitive, and humanistic viewpoints. Upon completing this course, students will be able to apply

psychological insights and principles into their own life experience, increase their self-awareness of psychological principles in action, and understand themselves and others better.

---

SEMESTER 2- Courses Are Delivered Residential Except Where Indicated as Combination of Residential/Online

---

PTA 142 PTA TECHNIQUES

2.0 CR THEORY/1.5 CR LAB

Theory Hours: 30 Clock Hours / Lab Hours: 45 Clock Hours

Prerequisites: Ana 120, PTA 180

---

This course consists of lecture and lab sessions designed to provide students with the skills necessary to employ effectively the various data collection and intervention techniques encountered in the practice of physical therapy. This course will emphasize theory and application of basic data collection skills, interventions, communication skills, ethics, documentation and safety considerations.

---

PTA 140 PATHOPHYSIOLOGY

45 CLOCK HOURS / 3.0 CR

Prerequisites: ANA 120, PTA 180

---

This course presents pathological functions of the body's systems. Emphasis is placed on those conditions which would affect function and mobility of a person and how those conditions also affect the outcome of physical therapy treatment.

---

PTA 223 EVIDENCE BASED PRACTICE

23 CLOCK HOURS / 1.5 CR

Prerequisites: ANA 120, PTA 180

---

In this course, students learn the importance of evidence-based practice and to be skilled consumers of the professional literature in the field of physical therapy.

---

ANA 121 ANATOMY & PHYSIOLOGY II

3.0 CR THEORY/ 1.5 CR LAB

Theory: 45 Clock Hours / Lab: 45 Clock Hours

Prerequisites: ANA 120, PTA 180

---

This course will build upon the material covered in ANA120. The anatomy and physiology of the following systems are covered: neurological, circulatory including lymphatic, respiratory, urinary, endocrine, and digestive and immune systems. The lab sessions will continue with the identification and palpation of the muscles, tendons, ligaments and bony landmarks of the musculoskeletal system as well as identification of major structures of the other systems on laboratory models.

---

PTA 217 CLINICAL BIOMECHANICS OF UPPER EXTREMITIES

2.0 CR THEORY / 2 CR LAB

Theory: 30 Clock Hours / Lab: 60 Clock Hours

Prerequisites: ANA 120, PTA 180

---

This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the upper extremity. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and posture.

---

SEMESTER 3- Courses Are Delivered Residential Except Where Indicated as Combination of Residential/Online

PTA 218 CLINICAL BIOMECHANICS OF LOWER EXTREMITIES      2.0 CR THEORY / 2 CR LAB

Theory: 30 Clock Hours / Lab: 60 Clock Hours

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223

---

This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the lower extremities. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and normal and abnormal gait.

PTA 245 PHYSICAL THERAPY MODALITIES      2.0 CR THEORY / 1.5 CR LAB

Theory: 30 Clock Hours / Lab: 45 Clock Hours

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223

---

This course will introduce principles and basic techniques of application of selected modalities skills. Emphasis is on patient safety. Modalities include applications of heat, cold, ultrasound and electrotherapeutics.

PTA 253 CARDIOPULMONARY & INTEGUMENTARY PATHOLOGY & INTERVENTION

Theory: 30 Clock Hours / Lab: 45 Clock Hours

2.0 CR /1.5 CR LAB

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223

---

Students learn diagnoses, assessments and treatments for cardiopulmonary and integumentary disorders. Anatomy and physiology of the cardiopulmonary and integumentary systems are reviewed. Also covered are basic wound care, conditioning and chest physiotherapy techniques. This course includes a participatory fitness unit.

PTA 210 LIFESPAN DEVELOPMENT

30 CLOCK HOURS / 2.0 CR

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223

---

Students learn normal human development throughout the life span. Motor behavior, skill performance and aging changes are presented as they relate to physical therapy intervention.

PTA221 PROFESSIONAL SKILLS

45 CLOCK HOURS / 3.0 CR

Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223

---

This course presents topics relating to professional practice, including laws and regulations, ethics, and finance. Topics include supervision and delegation of duties, resource management, and documentation, resume preparation and job interview skills. Problem solving skills, professional communication, and case management are further developed during this class.

---

SEMESTER 4 - Courses Are Delivered Residential Except Where Indicated as Combination of Residential/Online

PTA 255 NEUROLOGICAL PATHOLOGY & INTERVENTION      2.0 CR THEORY/ 1.5 CR LAB

Theory: 30 Clock Hours /Lab: 45 Clock Hours

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253

---

Students learn diagnoses, identification and treatments for various neurological impairments including weakness, abnormal muscle tone, sensory and perceptual dysfunction, in coordination and balance dysfunction. Identification and treatment skills are utilized in a case study involving neurological diagnosis.

PTA249 PHYSICAL THERAPY FOR SPECIAL POPULATIONS AND ADVANCED THERAPEUTIC EXERCISE

Theory: 30 Clock Hours / Lab: 45 Clock Hours

2.0 CR THEORY/1.5 CR LAB

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253

This course focuses special attention on the principles and strategies used to deliver physical therapy and wellness services to special populations. Emphasis is placed on the student's ability to employ advanced therapeutic exercise interventions. Topics include the acutely ill patient, amputees, orthotics/prosthetics, women's health issues, interventions in gerontologic and vestibular disorders, pediatrics, workplace injuries and health, athletic rehabilitation and fitness, and the use of aquatics in physical therapy. Laboratory sessions focus on obtaining proficiency in "hands on" techniques.

---

**PTA 258 MUSCULOSKELETAL PATHOLOGY & INTERVENTION**

**2.0 CR THEORY/1.5 CR LAB**

Theory: 30 Clock Hours / Lab: 45 Clock Hours

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253

Students learn diagnoses, identification and treatments for various musculoskeletal disorders of the spine and extremities including joint replacement, sports injuries and chronic pain. Identification and treatment skills are utilized in a case study involving musculoskeletal diagnosis.

---

**PTA 280 CLINICAL INTERNSHIP I (Off Campus at Assigned Clinical Site)**

**80 CLOCK HOURS / 1.5 CREDITS**

Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253

This course is the student's first experience with direct patient care. The goal of this class is for the student to begin to observe and participate in patient care assessment and treatment procedures under the direct supervision of a licensed physical therapist or physical therapist assistant. This will be accomplished in 10 full day rotations in physical therapy facilities.

---

**SEMESTER 5**

---

**PTA282 CLINICAL INTERNSHIP II (Off Campus at Assigned Clinical Site)**

**280 CLOCK HOURS / 6.0 CR**

Prerequisites: PTA 249, PTA 225, PTA 258, PTA 280

This course is a continuation of PTA 280 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a licensed Physical Therapist or licensed/certified (if regulated by state law) Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This internship includes preparation and presentation of one 30-minute in-service to clinical site staff.

---

**PTA 290 CLINICAL INTERNSHIP III (Off Campus at Assigned Clinical Site)**

**280 CLOCK HOURS / 6.0 CR**

Prerequisites: PTA 282

This course is the student's final full-time clinical internship. The goal of this internship is for the student to manage patient care data collection and treatment under the direction and supervision of a licensed Physical Therapist or Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This internship includes preparation and submission of a comprehensive case study for presentation to the class following the internship.

PTA240 SEMINAR (RESIDENTIAL)

16 CLOCK HOURS / 1.0 CR

Prerequisite: PTA 290

---

This course will prepare the student for entry into the field of physical therapy as a generalist entry level PTA. It includes formulating a study plan and mock exam in preparation for the national PTA exam, California state jurisprudence exam and other licensing preparation and assembling a professional portfolio.

PTA242 CASE STUDY (RESIDENTIAL)

15 CLOCK HOURS / 1.0 CR

Prerequisite: PTA 290

---

This is an interactive course in which students will present case studies done as part of their final clinical internship. Classmates will ask questions and critique the presentation.



# ADMISSIONS REQUIREMENTS AND PROCEDURES

## GENERAL ADMISSIONS REQUIREMENTS

It is the policy of Casa Loma College not to discriminate on the basis of sex, race, color, religion, age, national origin, veteran, or qualified disability in educational programs, activities, or admissions. Casa Loma College will not enroll any student who is knowingly ineligible to obtain licensure or employment in the occupation for which they will be trained.

Applicants must successfully complete the general admission requirements as well as meeting the individual program admissions requirements to be considered for enrollment to the program.

1. Applicants are required to complete an application for admission, meet with an admissions advisor, and tour the campus.
2. Applicants must be at least 17 years of age.
3. Applicant must have/present one of the following **prior** to enrollment:
  - a. A high school diploma (must show proof or original diploma)
  - b. Official high school transcripts;
    - i. Applicants who have earned a foreign degree must have the degree translated and certified to be equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE);
  - c. A general educational development (GED) certificate, or state-sanctioned test or diploma-equivalency certificate;
  - d. Completed homeschooling at the secondary level as defined by state law;
  - e. An associate degree;
  - f. Completed at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but is acceptable for full credit toward a bachelor's degree at any institution; or
  - g. Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
4. Applicants presenting alternatives to a high school diploma, must provide the required documentation **prior** to their financial aid appointment.
5. All applicants must be a United States Citizen or possess a Permanent Resident Card (Green Card)
6. All applicants must complete financial arrangements prior to enrollment.
7. All applicants must pay a non-refundable processing fee for enrollment.
8. All applicants must complete and sign an Enrollment Agreement.
9. All applicants must pass the TABE Admissions Exam.
  - a. If the admissions test score falls below the minimum score, and, based on the student's documented previous education and related work experience, the Program Director Is

authorized to use professional judgment to make an exception for the student to continue with the enrollment process.

<b>Programs</b>	<b>Test No.</b>	<b>Reading Score</b>	<b>Math Comp Score</b>	<b>Math Applied Score</b>	<b>Language Score</b>	<b>Total Score</b>
<b>MRI</b>	1st	598	610	585	586	594
	2nd	593	599	576	586	589
<b>DMS</b>	1st	598	610	585	586	594
	2nd	593	599	576	586	589
<b>PTA</b>	1	642	648	597	621	629
	2	628	628	588	604	625

## ENGLISH LANGUAGE PROFICIENCY

All applicants to the College whose first language is not English must demonstrate competence in the English language. Students must demonstrate English language proficiency through the TABE Entrance Examination or TOEFL before completing enrollment at the College. This requirement applies to international, non-international, residents, transfer and non-transfer students. Based on the results of the assessment examination admissions will either accept or deny the applicant for enrollment.

## MAGNETIC RESONANCE IMAGING ADMISSIONS REQUIREMENTS

1. Applicants must meet the minimum required reading, math and language scores identified above.
2. Write and submit admissions essay.
3. Submission of student's professional resume
4. Submission of two (2) letters of recommendation.
5. Interview with Program Director and other assigned Imaging personnel.
6. Successfully complete Introduction to Online Learning (IOL) which assesses the students' abilities and prepares the student for successful learning and navigation in online education
7. Attend the two mandatory student orientations – Online and On-Campus (Dates provided during admissions process)
8. Meet the essential functions of a MRI Technologist student and MRI Technologist; however, if a student is or becomes unable to meet the functions during the program and prevents that student from being placed in a clinical externship, the student may be terminated from the program.



The MRI Program requires the commitment of an enthusiastic and dedicated student. It also takes a student willing and dedicated to study and learning, and one who comes into the program with either a background in the health care field and/or one with a good understanding of what the health care field and this program consists of. Because of the programs need to obtain the student that meets all our criteria and demonstrates the commitment, we will over enroll by 20% and will choose the final student roster by the end of the first week of class. The final student roster will be determined by the Program Director and will be based on the entire admissions criteria and the student's commitment shown during the first week of class.

## DIAGNOSTIC MEDICAL SONOGRAPHER ADMISSIONS REQUIREMENTS

1. Applicants must meet the minimum required reading, math and language scores identified above.
2. Submission of two (2) letters of recommendation
3. Submission of applicant's professional resume
4. Field Research or Class Audit: Applicants may choose either option below.
  - a. Method 1- Field Research: Interview an Ultrasound technologist. Specific criteria is provided during the admissions process.
  - b. Method 2- Class Audit: Audit 1 classroom lecture or 1 lab class for no less than one hour. Specific criteria is provided during the admissions process.
5. Interview with the Program Director or assigned Imaging personnel
6. Successfully complete Introduction to Online Learning (IOL) which assesses the students' abilities and prepares the student for successful learning and navigation in online education
7. Attend the two mandatory student orientations – Online and On-Campus (Dates provided during admissions process)
8. Meet the essential functions of a DMS Technologist student; however, if a student is or becomes unable to meet the functions during the program and prevents that student from being placed in a clinical externship, the student may be terminated from the program. Successfully complete an online orientation which assesses the students' abilities and prepares the student for successful learning and navigation in online education.

The DMS Program requires the commitment of an enthusiastic and dedicated student. It also takes a student willing and dedicated to study and learning, and one who comes into the program with either a background in the health care field and/or one with a good understanding of what the health care field and this program consists of. Because of the programs need to obtain the student that meets all of our criteria and demonstrates the commitment, we will over enroll by 20% and will choose the final student roster by the end of the first week of class. The final student roster will be determined by the Program Director and will be based on the entire admissions criteria and the student's commitment shown during the first week of class.

## PHYSICAL THERAPIST ASSISTANT ADMISSIONS REQUIREMENTS

The PTA Program is selective and candidates for admission are ranked according to an objective admission formula that ensures fairness and equitability. Interviews are conducted by a panel.

The admission formula includes points for:

- entrance exam scores as assessed by the Test of Adult Basic Education (TABE)
- prior post-secondary education, if any

- GPA
- personal interview with Admissions Committee which includes points for:
  - communication
  - motivation
  - commitment
  - knowledge of the profession
  - writing sample

Twenty-two students are admitted to the Program each cohort, with seats offered to the applicants with the highest scores. Two qualified alternates may be identified and offered a seat if it becomes available in the first week. If a seat does not become available, the first and second alternates will be guaranteed a seat in the next cohort if they wish to enter the Program at that time. In the case of a tie score, the applicant with the earliest date of submission of a completed portfolio will be offered the seat.

**Procedures:**

1. Prospective candidates for the PTA Program meet a College Admissions Representative to learn about and tour the College. All PTA Program applicants must first meet all of the requirements for admission to Casa Loma College, including successfully passing the College entrance examination meeting the minimum required reading, math and language scores identified above, and meet the English Proficiency requirement and acceptable TOEFL iBT® score for applicants not educated in the United States.

TOEFL iBT® score requirement is:

- Reading = 21
- Listening = 18
- Writing = 24
- Speaking = 26

2. PTA Program applicants must submit a portfolio by a specified date. The contents of the portfolio must include:
  - a. Two (2) letters of recommendation from persons unrelated to the applicant.
  - b. Two (2) signed and sealed Prospective Student Observation Forms which together demonstrate forty-eight (48) hours of observation. The student must demonstrate having observed two *different* types of clinical settings (e.g., one acute care hospital and one outpatient clinic, or one neurologic rehab center and one children's health center, etc.).
  - c. Signed Essential Functions form.
  - d. Copies of transcripts from high school and any post-secondary educational experiences
  - e. Personal statement, an essay that tells the college about the prospective student, no more than three (3) typed double-spaced pages
3. Applicants meet with a Financial Aid Advisor to discuss and get an estimate of their financial obligations and available financial assistance resources.
4. PTA Program candidates who have submitted a completed portfolio are then scheduled by the Program Director for a personal interview with the Program Admissions Panel. An interview will not be scheduled without a completed portfolio having been submitted. Interviews will be held on a date to be announced.
5. Final selection of the Program class and alternates is made following the interviews.
6. Selected candidates return to the College to sign an agreement enrolling them in the College and admitting them to the PTA Program.

7. Admitted students are then enrolled in a 2-week Introduction to Online Learning class to introduce them to the College and the skills and competencies they will need to succeed in online classes.
8. Mandatory orientation meetings are held on campus for all accepted PTA Program students (including alternates) on Monday and Tuesday approximately 1-2 weeks before the scheduled start of the Program. At this time, students will receive and review the PTA Student Handbook, sign New Student Forms in preparation for the first day of class, and receive CPR and other training. Students who do not attend the entire orientation will lose his or her seat to the next alternate.

## ONLINE LEARNING

Casa Loma College's degree programs are "blended" programs which means within a program, courses are both residential and online.

Casa Loma College aims to provide students with engaging, comprehensive, and high-quality courses in a flexible and convenient online environment. So that students have the tools to be successful in the online environment, each program requires students to participate in a virtual real-time, orientation into the online system, which will cover topics in how to access the Moodle Learning System, how to navigate within the system, and how to email within the system. This orientation is held just prior to the prerequisite requirement to all programs – *Introduction to Online Learning (IOL)*.

*Introduction to Online Learning (IOL)* is a no-fee and "0" credit two-week course designed to help students understand the skills and habits needed to be successful in online courses and in using online technologies. The course also covers an overview and usage of the online library and online resources, academic honesty, and plagiarism. This course is mandatory for all students to take prior to their first day of their program start. This course is self-paced that students do on their own, with the ability to interact with the instructor.

## COMPUTER AND TECHNICAL REQUIREMENTS FOR ONLINE LEARNING AND RESOURCES

Students are required to have unrestricted access to either a laptop or desk top computer meeting the specifications outlined below, no later than the first day of class start. In addition, all students must have access to a valid email account. While Smartphone's and other mobile devices may allow for completion of some coursework, they are not guaranteed to work in all areas. Please ensure you have a Windows or Mac based computer available to complete coursework in the event your selected mobile device does not meet the needs of the course.

**The minimum hardware and software specifications for computers are:** Microsoft Windows-based computer or an Apple Macintosh system AND Modem or network access to the internet through any typical Internet Service Provider.

➤ **Software to facilitate:**

- Browsing the World Wide Web
- Sending / Receiving electronic mail
- Typical text processing

- **Minimum Hardware Requirements** needed to support Moodle. If you use less than the minimum requirements, we may not be able to provide you with adequate support

	<b>Windows-Based</b>	<b>Macintosh</b>
<b>Operating System</b>	Windows XP, Vista 7	Mac OS 10.4, 10.5, 10.6 -limited
<b>RAM (memory)</b>	1 GB or better	1 GB or better
<b>Hard Drive</b>	1 GB free space	1 GB frees pace
<b>Modem</b>	Minimum 56K, Cable/DSL preferred	Minimum 56K, Cable/DSL preferred
<b>Browser</b>	Chrome, Firefox, Safari, Edge, Internet Explorer; Mobile Safari, Google Chrome	<b>Mobile:</b> Safari, Firefox, Chrome, <b>Mobile:</b> Mobile Safari, Google Chrome
<b>Text</b>	JavaScript (jre1.6.0_13) & Cookies must be enabled	JavaScript (jre1.6.0_13) & Cookies
<b>FTP Client</b>	WSFTP (suggested, not necessary)	Fetch (suggested not necessary)
<b>E-Mail Client</b>	Browser, Outlook, Mozilla, Eudora The Bat!	Browser, Mail, Outlook, Gmail, Mozilla, Air Mail

## CREDIT FOR PREVIOUS EDUCATION OR EXPERIENTIAL LEARNING

Casa Loma College follows an established policy in the awarding of transfer credit to ensure degree integrity. Casa Loma College will consider credits earned from other institutions accredited by any of the six regional accrediting agencies, an agency recognized by the United States Office of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

The Office of the Registrar, in consultation with the Academic Directors, awards transfer credit according to the guidelines discussed below. The Registrar reserves the right to accept or reject credits earned at other institutions.

Applicants requesting transfer credit must submit official transcripts to the Admission's Office from the originating institution prior to the student's final appointment with Financial Aid Office. It is critical for students to provide as much detailed information (course description, syllabi, catalog, etc.) as possible for each course, in order to ensure an accurate evaluation. If official transcripts are not received prior to the student's final appointment with Financial Aid, request for transfer credit will be rescinded. Electronic transcripts should be sent to [admiss-trans@casalomacollege.edu](mailto:admiss-trans@casalomacollege.edu).

**International Transfer Credit:** Casa Loma College requires that all applicants who have attended high school/college/university outside of the United States have their official foreign transcripts translated and evaluated by a member organization approved by [National Association of Credentialing Evaluation Services \(NACES\)](#) or [Association of International Credential Evaluators \(AICE\)](#).

When requesting evaluation of foreign transcript, please remember the following:

1. The evaluation must be a certified English translation and detailed course-by-course analysis that indicates, for each course, its U.S. semester equivalency, and the grade the student earned.
2. All evaluations and translations are subject to review to ensure that academic and degree requirements are being met.
3. The transcript evaluation, along with copies of official transcripts, should be sent directly to the Admissions Office, from the evaluation service provider.
4. Foreign transcripts submitted to Casa Loma College without a course-by-course evaluation and/or from an organization not recognized as a member of NACE or AICE, will not be accepted.

Please Note: Each company has varying requirements, fees schedules, and documentation requirements based on the type of institution attended and the location of campus. Please consult the evaluation services' website to confirm the specific documentation and other requirements needed before submitting your request.

### **Acceptability of Courses**

Credits will be considered for transfer only if the following four (4) criteria are met:

1. **Content Requirement:** Courses that are comparable in category (i.e. PSY, PHIL, HUM, ENG, etc.) and credit to a course offered by Casa Loma College in terms of educational level and difficulty. The transfer credit must meet the requirements of the specific academic program for which they are being considered. Each program maintains its own transfer credit requirements.  
**Courses which must be specific to content, objectives and learning outcomes:**
  - **DMS:**
    - MAT 105 College Algebra
    - SOC 110 Leadership and Professional Development
  - **MRI:**
    - SOC 190 Interpersonal Team Leadership for Violence Prevention
    - CDV 100: MRI Career Development
2. **Unit Requirement:** Transfer credit hours are based on the credit hour assigned by the originating institution and the appropriate conversion to semester credit hours.
  - No student may receive more credit at Casa Loma College than was granted on the other institution's transcript
  - The student will receive credit equivalent to the number of credits indicated on the transcript, up to the number of credits for the equivalent course at Casa Loma College
  - No credit will be granted for a course in which the student has already received credit at Casa Loma College.
3. **Grade Requirement:** each program maintains its own grade requirements for awarding of transfer credit:
  - a. **Diagnostic Medical Sonography:** A letter grade of "B" or higher is required.
  - b. **Magnetic Resonance Imaging:** A letter grade of 'B' or higher is required.

- c. **Physical Therapist Assistant:** A letter grade of “B” or higher or is required.
  - d. Courses taken for grades of P (Pass) or S (Satisfactory) are not eligible for transfer of credit
  - e. Transfer credit is not used in determining grade point average.
  - f. Transfer credits will count towards the maximum time frame allowed for completion of program.
4. **Timeframe Requirement:** To ensure our graduates enter the workforce with the current knowledge and an accurate understanding of relevant information, time limits are imposed to previously completed college courses. At the discretion of the Program Director, different time limits may be applied to courses, and, applicants may be required to take knowledge-based exams to prove competency in subject matter.
- a. **General Education Courses:**
    - i. **Diagnostic Medical Sonography:** No time limits are placed on general education course transfer
    - ii. **Magnetic Resonance Imaging:** No time limits are placed on general education course transfer
    - iii. **Physical Therapist Assistant:** Courses must have been completed in the five (5) calendar years prior to enrollment
  - b. **Technical Program Core Courses:** Core courses are not accepted for transfer credit; however, at the discretion of the Program Director and under special circumstances, review and evaluation of core transfer credit may be done on a case-by-case basis.

**Additional Courses Reviewed for Credit:**

- 1. **College Level Examination Program (CLEP):** Course credit assigned by the originating institution is eligible for evaluation and the award of transfer credit provided the course being considered is listed on the official transcript according to course number and hours of credit assigned
- 2. **Military Programs:** Credit for military programs and training is awarded according to American Council of Education (ACE) recommendations.
- 3. **Credit for Life Experience:** Credit may be awarded upon documentation of appropriate experience, academic testing and demonstration of skills. Testing and evaluation of skills are conducted by the Program Director. These situations are evaluated a case by case with credit awarded at the discretion of the Academic Program Director. Denial of credit for life experience may not be appealed.

**Courses Not Accepted for Credit:**

- 1. Vocational, technical, development and remedial courses
- 2. Credits awarded based on institutional or competency examinations
- 3. Continuing education
- 4. Correspondence courses Internship or practicum credit is not accepted
- 5. Proficiency or competency credit-by-exam earned at another college or university.

**Transfer Credit Limits**

- Diagnostic Medical Sonography: 15 credits. General Education courses only, with the exception of Anatomy and Physiology.
- Magnetic Resonance Imaging: 36 credits. General Education courses only.
- Physical Therapist Assistant: 7.5 credits. General Education courses only.

Each student must meet Casa Loma College's residency requirement of completing at least 25% of the program's credits at Casa Loma College. Additionally, students must meet all program requirements, regardless of the number of transfer credits.

### **Financial Aid**

Transfer credits may affect the eligibility of students for the type and amount of financial aid available to them. Applicants wishing to obtain transfer credit are encouraged to meet with a Financial Aid representative prior to applying for transfer of credits from a prior institution.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Casa Loma College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma, you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree 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 Casa Loma College to determine if your credits, degree or certificate will transfer.

## **CREDIT HOUR INFORMATION**

In 34 CFR 600.2 the U.S. Department of Education (USDOE) adopted new regulations related to awarding academic credit for Title IV institutions eligible for financial aid in 2010. The new regulations were engaged on January 1, 2012 and define a credit hour as follows:

A credit hour is 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 not less than:

1. For in-class courses: The completion of one credit hour of classroom or direct faculty instruction and a minimum of two credit hours of out-of-class student work each week for one semester (15 weeks);  
or
2. For online, hybrid, and accelerated courses: The completion of an equivalent amount of faculty instruction and student work, as stipulated above in paragraph (1), that may occur over a different amount of time; or
3. For other academic activities: The completion of an institutionally sanctioned academic activity (e.g., externship, practicum, internship, independent study, studio work, laboratory work, fieldwork, and pre-dissertation/thesis work) that is equivalent to the amount of work stipulated in paragraph (1), that may occur over a different amount of time.

## **CLOCK HOUR TO CREDIT HOUR CONVERSION**

Casa Loma College degree programs are offered in semester terms. Academic credit is determined based on the following:

Semester - minimum of 15 weeks in length

1. Fifteen hours of lecture per week for one semester credit
2. Thirty hours of lab per week for one semester credit
3. Forty-five hours of externship per week for one semester credit

Outside Preparation Hours/Out-of-Class Student Work is defined as two hours of outside student work for every one clock hour assigned to the course. Example: 45-hour class = 90 hours of outside student preparation hours over the duration of the course. Many courses will require more than the minimum outside preparation hours defined above.

## CLINICAL PRACTICUM (EXTERNSHIP/INTERNSHIP)

Clinical practicum experiences are a critical and invaluable portion of the College's educational programs as well as an integral part of the student's education. To ensure that students get the maximum educational value and benefit from their clinical practicum experiences, the following policies are in effect for all programs:

- Students are not to be paid for any of the activities they perform during their clinical practicum.
- Clinical sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
- A licensed or certified "clinical instructor" is to be present at all times during all of the procedures in which students are actively involved.
- Students are allowed to procure gainful employment outside of their scheduled clinical practicum hours; however, if a student is an employee of the clinical site, hours worked as an employee do not count towards clinical practicum required hours.

## STUDENT HEALTH REQUIREMENTS

Diagnostic Medical Sonography and Magnetic Resonance Imaging students are required to obtain their own health examination and documentation of immunizations and provide all documentation to the Clinical Coordinator by a specified date. The Physical Therapy Assistant Program offer students the ability to obtain their health requirements through the College with costs included in the total cost of the program. Students have the option of opting out of this service and obtaining their health requirements with their primary care physician and covering their own cost.

All students must meet health requirements to maintain enrollment status. Prior to a clinical externship, students must provide documentation of a current physical exam with proof of immunization of the following: T-dap, Varicella and MMR, proof of PPD or chest x-ray, Hepatitis B or proof of having begun Hepatitis B series or having signed a declination. No student will be permitted into a clinical rotation with a disqualifying result or failure to meet the specified deadline provided by Clinical Coordinator.

## CRIMINAL BACKGROUND CHECK

Successful completion of Casa Loma College's allied health programs includes satisfactory completion of the clinical education component of the curriculum. Most clinical sites now require students to complete a criminal background check prior to participating in clinical education placements. In addition, many states also require disclosure of an individual's criminal history to apply for professional certificates, registrations, and licenses. Existence of a criminal history may subject an individual to denial of an initial application for a certificate,



registration, or license to practice in a clinical setting. In response to this growing trend, Casa Loma College requires students to submit to criminal background checks.

Each program at the College has slightly different requirements and procedures. Complete information for each program can be obtained from the Admissions Office.

---

## DRUG TESTING

The College's Drug and Alcohol Prevention Program prohibits the unauthorized use, possession, sale, conveyance, distribution, and manufacture of controlled substances, including marijuana, as well as being under the influence of legally prescribed drugs that prevent an individual from performing the essential functions of his or her job or where the individual poses a direct threat while using those drugs. Casa Loma College adheres to all policies of clinical facilities with which the College affiliates for student clinical internship/externship learning experiences. Clinical facilities often require students to submit to a drug screen and to test negative for drugs as a condition of acceptance at that clinical facility. *Accepted candidates for admission to a program may therefore be required to pass a drug test prior to enrollment in a program, randomly while in the program, and/or prior to the start of a clinical rotation.*

Accepted candidates who refuse to submit to screening or fail to pass a drug screening may be withdrawn from consideration or enrollment into a program; enrolled students who refuse to submit to screening or fail to pass a drug screen may face disciplinary action up to and including termination.

For additional information, see the Drug and Alcohol Prevention Program on the College website <http://www.casalomacollege.edu/admissions/drugs> or in the College Catalog under Policies and Procedures, Drug and Alcohol Prevention Program.

## STUDENT DISABILITY AND STUDENT ACCOMODATION

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, Casa Loma College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by Casa Loma College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and has consulted with the ADA Coordinator of the College and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

Casa Loma College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service of the college. To request auxiliary aids or services, please contact the ADA Coordinator. Students should submit request with supporting documentation at least six (6) weeks prior to the beginning of the first day of classes or as soon as practical.

Questions, grievances or complaints concerning the American with Disabilities Act should be directed to the ADA Coordinator:

Veronica Pantoja, ADA/Title IX Coordinator. [veronica.pantoja@casalomacollege.edu](mailto:veronica.pantoja@casalomacollege.edu). 818-785-2726 ext. 223  
6725 Kester Ave., Van Nuys, CA 91405

## STUDENT HOUSING

Casa Loma College is a non-residential College and has no responsibility to find or assist a student in finding housing. However, we are committed to providing good information about housing options to assist students in their search. The inclusion of any apartment or agency on the list below does not represent an endorsement of services or facilities, nor does it guarantee vacancies. Please be aware that Casa Loma College does not inspect any housing facilities. We do not assume responsibility for the condition of these housing facilities, nor the character of any applicant, property owner, or tenant. Students are strongly advised to visit properties in person before committing to a lease.

### **Resources for Housing in Los Angeles County**

[Zillow](#)

[Craig's List](#)

[Trulia](#)

[Apartment Finder](#)

## ACCEPTANCE TO THE COLLEGE

An applicant is considered for enrollment in a specific program after all required materials and requested information has been received. Selection of candidates is made on an individual and competitive basis according to program criteria as class size are limited.

Accepted candidates for programs are not considered enrolled students until the entire admissions process is complete. Enrollment becomes official; after the signatures of the student and an official of Casa Loma College are contained on a fully executed enrollment agreement and the student has attended the first day of class.

## EMPLOYEE COMPENSATION

Casa Loma College does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in ensuring enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

## CLASS CANCELLATION

To ensure the full enrichment of every program a minimum number of students is required. If the minimum number is not met, the class may be postponed until the minimum number is attained. If the class is cancelled due to the shortage of enrollments, all monies paid will be refunded in full.

## TEXTBOOK INFORMATION

Students have the option of purchasing their own textbooks. Program Tuition and Fee schedules are in the College Catalog and the College website with the following information identified for each required textbook: textbook title, ISBN, the student price on tuition schedule (including tax, shipping and handling charges).

## CERTIFICATION, STATE BOARD EXAMS & LICENSURE

Casa Loma College strives to provide the best education for all its students. The College's attention and compliance with regulatory and accreditation agencies is continuous. However, a student's graduation or completion of a course or program does not ensure a student's ability to successfully pass a national credentialing or certification examination or approval for licensure that may be required to practice. It is the student's responsibility to maintain his/her adequate academic and clinical skill and to further improve them to a mastery level if passing a national credentialing or certification examination is one's goal. It is the student's responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license is one's goal. Graduation or successful completion of a Casa Loma College program only indicates a student has met the minimum requirements set forth by Casa Loma College and its regulatory, approval and accreditation agencies.

In addition, licensure, credentialing, or certification requirements are set by agencies that are not controlled by or affiliated with Casa Loma College and requirements can change at any time. For example, licensure, credentialing, or certification requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure, credentialing, or certification requirements. Casa Loma College will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure, credentialing, or certification requirements. Students should contact the respective licensure, credentialing, or certification agencies for more detailed information regarding licensure, credentialing, or certification.

---

## MAGNETIC RESONANCE IMAGING

There is no state or national licensure required to operate an MRI scanner, however, it is becoming extremely competitive to work in this field without advanced certification. The MRI Program prepares its graduates to take the ARMTRIT exam and the ARRT Primary Pathway Exam (MRI). Graduates are required to pass the MR 300 Review Course prior to receiving eligibility to the ARRT MRI Primary Pathway Exam.

All fees related to the ARRT MR are included in the cost of the program. ARRT Exam fees are paid at the time of program completion. Students will receive a Candidate Status Report (CSR) from ARRT. Students who do not take the examination within the 90-day window as identified on the CSR are financially responsible to pay the exam fee and any additional exam and associated fees.

ARMTRIT Certification fees are the responsibility of the student. The non-refundable application fee for the ARMTRIT Exam is \$300.00. This does not include testing fees, if any.

To obtain information about the ARMTRIT Certification Exam contact the American registry of Magnetic Resonance Imaging Technologists at 2444 NW 8th St, Delray Beach, FL 33445, Phone: 516. 450.6880; Email: armrit@msn.com. You may also visit their web site at <https://www.armrit.org/>

To obtain information about the ARRT Certification Exam contact The American Registry of Radiologic Technologists at 1255 Northland Dr., St. Paul, MN 55120, Phone: 651.687.0048. You may also visit their website at: <https://www.rrt.org/earn-rrt-credentials/credential-options/primary-pathway>

---

## DIAGNOSTIC MEDICAL SONOGRAPHY

There is no state or national licensure required it is becoming extremely competitive to work in this field without advanced certification. The DMS Program prepares its graduates to take the ARDMS exam and the ARRT Primary Pathway Exam (Sonography). Graduates are required to take and pass the DMS 300 Review Course prior to receiving eligibility to the ARRT DMS Primary Pathway Exam.

The DMS Program is a general concentration program. Upon completion of this program, the education received will prepare you to sit for the ARDMS Abdominal and Small Parts and/or the OB/GYN Certification Exams. The DMS program is not designed as a complete preparation to take the vascular certifying exam. The Vascular course is intended as an introduction to vascular ultrasound imaging; an additional six months+ of training is required for the RVT.

All fees related to the ARRT Sonography Exam and the RDMS SPI Exam are included in the cost of the program. Graduates of the program are responsible for all exam fees and any additional associated fees for RDMS Specialty Certification. ARDMS specialty exam fees are \$250.00 each.

ARRT Exam fees are paid at the time of program completion. Students will receive a Candidate Status Report (CSR) from ARRT. Students who do not take the examination within the 90-day window as identified on the CSR are financially responsible to pay the exam fee and any additional exam and associated fees.

RDMS SPI Exam fees are paid upon completion of DMS 240. Students must take the RDMS SPI exam prior to program completion. Students who fail to take the test within the specified time are financially responsible for all exam fees and any additional associated fees.

To obtain more information about the ARDMS certification examinations, you may contact The American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850. You may also visit their web site at [www.ardms.org](http://www.ardms.org).

To obtain information about the ARRT Certification Exam contact The American Registry of Radiologic Technologists at 1255 Northland Dr., St. Paul, MN 55120, Phone: 651.687.0048. You may also visit their website at: <https://www.arrt.org/earn-arrt-credentials/credential-options/primary-pathway>

---

## PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistants must be licensed to practice, and each state has individual requirements regarding licensing. For employment within the state of California, students must successfully complete the National Physical Therapist Assistant Exam (NPTAE) given by the Federation of State Boards of Physical Therapy (FSBPT). To be allowed to take the NPTAE, students must have graduated from an accredited PTA program. Upon successful completion of NPTAE, students may apply for California certification from the Physical Therapy Board of California (PTBC). The application to PTBC must include a Certificate of Completion (P1E) form issued by the school and proof of successful completion of the California Law Examination (CLE), which relates to the practice of physical therapy in California. The CLE is a one-hour multiple-choice examination. More information regarding the national exam can be found at <http://www.fsbpt.org/>. More information regarding California licensure can be found at <http://ptbc.ca.gov/>.

PTA graduates take a national exam that is recognized by all states. Graduates can only apply for one state license at a time. If the graduate moves to another state, the graduate must apply for license via endorsement and if the state has a jurisprudence exam, they must take and pass that exam.

All fees associated with PTA licensure are included in the total cost of the program.

## GRADUATION REQUIREMENTS

The candidate for an Associate of Science Degree or Associate of Applied Science Degree must meet the criteria identified below.

- Complete and pass the General Education requirements appropriate to the degree;
- Complete and pass the programs core technical course requirements;
- Complete and demonstrate clinical proficiency by satisfying the requirements of the competency-based clinical education objectives and competencies evidenced by satisfactory evaluations;
- Pass the program's exit examination;
- Complete the program within the maximum time frame allowed;
- Be in good financial standing with the College and attend all graduate/financial aid exit interviews;
- Complete a minimum of 60 credit hours of course work or higher for an associate degree;
- Complete the minimum number of credits in residency;
  - At least 25% of credit hours of degree requirements must be earned at Casa Loma College.
- Have a minimum cumulative 2.3 grade point average (GPA) on a 4.0 grade point scale.

## COMMENCEMENT EXERCISES

Graduation is a time to recognize all Casa Loma College students for their outstanding accomplishment. Graduation is also a time to recognize those students who have excelled in their programs. Commencement Exercises are held twice a year in Spring and Fall.

---

## DIPLOMAS

Graduates will receive a diploma upon completion of all hours and requirements of said program in addition to meeting all financial obligations to the College. Diplomas are not received during the commencement ceremony but as students complete their program.

### **Replacement Diplomas**

Graduates may request a replacement diploma if their original diploma has been lost or destroyed. Replacement diplomas shall carry all information contained on the original except that all signatories will be current administrators. The replacement diploma will indicate state a replacement. Graduate requesting a replacement diploma will be subject to the current fee for such diplomas.

There is a fee charged for replacement diplomas of \$20.00

### **Unclaimed Diplomas**

Unclaimed, undeliverable or withheld diplomas are retained by the Registrar's Office for a period of five years after which time they will be destroyed. Graduates wishing to replace an unclaimed, destroyed diploma must purchase a replacement diploma as described above.

---

## GRADUATION AWARDS

- Valedictorian – student with the highest overall GPA within each program
- Salutatorian – student with the second highest GPA within each program

### Perfect Attendance Recognition - Green Cord

- No absences throughout the entire program
- One or two tardy qualify
- Three or more tardy in a course or semester **does not** qualify.

Students who have repeated a course are eligible for perfect attendance award as long as the above criteria have been met in both the original and repeated course.

---

## ACADEMIC HONORS

- Cum Laude: 3.50 to 3.69 Overall GPA
- Magna Cum Laude: 3.70 to 3.89 Overall GPA (Silver Cord)
- Summa Cum Laude: 3.90 to 4.00 Overall GPA (Gold Cord)

Students who have repeated a course are eligible for honors awards; and, although the first grade will not count towards the final program GPA, the credits/hours attempted will count towards configuration of final program GPA.

## GRADUATE RETRAINING

Graduates of Casa Loma College are welcome to return for refresher training based on space availability and approval of Program Director, excluding clinical and externship sites. It is recommended and encouraged that all students required to take a licensure or certification exam, attend several review courses before taking exam. Graduates requiring additional assistance beyond review classes should arrange with the Program Director.

## ARTICULATION AGREEMENTS

Articulation Agreements are contracts between institutions established to designate specific course transfer equivalencies. Casa Loma College maintains an articulation agreement with the University of Phoenix. All credit from associate degrees awarded by Casa Loma College will transfer to the University of Phoenix, meaning that all associate degree related courses, subject to program limitations detailed on the transfer literature, will automatically transfer. Although credits will be accepted in transfer, additional general education credits may be needed to fulfill the program requirements.

- Students from Casa Loma College will be granted admissions to a baccalaureate degree program at the University of Phoenix based on academic requirements as a result of having earned an associate degree

and upon further satisfaction of all other conditions for admissions as stated in the University of Phoenix catalog.

- Students from Casa Loma College, who are within 12 months of the completion of their associate degree, may pre-apply to a University of Phoenix baccalaureate program and will be granted access to the University of Phoenix University Library Online Collection.
- If the student is enrolled in the Bachelor of Science in Management program (in states where offered), the associate degree focus will be listed as an area of emphasis on the baccalaureate transcripts and University of Phoenix Diploma.





## VETERANS EDUCATION

Casa Loma College is approved by the United States Department of Veterans Affairs and the California State Approving Agency for Veterans Education (CSAAVE) to offer academic programs under Title 38, United States Code, to enroll veterans and other eligible persons who qualify for educational benefits. Students sponsored or assisted by the Department of Veterans Affairs may receive assistance from the School Certifying Official in the filing of appropriate forms. We are here to work closely with you and your family and ensure you have access to resources that will make your transition as informative and seamless as possible.

While benefit and eligibility information is provided by the College, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at the College to learn more about these programs and participation.

Veterans applying for Veterans Administration (VA) educational benefits are responsible for knowing the VA eligibility requirements and regulations. Eligibility for VA educational benefits can only be determined by the U.S. Department of Veterans Administration. Before we can certify enrollment for benefits, veterans must first meet the College admission requirements. Casa Loma College will inquire about each veteran or eligible person's previous education, training and request transcripts for all prior institutions, including military training, traditional College coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. (Note: All prior training must be evaluated).

Casa Loma College participates in two GI Bill® Programs:

- [Post-9/11 GI Bill®](#)
- [Montgomery GI Bill®](#)

The amount of VA educational benefits awarded is determined by the U.S. Department of Veterans Administration and is based on monthly enrollment for specific courses which are applicable toward an approved VA objective. Monthly rates may be accessed at [www.gibill.va.gov](http://www.gibill.va.gov)

Please note that the application process for Veterans Educational Benefits is different for new students who have never received benefits before from continuing/transfer students who have already initiated benefits. To determine if you are eligible for educational benefits through numerous GI Bill® Programs, visit [Getting Started with Education and Training](#).

Students enrolled in Casa Loma College under the Veterans Program must successfully complete all requirements, as stated in the College Catalog, to be eligible for graduation.

---

### VETERAN'S SATISFACTORY ACADEMIC PROGRESS STANDARDS:

If you are a Benefit Recipient, you are required to maintain satisfactory Academic Progress (SAP) in order to continue to receive these funds. In brief you are required to meet all of the following standards:

1. You must maintain the cumulative grade point average (GPA) of at least a 2.30; and
2. You are required to satisfactorily complete a cumulative minimum of 67% of the credits in which you enroll;
3. You must finish your program within 150% of the credits required for completion;
4. You must maintain a cumulative SAP GPA that meets or exceeds your programs minimum requirements.

Diagnostic Medical Sonography	C+ / 2.30
Magnetic Resonance Imaging	C+ / 2.30
Physical Therapist Assistant	C+ / 2.30

Students must achieve the minimum GPA at the end of each semester or level to advance to the next semester or level. Student academic progress is reviewed at the end of each semester. When a recipient has not achieved the minimum cumulative GPA requirement the student will be considered to have not met satisfactory academic progress.

---

#### VETERAN'S ACADEMIC PROBATION

The first semester a student using veteran benefits fails to meet the above requirements, he/she is placed on academic probation and a written notice to this effect is provided to him/her. A student on academic probation has one semester to comply with the minimum academic standards of progress. Students on academic probation continue to be eligible for financial aid and financial assistance.

If the student meets this provision, academic probation is lifted. If the student fails to comply with the set standards at the end of the probationary semester, eligibility for all state and federal veteran's funds will be withdrawn resulting in the student being placed on termination status. When a student is terminated, Casa Loma College is required to notify the VA and suspend benefit certification until minimum standards are reached. Termination from the use of benefits does not necessarily mean termination from Casa Loma College. Veteran students will be ineligible for VA Benefits for one semester if they do not meet the terms above. That means you will not receive your benefits for the semester following such determination.

If you failed to maintain SAP due to unforeseeable extenuating circumstances, you may appeal your loss of VA benefit eligibility. Students who experience extenuating circumstances, that were reasonably unforeseeable at the beginning of the semester/level and that are beyond the student's control, may appeal. The circumstances that are cited in the appeal must be timely to the semester/level of enrollment during which the academic difficulty occurred. These extenuating circumstances must have been sufficiently disruptive that the student was prevented from continued enrollment and/or successful completion of the semester/level and meeting of the SAP standards. Circumstances such as difficulty adjusting to College, time management issues, failure to balance social life against academic workload requirements, prioritization of other activities above coursework and inability to afford enrollment expenses in the absence of Veteran Educational Benefits are not alone sufficient to qualify as extenuating.

Documented extenuating circumstances might include, but are not limited to:

Student's major illness or injury	Death in the student's immediate family
Major illness or injury in the student's immediate family	Death of student's spouse
Student's spouse's major illness or injury	Student's deployment to active duty
Student's loss of employment	Student's spouse's deployment to active duty
Student's parent's loss of employment	Student's parent's deployment to active duty
Student's spouse's loss of employment	Natural disaster affecting the student
Student's separation or divorce	Natural disaster affecting the student's parent(s)
Student's parent's separation or divorce	Natural disaster affecting the student's spouse

All SAP appeals will be evaluated by the Administrative Committee. The student must document all extenuating circumstances, explain changes that will allow for academic success during future enrollment and must submit an advisor-approved academic plan. Documentation of extenuating circumstances typically consists of provider confirmation of injury or illness, an employer's separation letter, a court order, police incident or accident report, attorney's letter, divorce decree, deployment orders, obituary or death certificate as applicable; however, the VA SAP Administrative committee or its designee solely determines the sufficiency of documentation in accordance with the circumstance(s) presented. *Please note*, having extenuating circumstances does not in any way guarantee that your SAP appeal will be approved. If your circumstances were reasonably foreseeable or are deemed to have been within your control, or were present and you decided to enroll anyway, your SAP appeal is likely to be denied. Your SAP appeal is also likely to be denied if you enrolled for more than two semesters without seeking intervention and treatment for an existing issue (or issues).

#### REESTABLISHING ELIGIBILITY FOR VA EDUCATIONAL BENEFITS:

Students who choose not to appeal, or whose appeals are not approved, may be able to reestablish eligibility for VA Benefit use. Such students may (if they are otherwise eligible) continue to enroll for courses at the College at their own expense until they have met all of the SAP standards that are required for VA benefit use. Neither paying for one's classes nor sitting out for a term affects a student's academic progress standing, so neither (alone nor together) is sufficient to reestablish aid eligibility, if the student has not met all SAP standards. If you submit a

SAP appeal and it is approved you will be eligible to use your VA Educational Benefits so long as you meet all other program eligibility requirements. If you submit a SAP appeal and it is denied you will not be eligible to use your VA Educational Benefits until you meet all of the SAP standards.

If you experienced extenuating circumstances and wish to appeal the loss of your eligibility to use your VA Educational Benefits please submit the SAP appeal form along with appropriate documentation to the Registrar's Office as far in advance of your planned enrollment as possible. The Administrative Committee will review your application and will determine if your eligibility is reinstated. The Registrar's Office will respond with the committee's decision usually within 2 weeks of receiving your complete appeal.

The decision of the Administrative Committee is final and can neither be appealed elsewhere in the College, nor can it be appealed to the U.S. Department of Veterans. If your SAP appeal is denied, you can only re-appeal if you have extenuating circumstances and/or documentation that you did not include with your initial appeal submission. Re-appealing because you do not agree with the Administrative Committee's decision is not a valid basis upon which to submit another appeal. Your re-appeal letter and documentation must be submitted to the Registrars' Office within two weeks of the date your denial issued. If your re-appeal is denied by the Administrative Committee you are not permitted to appeal again and all subsequent appeals that are based upon the same circumstances will be rejected.

# ACADEMIC INFORMATION AND COLLEGE POLICIES

## ATTENDANCE

Casa Loma College emphasizes the need for all students to attend classes on a regular basis. Our programs prepare students for safe patient care and we expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of their profession.

Attendance is mandatory. Students are expected to attend all classes. Students may not be absent more than:

<p>Diagnostic Medical Sonography – Day / Evening</p>	<p>Residential: 1 absence per 7-week course 1 absence per 8-week course 4 absences per 15-week core program module Online = See section for Online and Attendance and Dismissal Policy</p> <p>DMS 300 Review is mandatory attendance with no absences permitted Externship: see policy under Clinical Externship</p>
<p>Magnetic Resonance Imaging</p>	<p>Residential: 1 absence per 8-week course 2 absences per 16-week course Online = See section for Online and Attendance and Dismissal Policy</p> <p>MR 300 Review is mandatory attendance with no absences permitted Externship: see policy under Clinical Externship</p>
<p>Physical Therapist Assistant</p>	<p>3 absences per semester for residential courses. Internship: see policy under Clinical Externship</p>
<p>Online Attendance</p>	<p>Each student is expected to participate in the classes in which he or she is enrolled. Participation is a component of grading. Basic participation policies are as follows; Students must participate in the discussion forum a minimum of three different days per week, with the first post being no later than Wednesday. Students must also complete all assignments in a timely fashion, or where appropriate make alternate arrangements with their instructor. In addition, other policies on participation and make-up work may vary by individual course and are stated in the syllabus for the particular course. Students are responsible for being familiar with course requirements at the onset of each course.</p>

### GENERAL ATTENDANCE REQUIREMENTS FOR RESIDENTIAL COURSES

1. Students must be in attendance 100% of the time to be given full attendance credit.
2. If a student is going to be absent, he or she must notify their Instructor, Externship Sit and/or Clinical Coordinator in advance of the class start via text or phone call. Students should have contingency plans for issues such as sick children, transportation and traffic problems.

3. Students should schedule medical, dental and personal appointments before or after school hours.
4. When extenuating circumstances exist, which include only the death of a family member, infectious or serious illness of student or statutory government responsibilities and documentation is provided, the Program Director will make the final determination if the absence is excused.
5. When a student reaches the maximum allowable absences, he/she will receive one warning letter from the Registrar's Office.
6. An automatic drop may ensue following a student's exceeding the maximum absences in their program. The Program Director is the final determination on a student's termination due to absences.
7. Arriving Late or Leaving Early:
  - a. Students may not arrive late or leave early as these behaviors disrupt the learning environment.
  - b. Any student arriving after the start of class will be considered tardy. No grace period is allowed. In addition, students arriving to class late after breaks are considered tardy.
  - c. Students leaving class early will be counted absent for the day, regardless of the time left.
  - d. Students arriving to class 60 minutes or later are counted absent for the day.
  - e. Three times tardy equal one day's absence; three more will result in another day's absence and so forth.
8. Absences:
  - a. Absences due to bereavement count towards the allowed absences in the term.
  - b. Students who are not in attendance and miss a quiz, test or lab competency **must** make it up on the next scheduled day of class.
    - i. If a student does not make up the quiz, test or lab competency on the first day back, students will receive a zero
    - ii. Students cannot receive higher than the minimum passing grade, regardless of actual score.
  - c. No early quizzes, tests or lab competencies will be given.
  - d. Final exams cannot be made up.
  - e. Students are responsible for keeping an individual record of attendance, as well as grades. Students can access grades at any time through online learning system-Moodle.
  - f. Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any days missed.

---

## DMS AND MRI CLINICAL EXTERNSHIP

Externship grade is Pass or No Pass.

Pass/No Pass is determined by:

- Completion of 100% of the assigned practicum hours
- Satisfactory completion of all assigned performance objective competencies
- Completion of all clinical logs
- Satisfactory rating on all clinical evaluation forms

---

## DIAGNOSTIC MEDICAL SONOGRAPHY

DMS Clinical Externship is 960 hours and is completed in the last two semesters of the program

1. DMS – 960 hours mandatory attendance (DMS 250 = 560 hours; DMS 260 = 400 Hours)
  - a. Days of externship are Monday through Friday
  - b. Students are required to attend between 35 and 40 hours per week
2. Three absences per externship semester

3. Students, even with the allowed absences, **MUST** maintain their hour requirements within the designated time frame per semester
4. Students will be put on attendance probation if they miss the allowed 3 days within the 16-week semester and/or students fail to maintain the hour requirements for 4 consecutive weeks.
5. Once on attendance probation, if hours are not made up, the student is not allowed to move forward to the next semester.
6. The student can be dropped from externship at the discretion of the Program Director and externship site.

DMS 250 is 560 hours of clinical externship. Students are required to attend 40 hours per week, no more and no less. The typical schedule is 5 days per week / 7 -8 hours per day; however, this will depend on the clinical site.

- Students who do not complete 560 hours of clinical externship by the end of DMS 250 may be allowed, at the discretion of the Program Director 14 additional days to obtain the 560 hours from the program; students not able to meet the 560 hours within that time, will be terminated and required to repeat the entire DMS 250. *Note: Hours beyond 560 do not transfer to DMS 260. There are no exceptions*

DMS 260 is 400 hours of clinical externship. Students are required to attend 40 hours per week, no more and no less. The typical schedule is 5 days per week / 7 – 8 hours per day; however, this will depend on the clinical site.

- Students who do not complete 400 hours of clinical externship by the end of DMS 260 will have 14 days from the last scheduled date of the program to complete the required 400 hours. Students who do not complete the hours within these 14 days will be terminated and required to repeat DMS 260 Clinical Externship. There are no exceptions.

## MAGNETIC RESONANCE IMAGING

MRI Clinical externship consists of 1000 hours and is in the last two semesters of the program.

1. MRI 1000 hours of mandatory attendance
  - a. Days of externship are Monday through Friday
  - b. Students are required to attend between 35 and 40 hours per week
2. Three absences per externship semester
3. Students, even with the allowed absences, **MUST** maintain their hour requirements within the designated time frame per semester
4. Students will be put on attendance probation if they miss the allowed 3 days within the 16-week semester and/or students fail to maintain the hour requirements for 4 consecutive weeks.
5. Once on attendance probation, if hours are not made up, then student is not allowed to move forward to the next semester.
6. The student can be dropped from externship at the discretion of the Program Director and externship site.

MRI 181 is 460 hours of clinical externship. Students are required to attend 35 to 40 hours per week, no more and no less. The typical schedule is 5 days per week / 7 -8 hours per day; however, this will depend on the clinical site.

- Students who do not complete 460 hours of clinical externship by the end of MRI 181 will be terminated from the program and required to repeat MRI 181 clinical externship. There are no exceptions to this policy. *Note: Hours beyond 460 do not transfer to MRI 182. There are no exceptions*

MRI 182 is 560 hours of clinical externship. Students are required to attend 35 to 40 hours per week, no more and no less. The typical schedule is 5 days per week / 7 – 8 hours per day; however, this will depend on the clinical site.

- Students who do not complete 540 hours of clinical externship by the end of MRI 182 will have 14 days from the last scheduled date of the program to complete the required 540 hours. Students who do not complete the hours within these 14 days will be terminated and required to repeat MRI 182 Clinical Externship. There are no exceptions.

---

## PHYSICAL THERAPIST ASSISTANT

Attendance at all classes, labs and clinical experiences is mandatory. The Program believes that optimal learning occurs in the lab and classroom in the presence of the instructors and other students. Students who are not present miss the best opportunity to learn the material crucial for passing the NPTAE and becoming a competent and ethical physical therapist assistant. The PTA curriculum is accelerated and intense. It does not allow for repeated experiences.

There are no excused absences. Absences are either anticipated or unanticipated emergencies. In the case of an anticipated emergency, the situation must be discussed with the instructor in advance and a Student Contact Form filled out which includes an educational plan detailing how the missed material will be made up. In the case of an unanticipated emergency, the instructor must be contacted via phone call or text message at the first opportunity. Upon return to campus, the student must meet with the instructor and a Student Contact Form filled out which includes an educational plan detailing how the missed material will be made up.

Specific attendance/tardiness guidelines are as follows:

- Students must be in attendance 100% of the time to be given full attendance credit. Grades for participation will be reduced for tardiness or leaving class early.
- There are no absences permitted in clinical internships in Semesters 4 and 5. Any missed clinical hours must be made up to be allowed to progress in the Program.
- “No call/no show” will not be tolerated and may result in dismissal from the Program. Students should have contingency plans to handle issues such as ill children, transportation, and traffic problems.
- If a student is absent more than 3 days in any semester, the Program Director will evaluate the individual student's situation. The Program Director will determine, based on academic performance and circumstances of absences, the outcome of the student's continued standing in the Program.
- Students are to be present on or before the scheduled starting time of any class or clinical work day and return promptly from scheduled breaks and lunch. Any student arriving after the commencement of class or for a clinical internship workday will be considered tardy. Students leaving before the end of class will be considered absent.
- Tardiness on three occasions will accumulate to one absence. If the student has an unforeseen circumstance causing a tardy, the student must call or text the instructor as soon as he/she is able. Repeated tardies are not acceptable and may result in remediation or termination.
- Students who are absent are responsible for obtaining lecture notes and any materials that reflect the objectives for that day and for completing all assignments missed.
- Students who miss a quiz or exam due to absence may receive a zero (0) for that quiz or exam unless the instructor is notified in advance via phone call or email. Instructors may deduct up to 10% of a make-up quiz or exam grade if the quiz or exam was missed due to an absence. Missed quizzes or exams must be made



up outside of class time before the next class meeting. It is the student's responsibility to arrange for retake with the instructor.

- Because the content covered in each class is extensive, students are advised that instructors may not be able to repeat or review material for students who miss class.

---

## NOTIFICATION OF ABSENCE

Students are to call their assigned clinical site and the College campus to notify their instructor, Program Director or Clinical Coordinator of intended absence at least 30 minutes prior to start time. Failure to follow this procedure may result in counseling and possible termination.

## ONLINE ATTENDANCE POLICY

Each student is expected to participate in the classes in which he or she is enrolled. Participation is a component of grading. Basic participation policies are as follows; Students must participate in the discussion forum a minimum of three different days per week, with the first post being no later than Wednesday. Students must also complete all assignments in a timely fashion, or where appropriate make alternate arrangements with their instructor. In addition, other policies on participation and make-up work may vary by individual course and are stated in the syllabus for the particular course. Students are responsible for being familiar with course requirements at the onset of each course.

Attendance is critical to your success as a student; as such the following attendance policies have been instituted: Students must participate in the discussion board three different days during the week. Non-participation results in an absence.

- Students who are 'absent' two consecutive weeks are automatically withdrawn, receive an automatic fail and are required to retake the course.
- Students who are 'absent' two non-consecutive weeks are submitted for academic review, which may result in withdrawal.
- Students who are 'absent' three non-consecutive weeks are withdrawn, receive an automatic fail, and are required to retake the course.

Attendance in the online courses at Casa Loma College is measured weekly from Monday through Sunday. Attendance is based on participation. Students must post a minimum of three different days to the discussion board, with the first post being no later than Wednesday to receive full credit for participation. Students who do not participate in their online courses during any given week will be sent an attendance warning notice that informs the student that they must participate in the next week of class or they will be withdrawn from their online course(s). Students who do not participate in their online courses for two consecutive weeks are sent a dismissal letter and withdrawn from their online course(s). Students who do not participate in their course(s) for two non-consecutive weeks are submitted to the academic committee for academic review. This could result in withdrawal from the course or being placed on academic probation. The student will receive written notification of committee results and how to proceed within 2 business days. Students who miss three non-consecutive weeks are automatically withdrawn and receive a failing grade.

If a student is withdrawn from a course for attendance failure, they have the opportunity to appeal the decision within 24 hours. A formal letter of appeal should be submitted to the administrative committee for review and a committee decision will be made within 24 hours.

## COURSE WEEKLY SCHEDULE

---

- The FIRST DAY of each course week is 12:01 a.m. (0001) - Pacific Time - each Monday.
- The LAST DAY of each course week is 11:59 p.m. (2359) - Pacific Time - each Sunday (of the following week).
- The LAST DUE DATE for all course assignments is 11:59 p.m. (2359) - Pacific Time - on the published course END date.

## OFFICE HOURS

---

Instructors will hold weekly office hours in lieu of required chat. Office hour attendance is optional and is held in a group forum. Any discussion that requires confidentiality will need to be scheduled as a private meeting.

## LEAVE OF ABSENCE

A student in good academic standing cumulatively who must temporarily interrupt his or her program due to unforeseen circumstances may request a leave of absence. Requests for leave of absence will be considered on an individual basis and must be approved by the Program Director and Director of Financial Aid. A leave of absence may be granted for the following circumstances:

- Pregnancy with childbirth imminent.
- Physician documented restrictions.
- Documented family emergency.
- Other documented emergencies that may interfere with attendance.

Students must be in good academic standing, cumulatively, to request a leave of absence. Students enrolled in term-based programs can only be granted a leave of absence at the beginning or end of a term. A request for a leave of absence will be denied if the leave is requested at any time other than the beginning or end of a term. A student, who must take a leave of absence during the term, will be terminated from the program. The student will be eligible for reenrollment based upon space availability.

A student must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so. For a leave of absence to be granted, it has to meet all of the following conditions:

- Medical leave of absence requires documentation by the student's physician
- There must be a reasonable expectation that the student will return from the leave of absence.
- Leave cannot exceed 180 calendar days within a 12-month period.
- Students taking a LOA may return only upon space availability.

**We do not recommend a leave of absence during the first semester of any program.**

Students who request a leave of absence due to military commitment/active duty service, and are gone for more than thirty (30) days, are entitled to readmission with the same academic status if all of the following criteria are met:

- Advance notice is provided (this can be done by the student or other party)
- The cumulative absence is no longer than five (5) years

- The College is notified of the intent to reenroll within three (3) years from the completion of service or two (2) years if it involves recovery from injury.

## RETURNING FROM LEAVE OF ABSENCE

- All students returning from a leave of absence will be required, prior to the return, to meet with the Program Director. Upon approval for return student must then meet with a Financial Aid advisor to discuss their plan for returning to the program.
- Students whose leave request indicated medical circumstances as the reason for that request will be required to present an appropriate physician's current evaluation of the medical condition and to release student of all restrictions.
- Students in term based programs can only return from a leave of absence at the beginning of a term. When calculating the 180 days allowed, if the term date goes beyond the 180 days, the student will be terminated. The student is eligible for reenrollment based on space availability.
- Students returning from a leave of absence will be placed:
  - Will return at the beginning of their module/course unless a determination is made by the Program Director that student can return at point of departure, space permitting.
- Veterans Affairs will be notified if one of their students has requested and is on leave of absence.

## EFFECT ON FEDERAL STUDENT AID LOANS IF STUDENT FAILS TO RETURN FROM LEAVE OF ABSENCE

Students granted approved leaves of absence retain their, in-school status for Federal Student Aid Loans. However, if a student does not return from an approved leave of absence, the student's grace period begins on the last date of academic attendance.

For a student who does not return from an approved leave of absence, this withdrawal date might result in the exhaustion of some or all of the student's grace period.

## PREGNANCY

1. Students are expected to participate fully in didactic and clinical activities required by the program. The school will not be obligated to permit any special limitations to accommodate pregnant students. A written physician's clearance, indicating the student is "under no restrictions during pregnancy", is to be submitted to the Program Director within the first trimester of pregnancy.
2. The pregnant student has three options:
  - a. The student may remain active in the program with the written physician's clearance until she delivers provided she is able to meet the weekly clinical and laboratory objectives and her attendance remains within program criteria.
  - b. The pregnant student may withdraw from the program.
  - c. The pregnant student may request a leave of absence which must be approved by the Program Director.

3. Postpartum: The student must present a written physician’s clearance to the Program Director prior to returning to the program.
4. Some programs may have a more stringent pregnancy policy. Please check with your program’s student handbook and/or Program Director for your program specific policy.

## BEREAVEMENT

In the event of a death in student’s immediate family the student may have up to three school days to handle family affairs and to attend the funeral; however, the days taken for bereavement count towards the days allowed absent in each term. “Immediate Family” is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents, grandchildren and grandparents-in-law.

## WITHDRAWAL BY STUDENT

A student who withdraws from a class through seventy-five percent (75%) of course completion will receive a “W”. The “W” will count towards credits attempted however does not calculate into the student’s GPA. Students who withdraw after 75% of the course will receive an “F”. The “F” will count towards credits attempted and will count in the student’s GPA. Below is a breakdown of when a student may withdraw without being penalized with an “F”.

Program	Total Hours or Weeks in Course	75% Cut-off
<b>General Education</b>		
General Education	8 weeks	end of 6th week
General Education	7 weeks	end of 5th week
<b>Degree Programs Core Courses</b>		
Core Courses	8 weeks	end of 6th week
PTA Core/Gen Ed Courses	15 weeks	end of 11th week
DMS Core Courses	15 weeks	end of 11th week
MRI Core Courses	16 weeks	end of 12th week

All unpaid costs associated with attending Casa Loma College remain the student’s responsibility after any withdrawal. In addition, any College property in a student’s possession must be returned or the student may be charged for its full replacement value.

Students who are withdrawn from the College and wish to reenroll must apply for reenrollment following the Reenrollment Policy.

## ADMINISTRATIVE TERMINATION

The College reserves the right to terminate enrollment of any student if, in the opinion of the College, further association is not in the best interest of the student or the College. Administrative termination can occur for reasons including, but not limited to, the following:

1. Failure to meet Satisfactory Academic Progress (SAP)
2. Failure to comply with the college's attendance policy
3. Student has not been present in school for 14 days
4. Failure to comply with the college's student conduct policy
5. Student fails to return from leave of absence and has not applied for extension
6. Student has not returned from a suspension
7. Failure to meet financial obligations to the college
8. Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
9. Failure to fully comply with program, clinical and/or externship requirements
10. Student who represents a direct threat to the health and safety of themselves or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to themselves or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, or 3) behavior that would substantially disrupt the learning environment and activities of the College.

Students subject to academic termination are notified of their status by the Program Director. In some circumstances, students may appeal an academic dismissal. Students wishing to appeal will follow the Appeals and Reinstatement policy found in the college catalog. An appeal must be received and completed at least four weeks before the start date designated for the semester for which the student is seeking reinstatement.

A student who has been terminated from the college may apply at any time (either immediately or at any subsequent date) for reenrollment into the program. Students will follow the reenrollment policy if wishing to return.

## RE-ENROLLMENT

Students wishing to reenroll at Casa Loma College after a period of non-attendance must complete an Application for Reenrollment through the Admissions Office, pay a reenrollment processing fee of \$100.00 and submit a reentry request letter to Program Director of the corresponding program. The process for reenrollment should start four to six weeks prior to the semester in which you intend to return.

In some cases, students who have been out of the College for a period of time, must conform to current curriculum requirements outlined in the Casa Loma College Catalog provided during the reenrollment process.

Factors which may be considered when determining eligibility for readmission include, but are not limited to, transcript holds, previous academic achievement, length of absence, space availability in the program in which you were previously enrolled, activities during the period in which you were not enrolled, and prior disciplinary action.

Students must receive clearance from the Program Director, Admissions, Financial Aid and Registrar prior to re-enrollment finalized. Casa Loma College reserves full discretion to admit or deny any reenrollment request.

Additional program reenrollment requirements are outlined below:

---

#### PHYSICAL THERAPIST ASSISTANT PROGRAM

If a student is administratively withdrawn, self-withdraws or is dismissed from the PTA program, he or she may petition to re-enroll. A student must submit a letter as soon as possible to the Program Director indicating his or her intention to re-enroll along with a description of how the student intends to change his or her behavior to increase chances of success in the program. The Program Director will meet with the student and develop a remediation plan with a time table. Re-enrollment is based on the availability of open slots in the program and cannot be guaranteed. When re-enrolled, the student must re-take all skill checks for technical courses completed during first enrollment and must earn a grade of "Pass". Credit for non-technical classes may be maintained for up to 5 years. Credit for technical (PTA designated classes) may be maintained for up to 2 years. Following approval for re-enrollment by the Program Director, the student will meet with admissions and financial aid to update paperwork before beginning classes.

---

#### DIAGNOSTIC MEDICAL SONOGRAPHY AND MAGNETIC RESONANCE IMAGING

Students who withdrew or were administratively withdrawn wishing to return to the DMS or MRI program must follow the reenrollment process identified above in *Re-Enrollment*, as well as following the requirements outlined in this section. **There is a limit of two enrollments allowed** (initial enrollment and one reenrollment, if approved) to complete the DMS or MRI Program. This makes the initial acceptance and commitment to the program and studies required, very important. **There is no guarantee of reenrollment.**

Students reenrolling must go through the admissions process and fully participate in the mandatory orientation procedure and cleared any outstanding balances with Student Accounts.

Students are required to write and submit a letter to the Program Director requesting approval to return and subsequently meet with the Program's Director. The letter must be received a minimum of four (4) weeks prior to the new semester start. The letter must include:

- a. Student full name;
- b. Class ID from prior enrollment;
- c. Name/s of course/s failed;
- d. What the student felt contributed to his or her failing the course/(s);
- e. What changes the student has made to support successful completion with the approved reenrollment.

If initial approval is granted, the Program Director will contact/meet with the student to discuss a reenrollment plan. The Program Director will determine, based on the student's length of absence from program and prior academic performance (grades and attendance), if the student is required to be assessed for competency by taking any course assessment exam(s) prior to authorizing approval for return. Once a reenrollment plan has been devised and has been communicated to the student, the student will receive authorization to return and may continue the reenrollment process pending appropriate approvals from other departments.

If the Program Director evaluates the student’s length of absence from program and prior academic performance (grades and attendance) and determines the student has been away from the academics for an extended period of time compromising retention or did not perform adequately to ensure continued success in the program, the student will be required to audit a course(s) or take specific course assessment exams to prove competency in the subject matter. At this time, the student may choose to audit the specific course(s) prior to taking the assessment exam.

**For course(s) completed within the 8-months prior to reenrollment the following assessment criteria will apply:**

Grade	Reenrollment Criteria
85.01%	Student is not required to take course final or audit course
80.01% to 85%	Program Director will determine, based on prior academic performance and content of reenrollment letter request, if final exam is required.
78% to 80%	Final course exam must be retaken and passed. If exam is failed, student must audit the course, retake and pass the exam. If the exam is failed a second time, the student must repeat the course. Student has the option of repeating the course without auditing.
77.99% and below	Student must repeat the course

**Note: Any core course(s) completed within an 8 to 23-month period prior to reenrollment must be audited or assessed by examination without exception. Any core course(s) completed 2-years or more prior to reenrollment must be repeated. General Education courses do not have a time limit.**

## COURSE ASSESSMENT EXAM FOR REENROLLMENT

---

Students are permitted to take the course assessment exam only one time. If the exam is failed, the student has the options identified in the above table.

## AUDITING A COURSE FOR REENROLLMENT

---

Auditing a course involves full participation and meeting all expectations as enrolled students, including attendance, testing, and homework and passing all assessments at the minimum passing score.

The auditing of the course is free, minus the cost of any changed resources. No financial aid is available during auditing as students are not officially active student in the program. A student not passing the audited course will **not** be approved for reenrollment; however, the student can request the Program Director take his or her reenrollment file to the Academic Advisory Committee for further review and determination of continued progression into the program.

### DMS Core Courses are:

- ANA 201 and ANA 202
- DMS 210 Abdomen and Small Parts
- DMS 220 OB/GYN
- DMS 230 Introduction to Vascular Sonography
- DMS 240 Physical Principles and Instrumentation

### MRI Core Courses are:

- ANA 101 and ANA 102

- MRI 120 and MRI 121
- MRI 200a and MRI 200b
- MRI 101 and MRI 102
- MRI 132: IV Access and Administration refresher and CPR component required for transfer credit
- CDV 100: A current resume and resume cover letter is required for transfer credit.

## REENROLLMENT INTO CLINICAL EXTERNSHIP

---

Students requesting reenrollment into externship must return into the program within 6 months of withdrawal or academic withdrawal and repeat the entire externship semester/hours in which the withdrawal or termination occurred. For students returning after an absence of greater than 6 months, course assessments may be administered as deemed necessary by the Program Director. In addition, reenrollment into externship will be further determined by the availability of externship sites. Students dismissed from externship for behavioral or student conduct issues may be required to secure their own externship site prior to receiving approval for reenrollment.



# GRADING STANDARDS

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress policy applies to all students at Casa Loma College regardless of receiving federal or state aid.

The Casa Loma College Satisfactory Academic Progress (SAP) policy governs federal and state aid programs. In addition to the requirement that you must maintain enrollment in a program, there are three components to the SAP policy.

The components are:

- Qualitative: The grade point average (GPA) you must maintain;
- Quantitative: The rate of progress towards program completion requirements
- Time Frame Measurement: The maximum length of time you may receive financial aid.

## EVALUATION PERIODS

Students' progress is checked at the end of each semester. Failure to meet the requirements of any one of the three components will result in the loss of aid. However, this does not prohibit a student from continuing their education by meeting payment obligations with personal resources.

Transfer credits accepted by Casa Loma College will be included in SAP calculation as both attempted and completed in the "progress" and "time-frame" calculation. G.P.A from transfer credits will not be factored into the SAP calculation.

## G.P.A. (QUALITATIVE)

All students are expected to meet the minimum G.P.A. requirements for their program to be considered making satisfactory academic progress.

Diagnostic Medical Sonography	2.30 G.P.A.
Magnetic Resonance Imaging	2.30 G.P.A.
Physical Therapist Assistant	2.30 G.P.A.

## RATE OF PROGRESS TOWARDS PROGRAM COMPLETION REQUIREMENTS ((QUANTITATIVE)

In addition to the GPA requirements, a student must also successfully complete at least 67% of the overall hours attempted cumulatively (including transfer hours), in order to be considered to be making satisfactory academic progress. SAP progress will be computed by dividing the cumulative number of hours the student has successfully earned by the cumulative number of hours the student has attempted. The cumulative hours attempted are

defined as those hours for which students are enrolled in the term. As with the determination of GPA, SAP progress is reviewed at the end each semester.

Example: Student transcript indicates that she has earned 27.5 hours and attempted 47.5 hours. This student has completed 58% of her overall hours; she is not meeting satisfactory academic progress requirements.

---

### MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

All students are expected to complete their program within 150% of the published length of the program. For a program measured in credit hours, a period that is not more than 150% of the published length of the program as measured in credit hours.

Program	Hours/Credits required for Graduation	Maximum Credits including transfer credits
Diagnostic Medical Sonography	104.5 credits	156.5 credits
Magnetic Resonance Imaging	94 credits	141 credits
Physical Therapist Assistant	73.5 credits	110 credits

All attempted credits are counted including transfer credits, repeated courses, and withdrawals, whether or not financial aid was received, or the course work was successfully completed. A student will not be eligible to receive financial aid once he/she has attempted 150% of the credits required for his/her degree or certificate program, or if it appears he/she cannot attain a degree or diploma within the 150%-time frame.

---

### CONSEQUENCES OF NOT MEETING SAP

#### Financial Aid Warning

Students not meeting Satisfactory Academic Progress at the evaluation period will be placed on Financial Aid Warning. Students are eligible for financial aid during the period they are placed on warning. After the warning period, if a student's cumulative G.P.A. and/or progressions rate does not meet the College's/programs SAP standards, the student will lose financial aid eligibility.

A student may not receive two *consecutive* semesters of warning status.

If a student successfully completes the warning period and the cumulative G.P.A. and progression rate meet the College's/program minimum standards, the student regains eligibility for financial aid.

If a student successfully completes the warning period but the cumulative G.P.A. and/or progression rate do not meet the College's/programs minimum standards, the student will lose eligibility for financial aid. However, this does not prohibit a student from continuing their education by meeting payment obligations with personal resources.

Note: It is the student’s responsibility to monitor academic progress. A student who does not meet the standards will be ineligible for financial aid even if they do not receive communications.

### APPEAL FOR LOSS OF FINANCIAL AID

A student that has lost eligibility to receive financial aid for failure to meet the SAP requirements may submit an SAP Appeal to the Office of Financial Aid. If the student has mitigating circumstances such as, death of a relative, illness or injury, or other special circumstances beyond their control that affected their ability to meet SAP standards, the student may appeal the loss of their eligibility.

Sufficient documentation of such circumstances must be provided along with the appeal. If approved, the student will be placed on a second semester of financial aid warning and is eligible during that term of financial aid warning.

- Extenuating Circumstances
- Medical (personal or family illness)
- Death of a family member
- Job Loss
- Natural Disaster
- Military Deployment
- Car Accident
- Legal Issues (divorce, separation, incarceration)
- Traumatic Event
- Other extenuating circumstance

### REGAINING ELIGIBILITY FOR FINANCIAL AID

A Student will regain eligibility once all Satisfactory Academic Progress (SAP) requirements are successfully met.

Note: Neither paying for nor sitting out for an enrollment period is sufficient to reestablish eligibility for Financial Aid.

## GRADING

Students must maintain a **minimum** cumulative grade point average of “C+”/2.30 by the end of each semester.

Grading System		
Grade	Percent	Grade Points
A	100-97	4.00
A-	< 97 and ≥ 93	3.70
B+	< 93 and ≥ 88	3.30
B	< 88 and ≥ 84	3.00
B-	< 84 and ≥ 81	2.70

C+	< 81 and ≥ 78	2.30
C	< 78 and ≥ 75	2.00
C-	< 75 and ≥ 72	1.70
D+	< 72 and ≥ 68	1.30
D	< 68 and ≥ 64	1.00
F	< 64 - Below	0.00
<b>Attendance Fail will be reflected on transcript as an F</b>		
<b>The following grades may appear on your transcript; however, they will not affect your grade point average</b>		
I	Incomplete	A grade of "I" is assigned when hours or coursework are not completed by scheduled completion date. This grade is removed, and a letter grade is assigned when course requirements are met.
P	Pass	Passing grade
NP	No Pass	Not a passing grade. This grade is not calculated into the GPA as an "F".
CR	Credit - externship	A grade of "CR" indicates that a student's performance was adequate relative to the established expectations of externship
NC	No credit externship	A grade of "NC" or no credit indicates that a student's performance was inadequate relative to the established expectations of externship
R	Repeat of Course	An "R" will be seen next to the repeated course. The old course grade will remain on the transcript however it is not calculated in the GPA.
W	Withdrawal	A grade of "W" is given when students self-withdraw anytime up to 75% of course completion. This grade does not affect the GPA.
<b>Will be seen on transcripts for students enrolled prior to 03/01/2013</b>		
WP	Passing at the time of self-withdraw. This grade does not affect the GPA.	
WF	Failing at the time of self-withdraw. This grade is calculated into the GPA as an "F".	

**Individual program requirements for maintaining cumulative GPA:**

**DIAGNOSTIC MEDICAL SONOGRAPHY**

1. Students must achieve a minimum grade point of "C+" in each general education and core course.
2. Students who fail a general education course may repeat the course; withdrawal's count as an attempt.
  - a. Students may progress in the core program when a general education course has been failed; however, the failed general education course must be repeated and passed prior to program completion. (\* see exception below)
  - b. If general education courses are not successfully completed by the completion date, the student will be terminated from the program and must request re-enrollment from the Program Director.

3. Students, who fail two general education courses in a semester time period, must have the approval of the Director of Online Education and the Program Director to progress in the program.
4. **Exception** – students must achieve a minimum of “C+” in ANA 201 and ANA 202 to proceed into the core program. Failure to achieve a passing grade in one or both of these courses will result in termination from the program.
5. Each core module consists of two components: theory and lab.
  - a. Each component (theory and lab) is graded separately; and each component (theory and lab) must be passed with a minimum grade of 78% / 2.30 GPA to have successfully completed the core module.
  - b. Receiving below 78% in either theory or skills lab will result in an automatic fail of both theory and lab.
6. Academic progress is evaluated at the end of each semester.
7. Students who fail a core subject may at the discretion of the Program Director continue and will be placed on academic probation. If allowed probation. The failed class must be retaken prior to externship.
8. If a student does not receive approval to progress forward, and wishes to return, the student must follow the reenrollment process for DMS students as outlined in this catalog. It should be understood that the opportunity to retake a course may not occur until the next cohort (up to 6-8 months).
9. Students must pass DMS 300 Review and pass the mock exam to meet program completion requirements.

---

#### MAGNETIC RESONANCE IMAGING

1. Students must achieve a minimum grade point of “C+” in each general education and core course.
2. Students who fail a general education course may repeat the course; withdrawal’s count as an attempt.
  - a. Students may progress in the core program when a general education course has been failed; however, the failed general education course must be repeated and passed prior to program completion. (\* see exception below)
  - b. If general education courses are not successfully completed by the completion date, the student will be terminated from the program and must request re-enrollment from the Program Director.
3. Students, who fail two general education courses in a semester time period, must have the approval of the Director of Online Education and the Program Director to progress in the program.
4. Academic progress is evaluated at the end of each semester.
5. Students, who fail a core course and wish to return, must follow the reenrollment process for MRI students outlined in this catalog. Externship must be completed with a “PASS” with all hours, competencies and objectives successfully met.
6. Students must pass MRR 300 Review and pass the mock exam to meet program completion requirements.

---

#### PHYSICAL THERAPIST ASSISTANT

- Students must achieve a minimum grade point of “C+” to progress through the program.
- If a student is withdrawn from the program due to a failed class and intends to apply for reenrollment, it should be understood that the opportunity to retake a class may not occur until the next cohort cycle (up to 20 months).
- Skill Checks are assessments that determine whether a student is competent and safe in administering a particular intervention. Skill checks are graded “Pass” or “No Pass”. If the skill check is not passed on the first attempt, the skill check may be repeated with no penalty. If a skill check is failed a second time, the student will be withdrawn from the course.

- All lab practical examinations must be passed with a grade of 78% or better in order to continue in the program. If a student fails a practical exam on the first attempt, the lab practical may be repeated with no penalty. If a lab practical is failed a second time, the student will receive a fail in the course and be withdrawn from the program.

## GRADING CRITERIA

### DIAGNOSTIC MEDICAL SONOGRAPHY

- Students must achieve a minimum grade point of “C+” in each general education and core class.
- Students must have a minimum cumulative grade point average of 2.30 to graduate.
- Students must pass the DMS 300 Review Class and ARRT Mock Exam to graduate.

The course theory grade is determined based on weights:

- Quizzes = 10% of final grade / Tests = 60% of final grade / Final exam = 30% of final grade

The course laboratory grade is based on:

- The 3 Lab Competencies are averaged for the final lab grade.
- Competencies are graded from 0 points to 100 points.
- A grade of 78% is required for lab competency exams and final examination.

Students who have not achieved a “C+” by the end of the semester are given the opportunity to improve their grade point average by retaking one test or quiz. The Instructor will determine which, based on lowest score. A score of not more than 78% will be awarded on test/quiz. Lab Competencies or finals cannot be retaken.

### DMS EXIT PROGRAM COMPETENCIES

Each student is required to satisfactorily complete final ultrasound protocols prior to externship. Your ability to perform these examinations assures the College that you are competent, properly trained, and prepared to be placed in an externship site.

#### *Protocols*

- Students must complete their exit competencies within their last module.
- Students will be followed by instructor and program director to ensure completion.
- If student does not complete, student may be terminated at the discretion of the Program Director and will receive an “F (fail)” in lab.
  - Students will have 2 weeks from the last day of the last module to complete all final exit competencies.
  - Students who complete their final exit competencies within the time frame will have their lab grade changed to reflect the true grade.
- Students who do not complete final exit competencies within the allowed time frame will receive an “F” in lab and will be required to repeat the module.

---

## DMS EXTERNSHIP PERFORMANCE GUIDELINES

### ***Externship is graded on Pass/No Pass***

Externships must be attended 40 hours per week. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the externship hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

### **Pass/No Pass is determined by:**

- Completion of 100% of the assigned practicum hours
- Satisfactory completion of all assigned performance objective competencies
- Completion of all clinical logs
- Satisfactory rating on all clinical evaluation forms
- Students who do not receive credit in clinical will be terminated.

---

## MAGNETIC RESONANCE IMAGING PROGRAM

- Students must achieve a minimum grade point of 78% / 2.30 / C+ in each general education, core support and core class.
- Students must have a minimum cumulative grade point average of 2.30 to graduate.
- Students must pass the MRR Review Class and pass the RRT Mock Exam. Students are provided three opportunities to take and pass the exam during the duration of MRR 300. Students who do not pass the exam in those three attempts will be required to repeat MRR 300.

---

## RETAKE AND MAKEUP TESTS

### **Makeup and Retake Quizzes and Tests**

- DMS: A maximum of one (1) make-up/retake is allowed.
- MRI: A maximum of two (2) makeups/retakes is allowed. Any combination may be used, 2 make-ups, 1 make-up/1 retake, or 2 retakes.

### ***Retakes***

- Students who do not achieve the minimum grade point by the end of the course are given an opportunity to improve their grade point average by retaking their lowest quiz and/or test.
- Final exams cannot be retaken.
- Students cannot receive a grade higher than 78% on retaking quizzes/ tests
- Retakes must be taken immediately upon notification of a Fail in the course.

### ***Makeup***

- Students who are not in attendance and miss a quiz/test must make it up on the next scheduled class day.
- If a student does not make up the quiz, test on the next scheduled class day, the student will receive a zero (0).
- Students cannot receive a grade higher than 78% on retaking quizzes/ tests
- Final exams cannot be made up.
- No early quizzes, tests or final exam will be given.
- Students are responsible for keeping an individual record of attendance, as well as grades. Students can access grades at any time through online learning system-Moodle.

- Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any days missed.

---

## MRI EXTERNSHIP PERFORMANCE GUIDELINES

### ***Externship is graded on Pass/No Pass***

Externships must be attended 28 to 40 hours per week, depending on the semester of externship. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

Each student will receive a written evaluation form from the clinical preceptor based on evidence of satisfactory student progress in meeting the stated objectives of each clinical course level. The written evaluation will include strength and weaknesses of the student in the following areas: professional qualities, scanning competencies, and image evaluation. In order to pass the Clinical/Practicum, the student must receive a level 3 rating or higher.

---

## PHYSICAL THERAPIST ASSISTANT PROGRAM

- Students must achieve a minimum grade point of “C+” in each general education, core support and core class.
- Students must have a minimum cumulative grade point average of 2.30 to graduate.

Students must receive a minimum of 78% in all laboratory examinations in all core classes as well as ANA 120 and ANA 121. If a student receives a grade of less than 78% on a laboratory examination or commits a safety violation, the exam may be repeated with no penalty. If a laboratory exam is failed or a safety violation is committed a second time, the student will be withdrawn from the program.

Skill checks are graded on a pass/no-pass basis. Students must pass all skill checks with no safety violations. Safety violations are clearly indicated on the skill check forms. If a student receives a safety violation on a skill check, the skill check may be repeated with no penalty. If a safety violation occurs a second time, the student will be withdrawn from the program.

---

## PTA CLINICAL INTERNSHIPS

Internships must be attended on a 40 hour per week and must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame may be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the internship hours and will be required to repeat the externship hours.

Clinical Internships are graded on a pass/no-pass basis as assessed by the CLC Clinical Assessment of Student (CAS), completion of assignments, Professional Behaviors expectations and completion of all assigned hours. The expectation is that the student will achieve Entry Level rating in all 14 Professional Behaviors categories by the end of the second terminal clinical experience. A No-Pass score can still be given even if the above criteria are met if there are unresolved issues brought forth by the CI or CCCE or a significant concern remains as indicated on the



CAS. The ACCE is responsible for addressing the issues with the Program Director, CI and/or CCCE and designing an acceptable remediation. The student maintains the right to appeal per the Program's student grievance process.

---

## ONLINE COURSES

General Education courses are required of all students pursuing an Associate of Science and Associate of Applied Science Degree. While core courses completed in program of study develop specific knowledge and skills in that chosen profession, general education supports the general mission of the College to prepare students to enter the workforce with a well-rounded knowledge base including written and verbal communication skills, the ability to solve problems, to work well with others, and to adapt to a changing workplace.

General education requirements vary among the programs - some programs require the majority of general education be taken prior to advancing to the core program; others intersperse general education throughout the program. While we understand the students desire to concentrate on the core program, it is also the student's responsibility to complete a minimum number of courses in general education.

---

## ONLINE COURSE PARTICIPATION

Students will be required to log in the first day of class and complete a short survey acknowledging that they have read and understood the course syllabus, policies and procedures and other expectations.

If a student is unable to meet the course requirements in a given week, contacting your instructor prior to deadlines is imperative to receive potential credit or consideration for late work.

Students are required to complete all weekly reading assignments. Reading assignments are to be completed during the week that they are assigned. It is recommended that the assignment be completed early in the week as other assignments may depend on the content of the reading assignment. Reading assignments will typically average between 15 and 50 pages.

Students will be required to complete all other weekly assignments, research projects, exams as designated in the weekly assignment area. All assignments are expected to be completed and turned in on time and in the format required. An assignment is considered turned in when it is received by the instructor or posted as required. Deadlines are to be met! If a particular class deadline is a problem, discuss it with the instructor. Deadlines can be changed in advance but not slipped or missed. Plan Ahead!

Work that is submitted late without a pre-arranged agreement from the instructor will be given half credit if it is submitted within 7 days of the due date. Work that is submitted after 7 days of the due date without a pre-arranged agreement from the instructor will receive no credit. It is imperative that you are in contact with your instructor and express your needs before due dates arrive. Extenuating circumstances are decided at the instructor's discretion.

Communication between you, your fellow students, and the instructor will occur several ways; posted announcements, Moodle messaging, email, chats, and if necessary individual or conference phone calls. Important information pertinent to the course or all students will be posted in the announcement area. Information pertaining to individual students will be emailed. It is imperative that students check all areas for information and announcements.

---

## ONLINE WEEKLY CHECK-IN

In order to demonstrate participation and proactive learning students will fill out a self-evaluation at the end of each week. This self-evaluation will include discussion about time management, assignment preparation, and address any concerns. Instructors will review and provide appropriate feedback in a timely manner.

---

## ONLINE MID-COURSE EVALUATIONS

Students will be required to provide a mid-course self-evaluation. This evaluation will include an acknowledgement of current grade and identify any action to be taken to improve learning and participation as course progresses. Instructors will review and provide appropriate feedback. Assessments will be compiled and forwarded to Program Director.

---

## ONLINE GRADING

Online course grades are determined on the following weighted formula:

- 35% for Assignments (weekly homework assignments designated to this category)
- 35% for Participation (weekly-check-in, discussion board participation)
- 25% for Evaluations (quizzes, exams, assignments designated to this category)
- 5% for Participation Self Evaluative

---

## REPEATING A COURSE - ONLINE

### **Online Academic Fail**

A student who receives below the minimum passing grade, may, at the discretion of the Program Director/Director of Online Education repeat that course. There is no guarantee a student's grade will improve by repeating the course. Both the grade for the failed course and the repeated course will appear on the transcript but, only the second (repeated) grade will be used in calculating the Cumulative GPA. However, the original course and repeated course credit hours are included in the maximum time frame calculation.

Students are allowed two retakes for failed online courses. If a student academically fails, more than twice and can demonstrate that they are working with a tutor they can petition the academic committee for a third attempt. This appeal must be submitted in writing and include documentation that identifies remediation or tutoring and must have the approval of the Director of Online Education and the Program Director to progress in the program.

Students repeating online general education courses are required to take a remediation course, AR100, prior to retaking any online course. This course must be taken each time an online general education course is not passed.

Recycling of work, which is work submitted and graded for an earlier course and turning it in for credit for a repeated course – is not permitted. Original work must be turned in for any course repeated.

## GRADE APPEALS

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error.

Arbitrary and capricious grading means the assignment of a course grade that:

- was not based on that student's performance in the course, or
- was based on standards different from those which were applied to other students in that course, or
- was made after a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards outlined in the course syllabus.
- There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.

### **Procedure for Appeal**

The burden of proof in challenging a grade rests on the student.

- The initial step of the student grade appeal procedure is for the student to seek resolution through discussions with the course instructor within two weeks after the assignment of the final grade.
  - If the instructor determines that the grade was based on clerical error, a grade change report will be made by the instructor to the Program Director and Registrar's Office.
- If the student feels a satisfactory resolution has not been obtained, the student should discuss the grade appeal with the Program Director. The Program Director will investigate the allegation by speaking to the student and instructor.
  - If the Program Director finds in favor of the instructor, the grade is upheld, and the process ends.
  - If the Program director feels the instructor may have graded in an arbitrary or capricious manner, the appeal will be referred to the Administrative committee. The committee's decision is final. The committee will communicate their decision to the student and instructor.

## **APPEALS AND REINSTATEMENT**

A student who is terminated because of a failure to meet minimum academic standards may appeal this determination if he/she believes there are extenuating circumstances that should be considered. Examples of extenuating circumstances would be: medical problems, personal illness, injury, death in the family, etc.

Submitting an appeal with the required documentation does not guarantee that the appeal will be approved. All of the documentation presented will be reviewed by the Administrative Committee to determine if the documentation submitted adequately explains your academic performance. Students do not attend class during an appeals process.

Students wishing to appeal should submit the following to their Program Director:

- A written statement explaining the circumstances that led to the termination, along with supporting documentation (i.e. medical records, court documents, or other documentation which would support your appeal)
- Evidence that the circumstances precipitating the unsatisfactory performance have been remedied.
- The Administrative Committee reserves the right to place conditions, which the student must meet, in order to be considered for reinstatement. The Administrative Committee also reserves the right to approve appeals based on one term.
- The Program Director will provide a formal written response to the student within one week of the decision.

- The determination of the Administrative Committee is final.
- Reinstatement is based on class and space availability
- Students approved for reinstatement are required to repeat all components of the term.
- Students who are reinstated and required to repeat are not eligible for financial aid for that period of time; and, are responsible and required to pay a repeat fee in cash.
- Students who are terminated or self-terminate prior to the end of the course and are reinstated, are not eligible for financial aid for the portion of the course previously taken and must pay a repeat fee in cash.
- Reinstatement of financial aid (if applicable) will become effective with the first non-repeat hour of the course.
- Students who have lost their financial aid eligibility but have subsequently met the minimum academic standards will have their aid reinstated. Reinstatement of financial aid will be considered effective with the next module/level.
- Admissions retesting is required if more than 12 months will have elapsed by the starting date of the proposed class start.
- Students must be current on any outstanding debt with the school and cannot be in default on any student loan for reinstatement.

# STUDENT POLICIES AND PROCEDURES

## NON-DISCRIMINATION & ANTI-HARASSMENT

Casa Loma College is committed to establishing and maintaining a safe and nondiscriminatory educational and working environment for all College community members. It is committed to a policy of nondiscrimination in matters of admission, employment, and in access to and participation in its education programs, services, and activities.

Casa Loma College does not discriminate on the basis of color, race, national origin, ancestry, religion, citizenship status, gender, gender identity, gender expression, sexual orientation, pregnancy, age, medical condition (cancer related, or HIV/AIDS related), genetic characteristics, disability, military or veteran status, uniform service member status, or any other category protected by federal, state, or local laws. In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, CLC will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the College. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of his or her job should contact the Human Resources Office.

The prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking.

The College forbids and will not tolerate any form of discrimination and harassment and has enacted administrative procedures to assure equal opportunity and to recognize and eliminate violations of this policy in accordance with state and federal laws. It is both illegal and prohibited by this policy to retaliate against any individual for filing a complaint or participating in an investigation.

The following person(s) has been designated to handle inquiries or complaints regarding nondiscrimination policies: Veronica Pantoja, Title IX Coordinator and Director of Human Resources, [veronica.pantoja@casalomaCollege.edu](mailto:veronica.pantoja@casalomaCollege.edu), 818-785-2726

## SAFETY AND SECURITY

Casa Loma College emphasizes the security and wellbeing of everyone in the College community. A truly safe campus can only be accomplished through the cooperation of all students and employees.

Each member of the College community must assume responsibility by taking precautions to avoid becoming a victim. By using common sense, being alert, and demonstrating concern for fellow community members, we can substantially reduce the existence of unsafe conditions and the potential for crime. Students, faculty, and staff are encouraged to immediately report any unsafe condition, fires, or crime to Campus Security Authorities, and/or the Los Angeles Police Department or Los Angeles Fire Department.

**Campus Safety and Security Authorities (CSA) are** College personnel who have responsibility for campus safety and security but who do not constitute a campus security department. The CSA's are not armed and do not have law enforcement authority or the powers of arrest and rely upon local law enforcement agencies when the need

arises. The College also receives support and cooperation from a private security agency whose security personnel are not peace officers or police officers, with their authority to arrest the same as that of a private citizen, and their scope of enforcement limited to the rules and regulations of the College. Security guards perform unarmed interior and exterior patrol.

Casa Loma College’s Campus Safety and Security personnel have significant responsibility for student, faculty and staff activities and provide patrol, prevention and emergency response to the College community six (6) days per week during normal business hours. College personnel identified as Campus Safety and Security Authorities are:

<p><b>Greg Malone, President</b>  <a href="mailto:greg.malone@casalomacollege.edu">greg.malone@casalomacollege.edu</a>              818-785-2726 ext. 214</p>	<p><b>Jon Boyer, Assistant Registrar</b>  <a href="mailto:jon.boyer@casalomacollege.edu">jon.boyer@casalomacollege.edu</a>              818-785-2726 ext. 219</p>
<p><b>Nicholas Walsh-Davis, Director of Admissions</b>  <a href="mailto:nicholas.walsh-davis@casalomacollege.edu">nicholas.walsh-davis@casalomacollege.edu</a>              818-785-2726 ext. 208</p>	<p><b>George McPhatter, Director of Financial Aid</b>  <a href="mailto:george.mcphatter@casalomacollege.edu">george.mcphatter@casalomacollege.edu</a>              818-785-2726 ext. 205</p>
<p><b>Veronica Pantoja, Director of Human Resources/ Title IX Coordinator</b>  <a href="mailto:veronica.pantoja@casalomacollege.edu">veronica.pantoja@casalomacollege.edu</a>              818-785-2726 ext. 223</p>	<p><b>Stephanie Shelburne, Director of Online Education/Health and Wellness Coordinator</b>  <a href="mailto:stephanie.shelburne@casalomacollege.edu">stephanie.shelburne@casalomacollege.edu</a></p>
<p><b>Cyril Reiser, Director of IT</b>  <a href="mailto:cyril.resier@casalomacollege.edu">cyril.resier@casalomacollege.edu</a></p>	<p><b>Sharon Dugan, Compliance &amp; Regulatory Consultant</b>  <a href="mailto:sharon.dugan@casalomacollege.edu">sharon.dugan@casalomacollege.edu</a></p>

Casa Loma College maintains a positive professional relationship with the Los Angeles Police Department, Van Nuys Station, as well as with county, state and federal agencies in matters concerning their specific jurisdictions. The President of the College or designee are in contact with the Los Angeles Police Department relating to issues and calls for service affecting the College.

<p><b>Los Angeles Police Department</b>  <b>Van Nuys Station</b>              6240 Sylmar Ave., Van Nuys, CA 91401              (818) 374-9500</p>	<p><b>Los Angeles Fire Department</b>  <b>Fire Station 39</b>              14415 Sylvan Ave., Van Nuys, CA 91401              (818) 785-8639</p>
--	--

All the Campus Safety and Security Authorities generate activity reports of all incidents, including local, state and federal violations. These reports are submitted to the President for review and at completion of review, entered into the Campus Security Log.

## ANNUAL SECURITY REPORT

Each year prior to October 1st, an email notification is sent to all current students, faculty, and staff to notify them of the availability of the Annual Security Report and provide the website address to access this report. In addition, a link to the Clery Act statistics and Annual Security Report is available on the Casa Loma College Website for prospective students and prospective employees. To view the 2018 Annual Security Report, please visit <https://casalomacollege.edu/admissions/public-disclosures/>. This report can be printed from the College website in PDF format. In addition, the Annual Security Report is also available to current students, faculty and staff through the College's LMS Moodle.

A printed copy of the Annual Security Report is also available on request from the Human Resources Department, or you can request that a copy be sent to you by calling (818) 785-2726. Our annual crime statistics are also submitted to the Department of Education and are published and made available to the public on their website, <https://ope.ed.gov/campusafety/#/>. There are no dormitories or residential facilities for students on campus; therefore, our institution does not report statistics in a Fire Safety Report nor is a Fire Safety Report included.

---

### TIMELY WARNINGS

In the event of a significant emergency or dangerous situation, the President or designee is responsible for the decision to issue a timely warning, and will without delay, and taking into account the safety of the community, determine the content of the timely warning notification, and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Activation of the emergency notification system is designed to contact students, faculty and staff via notifications through a text message to their cell phone, and/or to their official e-mail account on record and will prompt a posting to the homepage of Casa Loma College website <https://casalomacollege.edu/>, Facebook Casa Loma College: <https://www.facebook.com/CasaLomaCollege/> and Twitter Casa Loma College: <https://twitter.com/casalomacollege?lang=e>

Subsequent messages and updates will be coordinated through Emergency Command Center upon activation by the President or designee.

**Important Note:** Casa Loma College cannot be held liable for students, faculty and staff who do not receive emergency messages or who do not register their cell phone number through Human Resources for faculty and staff, or the Registrar's Office for students. Changes in contact information including cell phone numbers, must be reported to the appropriate office in order to maintain the ability to receive emergency messages.

Emergency response and evacuation procedures are published in the College's [Emergency Response Plan](#) provided to each student and employee during orientation. Anyone with information warranting a timely warning should report the circumstances to the President or designee, by phone (818) 785-2726 or in person at: Casa Loma College, 6725 Kester Ave., Van Nuys, CA 91405.

---

### REPORTING CRIMINAL ACTIVITY OR EMERGENCIES

Casa Loma College encourages the immediate reporting of any actual or suspected criminal activity or emergency situation. This includes situations when the victim of such crime elects or is unable to make such a report. Any student, faculty, staff, or guest can directly report suspected criminal activities or emergencies on campus by

calling the College Front Desk at (818) 785-2726 or going to the Front Lobby Desk and requesting a member of the Campus Safety and Security Team.

Under California state law, College officials must report crimes including child and elder abuse, and gunshot wounds. In addition, all College employees, are required to inform the Title IX Coordinator of any report of sexual misconduct reported to them or observed by them, including the name of the complainant and the respondent, if known, and all known details.

When the College receives a report of any type, members of the Campus Safety and Security Team are notified and dispatched as promptly as possible to evaluate and mitigate the situation. CSA Team members are required to respond to every incident with two (2) team members. Cell phones are required of all CSA team members to maintain constant contact with the Emergency Response Liaison or designee and/or emergency responders. Upon receipt of a call from the CSA Team requiring police, fire, or medical emergency response notification, the Emergency Response Liaison immediately alerts local emergency responders. The Emergency Response Liaison will remain in constant communication with the 9-1-1 Dispatch for police and fire services, which helps to insure a quick response if needed.

When reporting a crime or incident please provide as much information as possible, to include:

- Details of what happened
- Specific location
- Identity and/or description of person(s) involved
- Date and time of incident

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the Front Desk or notify a member of the Campus Safety and Security Team immediately.

When a crime is reported to the college, it will be investigated by the President or designee and/or the police. In addition, if the suspect is a student, there will be an inquiry through the Title IX Coordinator, or if the suspect is an employee of the College, an inquiry will be conducted by the President or designee. It is the policy of the college to take every report of criminal activity seriously and to take appropriate action, consistent with applicable law, public safety, and campus safety.

Casa Loma College encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies. The College encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

## STUDENT CODE OF CONDUCT

The student conduct policy sets behavioral standards for Casa Loma College students and defines the relationship between the College and its students. It affirms values essential to promoting individual intellectual and personal development and for creating an effective learning community. Casa Loma College expects students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all members of the College community and that supports the College's educational mission.



One of the primary purposes for this publication is to set forth the minimal requirements for student conduct while on and off the campus of Casa Loma College or in association with any event acknowledged by Casa Loma College. All Casa Loma College students, regardless of their location in attending classes, are required to be conscious of and abide by the policies and procedures outlined below. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Chief Executive Officer shall make the final determination.

---

## PROHIBITED CONDUCT

1. Academic Dishonesty—cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
2. Alcoholic Beverages and Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on or off College property or clinical affiliation sites.
3. Assault or Battery- Assault or battery, abuse or any threat of force or violence directed toward any member of the College, students or campus visitors.
4. Bullying/Cyber bullying- repeated and aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
5. Destruction/misuse of property- a. Destroying, defacing, tampering with, materially altering or otherwise damaging property not one's own. This includes but is not limited to doors, windows, elevators, restroom equipment, vending machines, computer equipment, classroom/laboratory equipment, etc. b. Creating a condition that endangers or threatens property not one's own.
6. Discrimination- Any act or failure to act that is based upon an individual or group's actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from Casa Loma College's educational program or activities.
7. Disruptive Activity—Participating in or the promoting of disruptive activity that interferes with teaching, College events and activities, or disciplinary proceedings, interfering with teaching, changing the atmosphere of the classroom or preventing learning from taking place, obstructing or misusing College systems or services.
8. Drinking or eating within the skills lab, library or classrooms in which computers are utilized.
9. Endangering - the mental or physical health or safety of a person, subjecting a person to public humiliation or ridicule.
10. Facilities Misuse—Using College facilities, supplies, vehicles, telephones or other materials or service without authorization
11. False Information— Knowingly distorting or altering the truth for personal (or student organization) gain or favor, including but not limited to: falsification of admissions application, possessing false identification, or falsification of documents provided to university faculty or staff
12. Fire safety- a. Tampering with, or misuse of, fire alarms and/or firefighting equipment, including but not limited to: fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, or other safety devices. b. Possession of flammable items, including but not limited to: candles, incense, or other items

which maintain a purpose of being used in a flammable way. c. Arson. Causing a fire or explosion, or unauthorized use of any potential incendiary device / equipment.

13. Financial Responsibilities-Failure to promptly meet financial responsibilities to the institution, including but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official acting or to an official acting in an official capacity.
14. Gambling— Gaming or betting for money or other possessions
15. Harm to Persons: Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health and safety of any person
16. Health, Safety or Security Endangerment—Initiating any false report, warning or threat of fire, or other emergency, failing to abide by any published or posted health, safety or security measures, tampering with fire safety equipment or parking vehicles so as to obstruct access to College buildings
17. Obstruction of College Operations— Failure to comply with instructions of College officials acting in performance of their duties.
18. On-line Behavior – online behavior, such as harassment or intimidation, delivered by email, bog, web pages, social media networking sites and other similar entries. The College does not regularly seek out this information but will take action if and when such information is brought to the attention of College officials.
19. Recording privacy-Using electronic or other means to make an audio, video, or photographic record of any person in a location where there is a reasonable expectation of privacy, without the person's prior knowledge and written consent. The storing, sharing, and/or distributing of such unauthorized records by any means are prohibited.
20. Retaliation-Any intentional, adverse action taken by a responding individual or allied third party, against a participant or supporter of a participant in a grievance proceeding or other protected activity.
21. Stalking: Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress, and/or creates a hostile environment.
22. Theft of or Damage to Property—Stealing, embezzling or possessing stolen property, destroying, defacing, using graffiti, damaging or littering on College property.
23. Theft or other abuse of computer time
24. Violating any local, State, or Federal laws
25. Weapons—Possessing or using unauthorized firearms or other weapons on College controlled property.
26. Any other action which clearly is in violation of College policy and which adversely affects the educational mission of the College may be cause for disciplinary action.

## SEXUAL MISCONDUCT AND AWARENESS PREVENTION

We are committed to providing a safe and non-discriminatory educational and working environment for the students, faculty, staff and other members of the Casas Loma College community. This includes having an

environment free from sexual and gender-based harassment, sexual assault, interpersonal violence, dating violence, stalking, sexual exploitation, complicity, and retaliation (collectively, “sexual misconduct”). The College prohibits such conduct and will take prompt and equitable action to eliminate it, prevent its recurrence, and remedy its effects. Students found responsible for violating this Policy will face sanctions, up to and including termination from the College. (This policy also applies to third parties, such as campus visitors or vendors who may have contact with members of the College community either on the College’s campus or at College events).

Consistent with its commitment to oppose sexual/gender-based misconduct and interpersonal violence, and to mitigate its effects on our College campus, the College designed this Policy to follow Title IX of the Higher Education Amendment of 1972 (“Title IX”) and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) as amended by the Reauthorization of the Violence Against Women Act of 2013 (“VAWA”).

Casa Loma College is committed to the prevention of sexual misconduct through education and awareness programs. Throughout the year, programs designed to promote awareness are presented by a variety of campus resources. New students will receive primary prevention and awareness training during their first semester and new employees during their first 90 days of employment. Returning students and employees will receive training as scheduling permits.

The procedures set forth in this Policy are administrative in nature and are separate and distinct from the criminal and civil legal systems. Pursuing resolution through these procedures does not preclude victims from pursuing legal action now or in the future. If the conduct in question is alleged to be a violation of both College policy and public law, the College will proceed with its normal process, regardless of action or inaction by outside authorities. Decisions made, or sanctions imposed through these or other College procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent.

Casa Loma College’s Sexual Misconduct and Harassment Prevention Policy applies to any instance in which a student, employee, or third party is alleged to have engaged in sexual misconduct against another student, employee, or third party when:

- The conduct occurs on College property
- The conduct occurs in the context of a College program or activity or event
- The conduct occurs outside the context of College employment or education program, activity or event but has adverse effects on or creates a hostile environment on College property or in any College employment or education program, activity or event.

#### **Title IX Assessment Team**

The Title IX Coordinator, along with a team of administrative personnel oversee Casa Loma College’s student conduct process and coordinates the prompt, fair and equitable investigation and resolution of student sexual misconduct complaints. The Title IX Team conduct thorough and impartial investigations into the facts of a case including interviewing the complainant, respondent, witnesses, or others who may have relevant information, and collecting any other evidence deemed relevant to a complaint.

Veronica Pantoja, Title IX Coordinator, [veronica.pantoja@casalomacollege.edu](mailto:veronica.pantoja@casalomacollege.edu), 818-785-2726 ext. 223

The Ombudsman of Casa Loma College can assist students in the reporting of, filing and submission of sexual misconduct complaints.

Nicholas Walsh-Davis, Director of Admissions/Title IX Assessment Team  
[nicholas.walsh-davis@casalomacollege.edu](mailto:nicholas.walsh-davis@casalomacollege.edu), 818-785-2726 ext. 208

The Health and Wellness Coordinators participate in the Title IX assessment team when needed and are responsible for creating awareness, motivation, and resources to students and employees that help them adapt to a healthy lifestyle. The Health and Wellness Coordinators also work closely with the Title IX Coordinator in making recommendations for campus wide training and education programs designed to prevent and eliminate sexual misconduct.

Stephanie Shelburne, Director of Online Education/Health and Wellness Coordinator  
[stephanie.shelburne@casalomacollege.edu](mailto:stephanie.shelburne@casalomacollege.edu)

Kari Allen-Hammer, MRI Academic Coordinator/Health and Wellness Coordinator  
[kari.allen-hammer@casalomacollege.edu](mailto:kari.allen-hammer@casalomacollege.edu)

The President of Casa Loma College oversees coordination of the College's investigation and resolution of sexual misconduct complaints involving staff or faculty members.

Greg Malone. President, Casa Loma College  
[greg.malone@casalomacollege.edu](mailto:greg.malone@casalomacollege.edu), 818-785-2726 ext. 214

---

## REPORTING SEXUAL HARASSMENT

A student or employee who experiences sexual misconduct violence is encouraged to report the incident as soon as possible to maximize the College's ability to respond promptly and effectively. The College does not, however, limit the timeframe for reporting. If the respondent is no longer a student or employee, the College may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects.

Several reporting options are available:

**Reporting Options:**

1. Report sexual misconduct to a College official such as the Title IX Coordinator, College Ombudsman, Health and Wellness Coordinators or other trusted College personnel.

Veronica Pantoja, Title IX Coordinator, [veronica.pantoja@casalomacollege.edu](mailto:veronica.pantoja@casalomacollege.edu), 818-785-2726 ext. 223

Nicholas Walsh-Davis, Director of Admissions/ Ombudsman/Title IX Assessment Team  
[nicholas.walsh-davis@casalomacollege.edu](mailto:nicholas.walsh-davis@casalomacollege.edu), 818-785-2726 ext. 208

Stephanie Shelburne, Director of Online Education, Academic Coordinator, Health and Wellness Coordinator  
[stephanie.shelburne@casalomacollege.edu](mailto:stephanie.shelburne@casalomacollege.edu)

Kari Allen-Hammer, MRI Academic Coordinator, Online Faculty, Health and Wellness Coordinator  
[kari.allen-hammer@casalomacollege.edu](mailto:kari.allen-hammer@casalomacollege.edu)

2. **Report to the Los Angeles Police Department:** Students can contact the Los Angeles Police Department at 877-272-5273 or by dialing 911. Students may request assistance from the Title IX Coordinator in contacting the Police Department.
3. **Report to Both the College and the Los Angeles Police Department:** See options 1 and 2.
4. **Make an Anonymous Report:** Students who wish to anonymously inform the College of sexual/gender-based misconduct or interpersonal violence may file an incident report online. The information provided to the College in this manner will only be used for Clery Act data collection and will be kept confidential. While the College will investigate anonymous reports in accordance with federal law, anonymous reports may significantly limit the College's ability to conduct an effective investigation.
5. **Take No Action:** Students have the right not to file a report, yet they are highly encouraged to seek medical attention and counseling. Students who wish to report later may do so by utilizing any of the options above. However, please note that a delay in reporting could create obstacles to the College's process for stopping harassment/discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether prohibited conduct occurred.

### **False Reporting**

The allegation of sexual misconduct may have severe consequences and therefore the College takes very seriously the legitimacy of reported information. An individual who makes a report that is later found to have been intentionally false or made maliciously without regard for the truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. Similarly, a party or witness who is later proven to have intentionally given false information during an investigation or resolution may be subject to disciplinary action.

## **PROHIBITED CONDUCT**

The College prohibits the following forms of sexual misconduct:

- Sexual Harassment
- Sexual Assault
- Sexual Exploitation
- Intimate-Partner Violence, including Dating Violence and Domestic Violence
- Indecent Exposure
- Retaliation
- Stalking
- Other misconduct that is sex or gender-based, or in the context of an intimate partner relationship including:
  - Bullying and Intimidation
  - Physical Assault
  - Discrimination

### **Sexual Harassment**

*Sexual Harassment* is any unwelcome conduct of a sexual nature or based on sex or gender when at least one of the following conditions are present:

- Quid pro quo: Submission to or rejection of such conduct is an explicit or implicit condition of, or the basis of an individual's employment, evaluation of academic work, or any aspect of a College program or activity;
- Hostile environment: Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

Sexual harassment can take many forms. Sexual harassment:

- may include but is not limited to sexual advances or request for sexual favors, inappropriate comments, jokes or gestures, or other unwanted verbal or physical conduct of a sexual nature.
- may be blatant and intentional and involve an overt action, a threat of reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- may be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- may be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- may be committed by or against an individual or may be a result of the actions of an organization or group.
- may occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- may occur in the classroom, in the workplace, in residential settings, over electronic media (including the internet, telephone, and text), or in any other setting.
- may be a one-time event or part of a pattern of behavior.
- may be committed in the presence of others or when the parties are alone.
- may affect the complainant and/or third parties who witness or observe the harassment.

### **Sexual Assault**

*Sexual assault* is intentional sexual contact with another person without that person's consent. Sexual assault includes:

- *Non-consensual sexual touching* includes contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.
- *Non-consensual sexual penetration* includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth-to-genital contact.

Intentional is defined as knowingly and/or recklessly engaging in sexual contact without an individual's consent and does not include accidental contact. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct in any form and does not negate one's intent or diminish one's responsibility to obtain informed and freely given consent.

## **Consent**

A person who wishes to engage in sexual activity must ensure that they have the consent of their partner. Consent means informed, freely, and voluntarily given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have demonstrated agreement between them to participate in the sexual activity. In the absence of mutually understandable words or actions, neither party should assume that it is permissible to engage in sexual activity.

Consent to some form(s) of sexual activity does not necessarily mean consent to other forms of sexual activity. Consent to sexual activity may be withdrawn at any time at which point all sexual activity for which consent has been withdrawn must cease. Acquiescence to sexual activity based on the use of fraud or force (actual or implied), whether that force be physical force, threats, coercion, is never consent.

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether to participate in sexual contact.

Coercion is verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact.

## **Sexual Exploitation**

*Sexual exploitation* is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- prostituting another individual;
- exposing another's genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- inducing incapacitation for making another person vulnerable to non-consensual sexual activity.

## **Intimate-partner Violence, including Dating Violence and Domestic Violence**

*Intimate-partner violence* includes dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior.

Intimate-partner violence can encompass a broad range of behavior, including, but not limited to, physical violence and sexual violence. Intimate-partner violence may take the form of threats, assault, property damage, or violence,

or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on the reporting party's statement, taking into consideration the following factors: a) the length of the relationship, b) the type of relationship, and c) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic violence is violence committed by a current or former spouse, or sexual or intimate partner of the alleged victim, a person who is living as a spouse or who lived as a spouse with the alleged victim, parents and children, other persons related by blood or marriage, or by a person with whom the alleged victim shares a child in common. Under the criminal laws of Pennsylvania certain offenses, including but not limited to, rape, aggravated assault and stalking, can be deemed domestic violence depending on the relationship of the parties involved.

### **Indecent exposure**

A person commits *indecent exposure* if that person exposes their genitals in any public place or in any place where there are present other persons when one knows or should know that this conduct is likely to offend, affront, or alarm.

### **Retaliation**

*Retaliation* is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a sexual misconduct allegation. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.

### **Stalking**

*Stalking* occurs when a person engages in a course of conduct or repeatedly communicates and/or commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate or communicate either of the following:

- an intent to place the other person in reasonable fear of bodily injury; or
- an intent to cause substantial emotional distress to the other person.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Examples of stalking include:

- unwelcome and repeated visual or physical proximity to a person;
- repeated oral or written threats;
- extortion of money or valuables;



- unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards;
- unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- sending/posting unwelcome/unsolicited messages with an assumed identity; or
- implicitly threatening physical contact;
- or any combination of these behaviors directed toward an individual person.

***Other misconduct that is sex or gender-based, or in the context of an intimate partner relationship including:***

### **Bullying and Intimidation**

*Bullying* includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

- substantially interfering with a community member's education, employment, or full enjoyment of the college;
- creating a threatening or intimidating environment; or
- substantially disrupting the orderly operation of the College.

Bullying is prohibited and participating in such acts will result in disciplinary action.

*Intimidation* is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation to influence the student conduct process will be in violation of retaliation as described within this policy and will be subject to disciplinary action.

When acts of bullying and intimidation occur in the context of intimate-partner violence or when the behavior is perpetrated based on sex or gender, the conduct will be resolved under the *Sexual Assault and Harassment Policy*.

### **Physical Assault**

*Physical assault* is a purposeful action meant to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting. When these acts occur in the context of intimate-partner violence or when the behavior is perpetrated based on sex or gender, the conduct will be resolved under the *Sexual Misconduct and Harassment Policy*.

### **Discrimination**

*Discrimination* under this Policy is defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities based on sex, gender identity or expression, or sexual orientation.

### **Prohibited Relationships**

Prohibition of Relationships between Faculty and Students and Staff and Students

- Romantic involvement or sexual relationships between faculty and College students are prohibited by this policy.

- Romantic involvement or sexual relationships between staff (who are not student employees) and College students, even if consensual, are prohibited by this Policy.

---

## STATEMENT AGAINST RETALIATION

Retaliation is a violation of College policy. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a respondent or third party may also be the subject of retaliation by another individual, including the complainant. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report made in good faith, even if the report is not later substantiated.

Any student determined to be responsible for retaliation will be subject to appropriate disciplinary action, up to and including termination. Moreover, any student, who condones or ignores potential violations of this policy, will be subject to appropriate disciplinary action, up to and including termination.

---

## CONFIDENTIAL RESOURCES AND SUPPORT

While Casa Loma College encourages all College members to promptly report all incidents of sexual misconduct, the College recognizes that sometimes an individual may prefer to initially speak with someone in confidence. Accordingly, for members of the College who do not want details of their report of sexual misconduct to be shared with the College's Title IX Coordinator, the College has available confidential resources. These resources are subject to confidentiality obligations that generally prohibit release of information without an individual's express consent, unless otherwise required by law.

If someone discloses sexual misconduct to a College confidential resource, that confidential resource will not disclose to College authorities any identifying information about the person subject to the misconduct or the person alleged to have committed the misconduct, but may provide the Title IX Coordinator with limited nonidentifying information about the incident to permit the College to determine if the incident should be reported among the crime statistics the College is required to report under federal or state laws.

Ordinarily, reports made to individuals at the College designated as confidential resources will not be shared with law enforcement or any state agencies. However, there are limited exceptions to a confidential resource's legal ability to keep a report of sexual misconduct confidential, such as the reporting of abuse of minors. Additionally, if someone discloses to a confidential resource information suggesting they or someone else presents an imminent threat or danger to harm themselves or others, confidentiality cannot be maintained.

### **Campus Confidential Resources**

The following have been designated as confidential resources:

- **Health and Wellness Coordinators**  
Stephanie Shelburne and Kari Allen-Hammer

## Off Campus Resources and Support

- **Center for Assault Treatment Services (CATS)** – A non-profit organization and a part of Northridge Hospital Medical Center, the CATS Program is open 24/7 for victims of sexual assault in the San Fernando and Santa Clarita Valleys.  
Hotline: 818-908-8632
- **National Sexual Assault Online Hotline** - Offers free, confidential, and secure help 24/7, if you need someone to talk to or help with pressing charges or understanding your healing process.  
Hotline: 800-656-HOPE (4673)
- **[RAINN \(Rain, Abuse, & Incest National Network\)](#)** - Can help you find a local rape crisis center anywhere in the U.S. when you click [here](#). These crisis centers also have 24/7 hotlines that serve victims of sexual violence. They are trained to provide you with the support and information you need.
- **[Peace Over Violence - Rape and Battery Hotline](#)**  
Central Los Angeles (213) 626-3393; South Los Angeles (310) 392-8381;  
West San Gabriel Valley (626) 793-3385
- **[The National Center for Victims of Crime](#)** – Provides a fast and easy way to locate crime victim assistance throughout the country by clicking [here](#).
- **[The National Domestic Violence Hotline](#)** - A 24/7 center that has access to service providers and shelters across the U.S.  
Hotline: 800-799-7233
- **[California Department of Fair Employment and Housing](#)** - The state agency that enforces the state workplace anti-discrimination laws. (800) 884-1684: Within California (916) 227-0551: Outside California

## PREVENTION EDUCATION PROGRAM

Through training programs, we are equipping our community with the skills to recognize instances of potential harm or violence and offer help safely by de-escalating, intervening, or reporting any potentially violent or concerning situations. Students are required to complete *DCR 100 Spectrum of Violence*, which is a multidisciplinary overview of the identification and management of situations/events within the spectrum of violence that can occur on campus, in the workplace, and other public spaces. Students will learn how to recognize, report and defuse situations involving campus/workplace bullying, harassment, and violence. Additionally, this course will provide guidelines for cultivating situational awareness and risk assessment in order to mitigate or effectively respond in the event of any violence. Survival strategies, basic first aid, and practices for cultivating resilience are also part of this 8-week curriculum. This course is an institutional requirement and is not for academic credit. Students will receive certificates for successful completion of sections covered.

For the full content of the *Sexual Misconduct and Harassment Prevention* policy, please refer to Moodle Violence Prevention and Response, under the CLC Library Resources.

## WEAPONS

Use or possession of firearms, explosives, dangerous substances are not permitted by Casa Loma College students, employees, and guests, at clinical sites or during College sponsored events, except when carried by bona fide law enforcement official in their official capacity. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy. Violations of this policy are subject to criminal prosecution and College disciplinary procedures up to termination. Vehicles parked on College premises may be inspected by College personnel if there is reasonable cause to believe they contain weapons.

## DRUG AND ALCOHOL PROGRAM

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the College provides a Drug and Alcohol Abuse Prevention Program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensation, possession or use of alcohol, illegal drugs, or controlled substances at Casa Loma College is strictly prohibited.

The College will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of the College to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities.

In compliance with the Federal Drug Free Schools and Campuses regulations, the College notifies students and employees of its alcohol and other drugs program on an annual basis. The College also performs a biennial review of its program and retains the records of that review in accordance with the Department of Education's requirements.

The full content of the Drug and Alcohol Prevention Program is available at <http://www.casalomacollege.edu/admissions/drugs>.

---

## DRUG, CANNABIS AND ALCOHOL POLICIES

The use of any substance, legal or otherwise, for the intention of intoxication, or regardless of intent, if misused, or that is deemed harmful or potentially harmful to self or others, may be considered substance abuse. Casa Loma College therefore prohibits the following on any College owned or controlled property, or at any College activity, on or off campus:

- Illegally manufacturing, distributing, or dispensing illegal drugs, including marijuana and its derivatives
- Storage of illegal drugs, marijuana or alcohol anywhere on College property
- Possessing, selling or using drug paraphernalia
- Possessing or consuming alcohol or illegal drugs, marijuana, and/or being impaired by alcohol, illegal drugs, or marijuana.

---

## CANNABIS POLICY

Marijuana is an illegal substance and is prohibited. Marijuana is considered a Schedule I drug by the US Drug Enforcement Agency, which means it has a high potential for abuse, and no currently accepted medical treatment use. Cannabis may cause permanent damage to lungs, reproductive organs and brain function, slows reflexes, increases forgetfulness, and alters judgment of space and distance. Any student who is found to be in possession of or using marijuana will face disciplinary action, up to termination and possible criminal charges. Water pipes, bong, hookahs, and other paraphernalia commonly associated with drug use are also prohibited.

Medical cannabis which is prescribed for healing purposes is prohibited on Casa Loma College property, during College events or activities, or during off-campus College related work, even though there may be state laws which permit its use.

The College considers the abuse of cannabis to be incompatible with the essential functions of health care providers.

---

## TOBACCO AND E-CIGARETTE POLICY

It is the policy of Casa Loma College to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and other cigars is hazardous to health. According to the US Food and Drug Administration that cigarettes pose acute health risks and detectable levels of carcinogens and toxic chemicals.

Smoking and the use of tobacco and e-cigarette products are not permitted on any Casa Loma College property, including all buildings and facilities, walkways, and building entrances, except as provided below. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit. Students and faculty must also abide by all clinical facility rules and regulations pertaining to smoking.

Designated smoking areas have been established in the student parking lots. When using designated smoking areas students should not leave cigarette butts on the ground. Cigarettes must be disposed of in trash receptacles.

“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

“Tobacco Product” means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amount of nicotine

that is manufactured, offered for sale, sold, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

It is the responsibility of the student to observe the policy on Tobacco and E-cigarettes. Failure to comply with the policy will be treated as a violation of the College’s policies and may result in disciplinary action.

---

**SANCTIONS**

Student sanctions for violation of the College’s Drug, Cannabis and Alcohol policy include disciplinary action (as described below) and referral for criminal prosecution depending upon the nature and gravity of the infraction and the degree to which violation of the policy adversely affected the well-being of the College or the fulfillment of the College’s mission. Sanctions will be administered by the Chief Executive Officer. Penalties for infractions, even for a first offense, range from a warning, referral for an appropriate assistance program, confiscation, restitution, suspension, up to and including termination.

Depending upon the particular circumstances, continued attendance at the College by students who are found to be in violation of the terms of this policy may be contingent upon satisfactory completion of drug screening and interim drug screening as required, participation in a drug abuse assistance, counseling and/or rehabilitation program.

NOTE: A conviction for the sale or possession of illegal drugs may affect a student's eligibility for federal student financial aid. For more information students can refer to the Federal Student Aid Webpage at: <http://www.ifap.ed.gov>.

**NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance. A conviction that was reversed, set aside, or removed does not count, nor does one received as a juvenile, unless tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	<b>Possession of Illegal drugs</b>	<b>Sale of Illegal Drugs</b>
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period of ineligibility	Indefinite period of ineligibility

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

The College must provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of the student's loss of eligibility and the methods whereby the student can become eligible again.

### **Regaining Eligibility**

To regain eligibility, a person must successfully complete a drug rehabilitation program recognized by a federal, state or local government agency and the program must include at least two unannounced drug tests OR if the conviction was reversed, set aside or removed from the student's record. If a student is denied eligibility for an indefinite period, the student can regain eligibility after completing a drug rehabilitation program as described previously or if the conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

It is the student's responsibility to certify to the school that they have successfully completed the rehabilitation program.

### **Student Responsibilities if Convicted During Period of Enrollment**

According to the US Department of Education, if a student is convicted of a drug offense after receiving Federal aid, they must notify the Financial Aid Office immediately.

That student will

- Be immediately ineligible for further aid and will be required to pay back all aid received after the loss of eligibility.
- Be required to self-certify their eligibility for Federal aid with regard to drug convictions on the FAFSA.

If a student has been convicted of a drug offense while applying to receive Title IV Federal financial aid, they are required to report the conviction on item 23 of the FAFSA.

---

## **SUBSTANCE ABUSE EDUCATION**

The College does not provide in-house alcohol and drug prevention programs, however does refer employees and students in need to local counseling and treatment facilities within the campus's jurisdiction. Students are also encouraged to contact the local Alcoholics Anonymous Organization <http://www.aa.org/>.

**Available Counseling, Treatment, Rehabilitation or Reentry Program:** Help is available for persons in need of counseling or other treatment for substance abuse. Listed below are several agencies within the jurisdiction of each of our campuses.

**Community Support Programs:** The following 12-Step Programs provide support for addiction recovery:

- AL-ANON (818) 760-7122 <http://www.al-anon.alateen.org>
- Alcoholics Anonymous (818) 988-3001 [www.aa.org](http://www.aa.org)

- Cocaine Anonymous (818) 760-8402 [www.ca.org](http://www.ca.org)
- Cannabis Anonymous (800) 766-6779 [www.cannabis-anonymous.org](http://www.cannabis-anonymous.org)
- Narcotics Anonymous (818) 773-9999 [www.na.org](http://www.na.org)

**Community Treatment Programs**

- Matrix Institute on Addictions (fee for service) (800) 310-7700 <http://www.matrixinstitute.org>
- Tarzana Treatment Centers (fee for service) (818) 996-1051 [www.tarzanatc.org](http://www.tarzanatc.org)
- “211” Dial 211 for a referral for a treatment center in Los Angeles County. Los Angeles County

Department of Health Services <http://publichealth.lacounty.gov/sapc/findtreatment.htm>

High Road Program 14430 Sherman Way Van Nuys, CA 91405-2340	American Health Services/Van Nuys 6265 Sepulveda Boulevard, Suite 9 Van Nuys, CA 91411
<b>National Toll-Free Hotlines</b> The National Institute on Drug Abuse Hotline Information and referral line that directs callers to treatment centers in the local, (800) 662-HELP (M-F, 8:30a.m. - 4:30p.m.)	<b>Parent’s Resource Institute for Drug Education (PRIDE)</b> 1-800-241-9746 (M-F, 8:30 a.m. - 5:00 p.m.) 1-800-COCAINE (M-F, 9:00 a.m. – 3:00a.m.; S-S, 12:00 p.m. – 3:00 a.m.)

**STUDENT’S RIGHTS AND RESPONSIBILITIES**

A student accepted into an academic program of study at Casa Loma College has certain rights and responsibilities. These rights and the associated responsibilities are outlined below:

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 any 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 adequate notice and hearing for all students subjected to the disciplinary process.
4. When confronted with injustices, students may seek redress through established grievance procedures. Such procedures will be available to those students who make their grievances in a timely manner.
5. Students may take reasonable exception to the data or views offered in any course of study and may form their own judgments, 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 explanation of all fees and financial obligation to Casa Loma College.
7. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.



8. Students have the right to a quality education. This right encompasses 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 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 College and clinical settings and to abide by the policies of the College and the program director.
10. Students are expected to conduct all relationships with the College staff and faculty, their peers, and patients with honesty and respect.
11. Students are to comply with directions by College faculty and staff members who are acting within the scope of their employment.
12. Students have the rights 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 to their own learning processes while striving for academic and clinical excellence and to share their knowledge and learning.

## ACADEMIC FREEDOM POLICY

In the administrative organization of the institution, the professional integrity of the faculty and staff shall be respected. Administrative decisions shall not inhibit the academic freedom of the faculty. The institution shall adopt a policy assuring academic freedom and communicate the policy to all faculties.

From Merriam-Webster's Dictionary: Academic freedom - *freedom to teach or to learn without interference*

The ability to learn in an atmosphere, not prejudiced by outside pressures is respected by Administration. Casa Loma College supports its faculty, protecting their ability to teach in a respectful, supportive and encouraging academic environment. Within the classroom, both faculty and students have the right to freely express their thoughts and engage in uninhibited educational discourse free of external influences, so long as the integrity of instruction is not compromised, and they conduct themselves in an ethical and courteous manner befitting a professional in the field of healthcare. In addition, students are encouraged to voice their ideas. The College and faculty support the opinions of its diverse students, valuing their right to share dissenting or alternate opinions.

## ACADEMIC DISHONESTY

Casa Loma College considers academic dishonesty to be a serious offense of which a student may be terminated, suspended or given a less severe disciplinary action. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of judgment by the instructor and Program Director.

Casa Loma College expects students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. In every case of alleged academic dishonesty, the burden of proof rests with the faculty member to clearly demonstrate that the student committed an act of academic dishonesty. If a student believes that the accusation is false, he or she may appeal through the Grade Appeal Procedure outlined below.

Academic dishonesty is any activity intended to improve a student's grade fraudulently. It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination;
3. Open cheating on an examination (such as copying from another student's paper);
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently;
7. Plagiarism: Plagiarism is defined as using another person's words as if they were your own, unintentionally or otherwise, and the unacknowledged incorporation of those words in one's own work for academic credit. Plagiarism includes, but is not limited to, submitting a copied, partially copied, or partially paraphrased work of another as one's own project, paper, report, test, program, design, pictures, images, or speech (whether the source is printed, under copyright in manuscript form or electronic media) without proper citation. Source citations must be given for works quoted or paraphrased.

The above rules apply to work that is graded, ungraded, group, individual, written, or oral. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

#### **Procedures and Penalties**

Students are subject to disciplinary action for reasons of academic dishonesty. The faculty plays an integral role in the process for resolving academic dishonesty complaints.

1. The faculty member having the suspicion or information of dishonesty will first discuss the matter with the student(s) involved.
2. The faculty member will then discuss the situation with the Program Director.

One of the following will occur: (Students have the right to remain in a class during the term of any course until or unless suspension or withdrawal from the class or the College is imposed.)

1. For a student who seems mistaken in practice rather than guilty of intention, or in the case that seems to warrant leniency, the faculty member, consulting with the Program Director, may do any of the following which they deem appropriate:
  - a. Grade the work under question "zero" or "failing"
  - b. Allow the student to demonstrate that s/he can fulfill an assignment through her/his own honest effort.
2. For an offense which seems to be a clear case of cheating or which does not seem to warrant leniency, the faculty member, after consulting with the Program Director may do either or both of the following:
  - a. Grade the work under question "zero" or "failing"
  - b. Assign a grade of "F" for the course
3. In cases where an "F" grade is assigned for academic dishonesty; the faculty will immediately post the grade.

## ADMINISTRATIVE COMMITTEE

Casa Loma College utilizes an administrative committee to make decisions regarding a student's termination, withdrawal and/or re-admittance (exception: failure to achieve Satisfactory Academic Progress and/or exceeding attendance criteria). The committee consists of some or all of the following: President, Program Director/s, Director of Financial Aid, Director of Admissions, and Campus Director. The committee meets as necessary, to discuss student status. When a student is determined to be in jeopardy of termination or is appealing a termination decision, the committee will determine the student's ongoing status based on the student's academic performance, attendance, attendance at remediation, circumstances of termination, and other issues which may influence a student's on-going status. When a student's status is brought to the administrative committee, the administrative committee is the final decision regarding a student's status in the program.

## STUDENT GRIEVANCE POLICY

**Scope:** The purpose of the grievance policy is to provide a prompt and equitable means of resolving student grievances. A grievance is a formal complaint by a student arising out of an alleged action of the faculty, administration, or staff of Casa Loma College. Such action must be:

1. An unauthorized, unjustified or unethical action(s), which adversely affects the status, rights, or privileges of the student.
2. A violation of published Casa Loma College official campus regulations, policies or procedures.
3. A violation of or an inequitable application of the rules, policies, procedures, and regulations.

The grievance procedure does not apply to:

1. Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination; these are dealt with by the Campus Director.
2. Grade appeals - the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, or incompetency, shall be final.
3. Actions by another student.
4. Admissions decisions.
5. Financial Aid decisions.

Casa Loma College is concerned any time a grievance is filed placing a high priority on a prompt and equitable resolution. The Grievance process is designed to minimize the time from offense to resolution.

---

## PROCEDURES

**Step 1:** The complainant will first attempt to resolve his/her grievance by discussion with the person or group directly involved in the matter *within five (5) working days after the occurrence of the alleged grievance*.

**Step 2:** If the student does not feel the problem has been resolved *within five (5) business days after the informal meeting*, the student is then required to attempt informally to resolve the grievance through either of the following channels:

- There shall be a conference within five (5) working days of Step 1. This conference shall include the principals involved i.e., the complainant, the accused, and the Program Director.
- If the complaint is against a Director, the student is required to take the complaint to the Campus Director who discusses the issue with the student and the Director member involved, either individually or collectively, in an effort to resolve the issue.

The Campus Director or Program Director shall hear from both parties and seek to resolve the matter. The Campus Director or Program Director shall then provide a written summary of findings to the Title IX Coordinator, complainant and respondent.

Step 3: If the issue has not been resolved satisfactorily after the complainant has completed the procedures outlined in Step 1 and Step 2, the complainant shall declare that a grievance exists and shall submit a written statement to the Title IX Coordinator. The grievance must be submitted on the Grievance Report Form ***within five (5) working days of Step 2***. The form may be obtained from the Title IX Coordinator.

**Step 4:** If needed, the Title IX Coordinator shall set the time, date, and location for a formal grievance hearing. The hearing shall be held ***within ten (10) working days of the grievance being submitted***.

---

#### GRIEVANCE COMMITTEE

The grievance committee shall include:

- The complainant,
- The accused,
- The appropriate Director, and
- The Title IX Coordinator and/or Campus Director,
- Two students to be selected by the Title IX Coordinator who are in good standing determined by the student's SAP,
- Two faculty members, to be selected by the Title IX Coordinator and/or Campus Director who are not faculty members in the program of the complainant

---

#### GRIEVANCE HEARING

1. The principals involved in the matter may have one representative present at the grievance hearing.
2. Individuals participating in the grievance hearing shall discuss the charge(s), hear testimony, receive all available evidence pertaining to the charge(s), and when appropriate, examine witnesses. Either party will be notified in advance of the hearing if witnesses will be present.
3. Should the student be more than 15 minutes late, the committee shall deny the grievance.
4. The complainant shall assume the burden of proof.
5. The Grievance Committee will judge the evidence and make its findings based on fact. No evidence other than that received at the hearing shall be considered by the Grievance Committee.
6. Following presentation of evidence, all parties, except the Grievance Committee will be dismissed. The committee will consider the evidence and prepare a written report of its recommendations. The report and its recommendations will be written by the committee moderator.
7. A record of the proceedings shall be maintained by the Title IX Coordinator. A transcript of the hearing will be provided to the complainant and to the accused.
8. Within ten (10) working days after the grievance hearing, the Title IX Coordinator shall submit his/her recommendation(s) to the President.
9. Within five (5) working days of the receipt of the Title IX Coordinator recommendation, President shall render a decision and shall forward it to the complainant and to the accused.

10. The President's decision is final.

### **Withdrawal of Grievance**

At any time during the grievance procedure the student may withdraw the grievance. In addition, a failure by the student to appear for any scheduled hearing, without prior notification or evidence of extenuating circumstances shall constitute withdrawal of the grievance and will prevent the student from refiling.

## **EXTERNAL COMPLAINT POLICY**

Casa Loma College is committed to responding to all complaints promptly and constructively to ensure high standards and the continuous improvement of College services. Every complaint will be taken seriously and viewed positively as an opportunity to receive constructive feedback so that improvements may be made.

The College may receive complaints from members of the public, clinical affiliation sites, colleagues, off-campus locations, externship and internship sites.

If the complaint involves a student or clinical site, the complaint will be directed to the specific Program Director. The Campus Director responds to complaints from other sources.

A person or organization desiring to file a complaint must satisfy the following criteria:

1. The complainant must disclose the existence of a grievance against the College.
2. The complainant must have attempted to resolve the grievance with the College prior to filing the complaint. The complainant must indicate in a written report that a serious effort was made to resolve the grievance before filing the complaint.
3. The complaint must disclose the existence of a grievance against the College and must further indicate that the College dealt with the situation giving rise to the grievance in a manner that draws into substantial question the College's integrity and compliance with state agencies and accrediting agency criteria.
4. The complaint must be properly documented and provide supporting evidence or documentation, if applicable.
5. The complaint must be submitted in a timely manner (within 30 days of situation).

When a complaint has been received against the College, the Campus Director will acknowledge receipt of the form in writing to the complainant within five (5) business days. The complainant must complete all applicable sections of the Complaint Form for the complaint to be reviewed. The following procedures will take place once a formal complaint has been received.

In order for the Campus Director to investigate the complaint, it is necessary to share the grievance with the appropriate employee/student of the College and obtain the involved employee/student response. Additional information may be requested by the Campus Director if insufficient documentation is submitted.

Upon conclusion the investigation, both parties will be provided with a written copy of the Campus Director's decision. If either party believes that the Campus Director's investigation was incomplete or that the decision was

unreasonable, they can seek a review of the decision by the President of the College. The decision of the President is final.

External complaints are archived in the Office of the Campus Director for five years. External complaints received regarding the Physical Therapist Assistant Program are archived not only in the Office of Campus Director but also a copy with the Director of the PTA Program.

## STUDENT RECORDS - NOTIFICATION OF RIGHTS UNDER FERPA

FERPA permits the disclosure of personal identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personal identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, whom the College has determined to, have legitimate educational interests.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information".
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

### **Directory Information**

Under the terms of the Family Educational Rights and Privacy Act of 1974 and its amendments Casa Loma College has designated the items listed below as "Directory Information." This is information that is generally not considered harmful or an invasion of privacy if disclosed. Casa Loma College defines "directory information" as:

- Name
- Local address and telephone number
- Permanent address
- E-mail address
- Date and place of birth
- College
- Curriculum
- Enrollment status (full/part-time)
- Classification
- Dates of attendance at Casa Loma College
- Awards and academic honors
- Degrees and dates awarded
- Most recent previous educational institution attended
- Photographic, video, or electronic images of students taken and maintained by the College

Consider carefully the consequences of any decision made by you to withhold your "Student Directory Information," as any future requests for such information will be refused. Examples of, but not limited to, potential impacts are no acknowledgement of your attendance at Casa Loma College to potential employers, no verification of degrees to requestors, no printing of your name in the commencement program and no press releases pertaining to graduation and/or honors. Casa Loma College will honor your request to hold "Student Directory Information" but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Casa Loma College assumes no liability for honoring your instructions that such information may be withheld. Unless the student has officially filed a written request with the Registrar's Office that disclosure not be made without his or her written permission, directory information may be included in appropriate College directories, publications and news releases and may be disclosed by staff members in response to inquiries concerning individual students whether such inquiries are made in person, in writing, over the telephone, or by electronic means.

To withhold directory information please complete the Student Information Release Authorization form. This form is available through the Registrar's Office and must be filed with the Registrar's Office.

## MAINTAINING STUDENT RECORDS

Student academic records are maintained for a minimum of five years, with transcripts, enrollment agreement and BPPE Student Performance Fact Sheet maintained indefinitely.

## ACADEMIC RECORD CHANGE

The Office of the Registrar takes considerable care to ensure the student's academic record is accurate. Any student who feels an error has been made should immediately contact the Office of the Registrar. Records become permanent and cannot be changed after one year from the course completion date.

## TRANSCRIPTS

The College will provide official and unofficial transcripts at a cost of \$10.00 each. Transcripts will be processed within five to seven business days and then mailed regular USPS. A \$15.00 fee will be charged for expedited service which will be mailed regular USPS within three business days. The student's financial account must be current for transcripts to be furnished. Academic transcripts will be withheld if a student has an outstanding financial obligation to the College which includes and is not limited to student fees, unpaid tuition and/or obligations incurred through use of facilities or equipment.

Students, who take their ARDMS SPI Exam while in school and require a transcript, will not be charged for the transcript.

## STUDENT SERVICES

Casa Loma College offers many services to their students including career services, financial aid, and no-cost tutoring and remediation. Many students at Casa Loma College experience not only academic difficulties, but also personal and family difficulties which may interfere with their academic progress. A primary responsibility and goal of Casa Loma College is to assist students and to provide them with the appropriate student services to complete their training.

Student Services also provides students with information regarding referrals for childcare, GAIN, EDD, Department of Veterans Affairs, low cost medical, professional counseling referrals, transportation, as well as attend to any other special concerns that may arise while attending Casa Loma College.

---

## CAREER SERVICES

Casa Loma College's Career Service is a vital part of a student's educational program. We assist all students from your very first day through graduation and as alumni. Guiding you along the way, Career Services will equip you with training, resources and connections to transition from College to career. Career Services can help you with:

- Exploring career options
- Developing a resume
- Writing great cover letters



- Learning how to interview
- Developing networking and professional contacts
- Job search techniques

The average starting wage information based on data received from employers and graduates is available to prospective students; however, no employee of the College is authorized to guarantee employment or any specific salary. Employer needs, current economic conditions and other factors may affect wages. Although the securing of employment cannot be guaranteed, every avenue is pursued to assist students in obtaining employment. We encourage graduates and students to avail themselves of the services of the Career Services Office. We are prepared to assist you in every step of the way.

---

## ADVISING/TUTORING ASSISTANCE

Administration and Faculty of Casa Loma College make reasonable effort to maintain close communication with all students. Students have access to Faculty and Administrative Staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency.

Individual advising may occur periodically throughout a student's course of study. These sessions' help instructors determine student progress and identify those students who may require additional assistance. Problems not solved in instructor-student sessions may be referred to the Program Director.

Student Advisement is available. Students are encouraged to seek help whenever it is needed. At any time, students may be formally advised, and all advisements are confidential. Whenever any faculty or staff member advises a student that advisement is documented. All students receive informal on-going advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, and professionalism. When a student's problems are beyond that of the faculty or staff that student is referred to the Program Director.

---

## STUDENT COUNCIL

Student interaction is considered to be an important component of the academic experience at Casa Loma College. Class organization is designed to encourage opportunities for student communication. Students are encouraged to contact either their peers or their instructors if they wish to form or join study or special interest groups.

The Student Council at Casa Loma College is a valuable asset to both the students and the administration. It is composed of two representatives from each class who are a liaison between the student body and the school administration. Student Council meets once per month and attends faculty meetings for the opportunity to voice concerns and suggestions.

---

## THE LEARNING CENTER

The Learning Center is available to support student learning and the educational programs. The resource center is equipped with computers that have a variety of applications, including word processing, all with internet access. All computers have access to the online library, databases, and Moodle, and many other resources

## LIBRARY

Casa Loma College library is 100% Online. Casa Loma College's Online Library has a collection of online resources and databases, scholarly journals, multimedia content, current industry periodicals, and much more. The Library's collection of resources is continually updated to provide the most relevant information available. Online Tutorials help you navigate the individual resources, as well as the overall library site. All students, faculty and staff with a secure login and passcode to the Learning Management System Moodle may access the online library.

The Librarian may be contacted during hours posted on Moodle as well as chats by appointment. Contact information is located on Moodle.

## ALTERNATE LEARNING EXPERIENCE

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not limited to, independent learning projects, afternoon and/or evening clinical rotation schedules. There may be instances where students will be required to attend their clinical training rotation in the evening. Students should be prepared to accommodate assigned alternate learning experiences and possible changes in class days and times if deemed necessary by faculty to obtain course objectives. Appropriate notification will be given.

## EMAIL COMMUNICATION

All students currently enrolled at Casa Loma College are required to have an email address. Email is a mechanism for official communication within Casa Loma College. Official email communications are intended only to meet the academic and administrative needs of the campus community. Students must check regularly for targeted announcements and email communication from the College at a minimum of twice per week. Students have the responsibility to recognize that certain communications may be time-critical. Failure to check for messages and failure to receive messages due to full mailboxes or auto-forwarded email are not acceptable excuses for missing official College communications. Email shall not be the sole method for notification of any official College action.

## PEER-TO-PEER FILE SHARING POLICY

Students authorized to utilize the College electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any College equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment onto College premises. Second violation the individual may be terminated. This decision will be made by the Chief Executive Officer.

Violations of Peer-to Peer File Sharing include:

1. Knowingly accesses and without permission alters, damages, deletes, destroys, or otherwise uses any data, computer, computer system, or computer network in order to either (A) devise or execute any

scheme or artifice to defraud, deceive, or extort, or (B) wrongfully control or obtain money, property, or data.

2. Knowingly accesses and without permission takes, copies, or makes use of any data from a computer, computer system, or computer network, or takes or copies any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
3. Knowingly and without permission uses or causes to be used computer services.
4. Knowingly accesses and without permission; adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
5. Knowingly and without permission disrupts or causes the disruption of computer services or denies or causes the denial of computer services to an authorized user of a computer, computer system, or computer network.
6. Knowingly and without permission provides or assists in providing a means of accessing a computer, computer system, or computer network in violation of this section.
7. Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network.
8. Knowingly introduces any computer contaminant into any computer, computer system, or computer network.
9. Knowingly and without permission uses the Internet domain name of another individual, corporation, or entity in connection with the sending of one or more electronic mail messages, and thereby damages or causes damage to a computer, computer system, or computer network.

Casa Loma College is under no obligation to protect a user from a complaint or action arising from any violation, or alleged violation of the law, including infringement of any intellectual property rights due to the use of peer-to-peer, or any other type of File-sharing, software applications. Users should understand that the fact that material is accessible through the Internet does not mean that accessing and distributing such material is authorized by copyright holders. Even if users pay for that access, they do not necessarily acquire the right to distribute the material to others.

## POLICY FOR RESPONSIBLE COMPUTING

Purpose: In support of the College's mission to provide accessible education and training, Casa Loma College provides access to computing and information resources for students, faculty, staff, and other authorized individuals. The Policy for Responsible Computing at Casa Loma College reflects the governing philosophy for regulating faculty, staff, student, and other authorized individuals use of the College's computing resources. It spells out the general principles regarding appropriate use of equipment, software, and networks. By adopting this policy, the College recognizes that all members of the College are also bound by federal, state, and local laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty, staff and students for seeing that the computing resources are used in an effective, efficient, ethical, and lawful manner.

## NO HARASSMENT VIA INTERNET

Casa Loma College does not tolerate the misuse of any computers located on campus which result in postings on web pages, chat rooms or other locations on the Internet/Worldwide Web or in the transmission of electronic mail, instant message or other means of electronic communication, which embody threats of physical violence,

psychological, emotional or social harm, obscene language, pornographic materials, non-public information or other textual, photographic or representational materials concerning any CLC student, administrator, faculty, or staff member or any other person or entity which results in the harassment, embarrassment or damage of said person.

In the event a CLC student is determined at any time to have engaged in any activities prohibited under the preceding paragraph, the College may elect to discipline the student in a manner and to the extent it deems appropriate to the nature of the offence, up to and including immediate termination. In addition, the College will fully cooperate with any law enforcement agencies that may become involved.

---

## DISCLAIMERS

The following are statements regarding the College computer systems are currently mandated by federal or state law or current College policy.

Electronic Mail Privacy - Two accounts on the College system have the ability to read individual mail: the individual's account and the system administrator account. While reasonable attempts will be made to ensure the privacy of electronic mail, there is no guarantee that electronic mail is private. The College system is not a secure system, nor is it connected to a secure network. Discriminatory conduct will be addressed through the College's Civil Rights/Nondiscrimination Policy. Conduct that is considered to be sexually harassing will be addressed through the College's Unlawful Harassment Policy and Procedure.

---

## VIOLATIONS OF POLICY

Any users' privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate College official(s). Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of the procedures may constitute a criminal offense. Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. Any user who protests against discriminatory conduct and who is subsequently subject to retaliatory action because of the protests may file an additional or amended complaint with the appropriate College official.

## CHANGES IN PROGRAM OR POLICIES

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in program, grading and attendance policies, and criteria, or locations of clinical sites, in the interest of improving the student's education, or where deemed necessary, due to academic scheduling or professional requirements.

The College reserves the right to postpone or change the date or time when a class is offered, if the minimum student enrollment for that class is not reached.

## CONSUMER INFORMATION

Current or prospective students may obtain information on financial assistance from any staff member in the Financial Aid Department. In addition, information requested on the school, graduation, retention, placement or licensure rates, security polices, and emergency response plan may be obtained from any staff member in the Admissions Office. Students and prospective students may request consumer information in a printed hard copy format. Requests should be made to the respective offices.

## INSTITUTIONAL LIABILITY & PERSONAL PROPERTY DISCLAIMER

Casa Loma College disclaims liability of any kind for injury or illness of any student as a result of participation in a course or program of study including associated activities in clinical, classroom, laboratory work, or field trips. Any student injured while in a learning experience must report this injury to their instructor. An incident report must be filled out, with a copy given to the Director of the Program.

If emergency care is required, the student must follow the procedure established by the College or affiliated facility for such injuries. The student will be financially responsible for all emergency care. The College assumes no financial responsibility.

The College assumes no responsibility for loss or damage to student's personal property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the College property or at any clinical facility.

## VOTER REGISTRATION

Casa Loma College encourages all students to participate in local, state, and national elections. As part of our responsibility to promote good citizenship, as well as good scholarship, the College urges all students to register to vote. If you are not registered follow the link to <http://www.sos.ca.gov/elections/> who are not registered to vote are reminded that, to vote in the State of California, they must register at least 15 days prior to an election.

## CONSTITUTION AND CITIZENSHIP DAY

September 17 has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Federal, State, and local officials, as well as leaders of civic, social, and educational organizations, are to conduct ceremonies and programs that bring together members within their organization to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

## ACADEMIC CALENDAR

A school calendar is included as an at the back of the catalog.

## STUDENT HOUSING

The College is nonresidential and has no responsibility to find or assist a student in locating housing. Available housing near the College varies considerably depending on the individual requirements. Facilities include rooms in private homes, apartments and rental houses.

## REPLACEMENT ID BADGES

Student ID badges are to be worn at all times both on campus and at the clinical sites. Students who misplace or lose their ID badge will be charged \$10.00 for a replacement badge.

# FINANCIAL AID SERVICES

## FINANCIAL AID—CONSUMER INFORMATION

In an effort to assist the student in making a more educated decision about enrolling, Casa Loma College provides the following disclosures on paper requiring signatures, or in the school catalog, or on the school website.

- Institutional Performance Fact Sheet (Signed Disclosure)
- Gainful Employment Disclosure (School Website)
- Campus Security (School Catalog)
- Constitution & Citizenship Day Sept 17<sup>th</sup> (School Catalog)
- Drug and alcohol abuse policy (School Catalog)
- Textbook Disclosure (School Catalog)
- FERPA (School Catalog)
- Copyright protection policy (School Catalog)
- Peer to Peer File Sharing Policy (School Catalog)
- Admissions disclosure (Signed with Admissions)
- Voting Information (School Catalog)
- Net Price Calculator (College Website)
- FA Code of Conduct (College Website)

## AWARDING AND PACKAGING

### Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of College attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

## COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

## THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS

The College is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- **GRANT (FREE) AID. (This aid does not have to be repaid)**
- Federal PELL Grant Program (FPELL) \$5,815 maximum annual limit (**Does not require repayment**)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)\* (**Does not require repayment**)
- **Work (Part Time Job) aid that does not have to be repaid**
- Federal Work Study\*
- **LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)**
- Direct Federal Stafford LOANS
- Subsidized loans (Interest earned while in school and during grace period is covered by the USDE) \*\*.
- Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance) \*\*.
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)
- Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

**STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.**

**(\*) Funds are limited in nature; therefore, awards are based on availability of funds at the school.**

**(\*\*) Annual loan limits and based on educational levels within the course of enrollment.**

**Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community College, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3<sup>rd</sup> loan level.**

**For more specific information on each program please refer to the student guides available at:**

- [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)
- [Direct Loan Basics for Students](#)
- [Direct Loan Basics for Parents](#) PDF [Spanish version](#) PDF [3MB]

## STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes.



## APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid applications for Casa Loma College consist of the following:

**Free Application for Federal Student Aid (FAFSA)** Completing the Free Application for Federal Student Aid ([FAFSA](#)) is the first step in applying for federal and state aid programs. This is a required form for ALL students participating in any Title IV Federal Student Aid Program (Except PLUS only applicants). The FAFSA must be completed either online or in paper form for financial aid office to determine eligibility. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. To complete this process, you will need to apply for an FSA ID and then complete FAFSA online.

**Apply for FSA ID:** An FSA ID allows the student to gain access to their FAFSA online and sign it electronically. Student can create their FSA ID by going to the following <https://fsaid.ed.gov/npas/index.htm> and providing some identification information, and by selecting/creating challenge questions and its answers. The FSA ID will be activated within 3 business days. Once the FSA ID is active, the student can go and complete their FAFSA. If the student is a Dependent student, their parent needs to complete this step as well. Student's parent needs an FSA ID to sign their application online.

**Complete FAFSA On-Line:** Once you receive your **FSA ID**, go to FAFSA website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and complete 2016-2017 and 17-18 FAFSA application. When asked for school information, enter **Casa Loma College Federal School Code: 006731**. It's advisable that student uses IRS Data retrieval tool when transferring their 2015 Federal Tax year income. Once the FAFSA is processed, student and the school will receive confirmation from Department of Education. At that point the school will notify you if any other documents will need to be submitted.

---

## ACADEMIC YEAR AND PAYMENT PERIOD

Students must meet eligibility requirements and must have valid ISIR before awarding and packaging of any SFA funds.

Award limits are generally connected to a period of time and to credit or clock-hours attended. For instance, all of the programs except Federal Work-Study have a maximum amount that can be awarded for an academic year or award year. Measurement of time is important for another reason—in most cases, awards from the Federal Student Aid (FSA) programs must be paid in at least two installments. For most programs, the amount and timing of the payments is based on the academic terms or payment periods in the program.

Every eligible program must have a defined academic year. The academic year is one component used in determining the student's eligibility for Title IV aid. A school may have different academic years for different academic programs. The program's academic year does not have to coincide with a program's academic calendar. Although a school may have different academic years for different programs, it must use the same academic year definition for all FSA awards for students enrolled in a particular program, and for all other FSA program purposes.

**Here is the definition of an academic year per program at Casa Loma College:**

MRI/DMS/PTA (Semester Units/Degree Program): 24 Semester Units in 30 Weeks equals to one Academic Year

Awarding and Packaging MRI Program: Awarding and Packaging is based on the academic year defined above. MRI program has three full academic years. First academic year is 32.92 semester units and 32 weeks; second academic year is 32.92 semester credits and 32 weeks; third academic year is 28.16 semester credits 32 weeks.

Awarding and Packaging DMS Program: Awarding and Packaging is based on the academic year defined above. DMS program has four academic years. First academic year is 30 semester units and 30 weeks; second academic year is 30 semester units and 30 weeks; third academic year is 33 units and 30 weeks and fourth academic year is 11.5 semester units and 10 weeks.

Awarding and Packaging PTA Program: Awarding and Packaging is based on the academic year defined above. PTA program has three academic years. First academic year is 30.5 semester units and 30 weeks; second academic year is 27.5 semester units and 30 weeks and the third academic year is 14.0 units and 15 weeks.

#### Definition of Payment Period:

At Casa Loma College full Academic Year has two payment periods. SFA funds disbursements are made on a payment period basis. Student's Satisfactory Academic Progress evaluation also corresponds with the end of a payment period. For any remaining portion of a program that is half of an academic year or less, the remaining portion is treated as a single payment period. For any remaining portion of a program that is more than half of an academic year but less than a full academic year, the remaining portion is divided into two payment periods and the first payment period is the period in which the student successfully completes half of the credit or clock-hours AND 1/2 of the weeks of instructional time in the remaining portion.

#### Timing of Disbursements:

Except for Federal Work Study (FWS) wages, FSA disbursements are made on a payment period basis. The timing of disbursements is especially important for Pell and Stafford/PLUS loan funds, because the school must report disbursement dates with the Department (through the COD system).

In general, the earliest that Casa Loma College may disburse FSA funds by crediting the student's account or by paying directly to the student or parent is 10 days before the first day of classes for that payment period.

For credit-hour non-term and clock-hour programs, the earliest Casa Loma College may disburse FSA funds (other than FWS wages) is the later of:

- 10 days before the first day of classes for that payment period; or
- the date the student completed the previous payment period for which he or she received FSA funds.

The school must pay a student retroactively for any completed payment periods within the award year if the student was eligible for payment in those periods.

A student who withdraws from a clock-hour or credit-hour non-term program and then re-enters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under the R2T4 rules. A new payment period is created for a clock-hour or credit-hour non-term program for:

- A student who withdraws and then re-enters the same program at the same school after 180 days; or

- A student who withdraws from a program and enrolls in a new program at your school, or at another school within any time period.

## DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Casa Loma College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

### Cost of Attendance

Casa Loma College uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year 2016-2017 of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living	Student Living
	With parents	off campus
Room and board	\$4,968	\$12,492
Transportation	\$1,107	\$1,242
Personal / Misc.	\$3,177	\$2,916

The cost of uniforms is included in the school charges

## TYPES OF TITLE IV PROGRAMS AND THEIR QUALIFICATIONS

**Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.**

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2016-2017, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**Renewal Process:** A FPELL Grant award is received for one award year (July 1 to June 30 of the following year) and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

### Maximum Annual Award:

- \$5,815 (2016-2017)

- \$5,920 (2017-2018)

**Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

**Federal Supplemental Educational Opportunity Grant (FSEOG) - Funds received under this program are not subject to repayment from the student.**

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**Maximum Annual Award:**

- \$4,000

**Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

**Federal William D. Ford Direct Loan Program - Funds received from either of the loan programs are subjected to repayment from the student.**

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

**STUDENTS ARE RESPONSIBLE FOR THIS AMOUNT. IF STUDENT OBTAINS A STUDENT LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.**

If student defaults on the federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- (2) Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

**Federal Direct Subsidized Loan**

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to

determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule. Interest rate for Direct Subsidized Loan is fixed 3.76%.

#### **Maximum Annual Award**

- Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)
- Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

**Deadlines:** Applications for Direct Subsidized and Unsubsidized Loans need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

**Disbursement:** Funds are credited to the student's tuition account. They are made based on per payment period via a direct credit to the student's tuition account. Students have the right to cancel all or a portion of their Subsidized/Unsubsidized Stafford Loan(s) included in each disbursement and has the loan proceeds returned to the holder of the loan. In order to cancel all or a portion of the loan, school must have a written request from the student within 14 calendar days from the date of the disbursement. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct Loan Entrance Interview".** If any loan funds remain or if you applied for additional funds for living expenses, school will issue you a refund.

**If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of refund, and that, if the student receives federal student aid funds the student is entitled to a refund of the money not paid from federal financial aid funds.**

#### **Federal Direct PLUS Loan**

PLUS Loans are loans for the parents of dependent students and for graduate and professional degree students. The interest rate for Direct PLUS Loans is at a fixed rate of 6.31%. Interest is charged on a Direct PLUS Loan during all periods, beginning on the date of your loan.

#### **Eligibility requirements for a parent to get a Direct PLUS Loan:**

- You must be the biological or adoptive parent (or, in some cases, the stepparent) of the student for whom you are borrowing. Your child must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program.
- Generally, your child is considered dependent if he or she is under 24 years of age, has no dependents, is not married, a veteran, and a graduate or professional degree student, or a ward of the court.
- You cannot have an adverse credit history (a credit checks will be done).
- In addition, you and your child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs

**To apply for a Direct PLUS Loan:** you need to complete the Direct PLUS Loan Application and Master Promissory Note (MPN). The MPN explains the terms and conditions of your loan and is your legally binding agreement to repay your loan to the Department. In most cases, one MPN can be used for loans that you receive over multiple Academic years; a separate Loan Request must be filed for each school year.

**Maximum Annual Award:** There are no set limits for Direct PLUS Loans, but you may not borrow more than the cost of your child's education minus any other financial aid received, such as a Direct Subsidized or Unsubsidized Loan. The school will determine the actual amount you may borrow.

**Disbursement:** Funds are credited to the student's tuition account. They are made based on per payment period via a direct credit to the student's tuition account. Parent has the right to cancel all or a portion of their PLUS Loan included in each disbursement and has the loan proceeds returned to the holder of the loan. In order to cancel all or a portion of the loan, school must have a written request from the parent within 14 calendar days from the date of the disbursement. If any loan funds remain or if parent applied for additional funds for student's living expenses, school will issue a refund.

### **Federal Perkins Loan Program**

The Federal Perkins Loans are low-interest federal student loans for undergraduate and graduate students with exceptional financial need and are enrolled in fulltime/part-time program of study. The amount a student can borrow depends on their financial need, the amount of other aid they receive, and the availability of funds at Casa Loma College. We encourage our students to apply for federal student aid early to make sure they are considered for a Perkins Loan. Due to limited funds, not everyone who qualifies for a Perkins Loan will receive one. Federal Perkins Loan has a fixed interest rate of 5%.

**Loan Limit:** As an undergraduate student, students may be eligible to receive up to \$5,500 a year. The total you can borrow as an undergraduate is \$27,500.

**Disbursement:** Funds are credited to the student's tuition account. They are made based on per payment period via a direct credit to the student's tuition account. Students have the right to cancel all or a portion of their Perkins Loan included in each disbursement and has the loan proceeds returned to the holder of the loan. In order to cancel all or a portion of the loan, school must have a written request from the student within 14 calendar days from the date of the disbursement. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement.

## **ENTRANCE AND EXIT INTERVIEW**

It is a Federal mandated requirement that all students receiving Federal Direct Loans, except for Parent PLUS loan must complete Direct Loan Entrance Counseling before the first disbursement of funds. Entrance counseling requirement also applies to the Federal Perkins Loan program.

Entrance counseling can be completed online at [studentloan.gov](http://studentloan.gov), or in person with Casa Loma College Default Prevention Counselor. Please copy and paste the Entrance Counseling Guide link below to your web browser for more detail information about the loans, and its terms and conditions.

Link to Entrance Counseling Guide: <https://www.edpubs.gov/document/end0193b.pdf?ck=592?ck=287>

It is a Federal mandated requirement that all students that have received Federal Student Loans and Federal Perkins Loan must complete Exit Counseling for the loans. Direct Loan and Perkins counseling can be completed in person with the Casa Loma Default Prevention Counselor or via mail. Information will be sent to student within 30

days from the last date of their attendance. Please copy and paste the Exit Counseling Guide link below to your web browser for more detail information about your Loan repayments, deferments, forbearance, and other terms.

**Link to Exit Counseling Guide:** <https://www.edpubs.gov/document/end0184b.pdf?ck=401?ck=568>

---

#### DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:

**Academic Year:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**Clock Hours:** Is a period of 50 of supervised instruction during a 60-minute time period.

**Cost of Attendance:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

**Credit Balance:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible to budget their own funds and for securing that the funds are used for education related expenses.

**Dependent Student:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**Dependent:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s)

**NOT** a dependent of the student.

**Expected Family Contribution (EFC):** Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

**Independent Student:** An individual who meets one of the following criteria:

1. Were you born before January 1, 1993?
2. As of today, are you married? (Separated but not divorced)
3. At the beginning of the 2016-2017 school years, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.?)
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?

6. Do you have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
11. At any time on or after July 1, 2015, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2015, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

**Parents:** For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**Payment Period:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks. For a semester it is 12 semester units in 15 weeks, and for Quarters its 18 units in 15 weeks makes it a payment period.

**Need:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**Financial Aid Eligibility/Eligible Non-Citizen:** You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
  - Refugee
  - Asylum Granted
  - Parole for a minimum of one year that has not expired
  - T-Visa holder (T-1, T-2, T-3etc)
  - Cuban-Haitian entrant
  - Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of “Victim of Human Trafficking

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)



- M1 student visa

---

## VERIFICATION PROCESS

### 2016-2017 & 2017-2018 Verification Policy

#### Overview

Each year, the U.S. Department of Education selects students for verification of the information provided on the student's Free Application for Federal Student Aid or FAFSA. The regulations in Subpart E (sections 51 to 61 of Part 668 of the Title 34 of the Code of Federal Regulations) govern the verification by institutions of information submitted by applicants for student financial assistance under the subsidized student financial assistance programs.

In accordance with the provisions of Subpart E, Casa Loma College has established and uses written policies and procedures for verifying a student's FAFSA information.

These policies and procedures include:

- The time period within which a student must provide any documentation requested by the College;
- The consequences of a student's failure to provide the requested documentation within the specified time period;
- The method by which the College notifies the student of the results of its verification including if, as a result of verification, the student's EFC changes and results in a change in the amount of the student's assistance under the title IV, HEA programs;
- The procedures the College will follow itself or the procedures the College will require a student to follow to correct FAFSA information determined to be in error; and
- The procedures the College will follow for making referrals to the Office of Inspector General.

**Institutional Responsibility:** The College must require a student whose FAFSA information is selected for verification to submit supporting documentation to verify specified data elements of his/her FAFSA, unless the student qualifies for a federal exclusion. (See the section "Exclusions from Verification".)

**Applicant Responsibility:** If the College requests documents or information from a student under this Subpart E, the student must provide the specified documents or information if they wish to receive federal financial aid.

#### Selection of Applicants:

*Standard Selection:* As stated previously, to apply for federal financial aid a student must submit a FAFSA to the Central Processing System (CPS). The CPS selects which applications are selected for verification. Data-based statistical analysis is used to select for verification those applicants with the highest probability of error on their FAFSA submissions. The CPS sets a Verification Flag on the student's processed FAFSA report to indicate that the student's record has been selected for verification.

*Customized Selection:* The U.S. Department of Education's long-range goal for verification is a customized selection approach based on the data provided by each applicant on the FAFSA. When fully implemented, this process will identify, for a selected applicant, only the FAFSA information that requires verification based upon that applicant's data. Transition to a customized verification process is expected to continue over multiple award years. Moving toward this customized approach in the 2016-17 award year, the CPS will also use a Verification Tracking Flag to place an applicant selected for verification into one of five Verification Tracking Groups. (See the section "Information to be Verified".)

*Update or Correction Selection:* Students should be aware that an update or correction to his/her FAFSA may trigger the CPS to select the application or additional data elements for verification at any time during the award year, even if the initial FAFSA was not chosen. In this case, the College must require the student to submit any additional documentation needed to complete the verification process.

*Institutional Selection:* The College has the authority to select an application for verification if there is reason to believe that a student's FAFSA information is inaccurate and/or contains conflicting information. The student will then be required to submit documentation to clarify the accuracy of the FAFSA data and/or to resolve the conflicting information.

**Exclusions from Verification:** Federal regulations stipulate that the College need not verify a student's FAFSA information if:

- The student dies;
- The student does not receive assistance under the title IV, HEA programs for reasons other than failure to verify FAFSA information;
- The student is eligible to receive only unsubsidized student financial assistance; or
- The student who transfers to the institution had previously completed verification at the institution from which he or she transferred, and applies for assistance based on the same FAFSA information used at the previous institution, if the current institution obtains a letter from the previous institution:
  - Stating that it has verified the student's information; and
  - Providing the transaction number of the applicable valid ISIR.

**Note:** Casa Loma College does **not** accept verification completed by another institution for transfer students. These students are required to submit all required documentation and go through the verification process by us. Unless the College has reason to believe that the information reported by a dependent student is incorrect, it need not verify the student's parents' FAFSA information if:

- The parents are residing in a country other than the United States and cannot be contacted by normal means of communication;
- The parents cannot be located because their contact information is unknown and cannot be obtained by the student; or
- Both of the student's parents are mentally incapacitated.

Lastly, unless the institution has reason to believe that the information reported by an independent student is incorrect, it need not verify the student's spouse's information if:

- The spouse is deceased;
- The spouse is mentally incapacitated;
- The spouse is residing in a country other than the United States and cannot be contacted by normal means of communication; or
- The spouse cannot be located because his or her contact information is unknown and cannot be obtained by the student.

**Casa Loma College policy regarding federal exclusions:** Verification requirements will be waived for the federal exclusions listed above (with the exception of accepting another institution's verification results) provided the College receives supporting documentation pertaining to the applicable exclusion by our published verification deadlines.

**NOTIFICATION**

A student whose FAFSA information is selected for verification will be notified of his/her selected status as follows:

- The CPS will notify the student on his/her Student Aid Report (SAR). Next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells the student that he/she will be asked by the College to provide documentation for verification; and
- Casa Loma College will notify students of the requirements and provide needed documentation list.

**INFORMATION TO BE VERIFIED**

For each award year, the Secretary of Education publishes in the **Federal Register** a notice announcing the FAFSA information that an institution and a student may be required to verify. The notice also specifies what documentation is acceptable for verifying FAFSA information. The Federal Register lists these items for the 2016-17 and 2017-2018 award year. The individual verification items that a student must verify are based upon the Verification Tracking Group to which the student is assigned as listed in the chart below:

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of Individual Retirement Account (IRA) Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Tax Credits</li> </ul> <p>Nontax Filers</p> <ul style="list-style-type: none"> <li>• Income Earned from Work</li> </ul> <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• SNAP, if indicated on the ISIR</li> <li>• Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR</li> </ul>
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	<ul style="list-style-type: none"> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> <li>• SNAP, if indicated on the ISIR</li> <li>• Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR</li> </ul>

V5	Aggregate Verification Group	<p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Tax Credits</li> </ul> <p><b>Nontax Filers</b></p> <ul style="list-style-type: none"> <li>• Income earned from work</li> </ul> <p><b>Tax Filers and Nontax Filers</b></p> <ul style="list-style-type: none"> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• SNAP, if indicated on the ISIR</li> <li>• Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR</li> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> </ul>
V6	Household Resources Verification Group	<p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Tax Credits</li> </ul> <p><b>Nontax Filers</b></p> <ul style="list-style-type: none"> <li>• Income Earned from Work</li> </ul> <p><b>Tax Filers and Nontax Filers</b></p> <ul style="list-style-type: none"> <li>• Other Untaxed Income on the 2016–2017 FAFSA– <ul style="list-style-type: none"> <li>○ Payments to tax-deferred pension and savings (Questions 45a and 94a)</li> <li>○ Child support received (Questions 45c and 94c)</li> <li>○ Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)</li> <li>○ Veterans non-education benefits (Questions 45h and 94h)</li> <li>○ Other untaxed income (Questions 45i and 94i)</li> <li>○ Money received or paid on the applicant’s behalf</li> </ul> </li> </ul>

		<p>(Question 45j)</p> <ul style="list-style-type: none"> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• SNAP, if indicated on the ISIR</li> <li>• Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR</li> </ul>
Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p><u>Tax Filers</u></p> <p>Adjusted Gross Income  U.S. Income Tax Paid  Untaxed Portions of Individual Retirement Account (IRA) Distributions  Untaxed Portions of Pensions  IRA Deductions and Payments  Tax Exempt Interest Income  Education Tax Credits</p> <p><u>Nontax Filers</u></p> <p>Income Earned from Work</p> <p><u>Tax Filers and Nontax Filers</u></p> <p>Number of Household Members  Number in College</p>
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	High School Completion Status Identity/Statement of Educational Purpose

5	Aggregate Verification Group	<u>Tax Filers</u>  Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits  <u>Nontax Filers</u>  Income earned from work  <u>Tax Filers and Nontax Filers</u>  Number of Household Members Number in College High School Completion Status Identity/Statement of Educational Purpose
V6	Reserved	N/A

**NOTE:** Federal regulations stipulate that an institution may require a student to verify any FAFSA information that it specifies. On occasion, the College may therefore require a student to verify any FAFSA information and to provide any reasonable documentation.

**ACCEPTABLE DOCUMENTATION**

The documentation required for verification varies according to the specific FAFSA information being verified (i.e., the verification tracking group). A student selected for verification will need to submit the following acceptable documentation to the College to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact the Financial Aid Office to discuss possible alternative acceptable documentation.

**FAFSA Information Acceptable Documentation**

- **Household Size:** Casa Loma College Verification Worksheet (2016-2017, 2017-2018) or meets exclusion
- **Number in College:** Casa College Verification Worksheet (2016-2017, 2017-2018) or meets exclusion
- **SNAP Benefits:** Casa College Verification Worksheet (2016-2017) Note: Agency documentation confirming receipt of benefits required upon request.
- **Child Support Paid:** Casa Loma College Verification Worksheet (2016-2017); other documentation as requested by the College
- **AGI & U.S. Tax Paid:** IRS DRT (unchanged), or IRS Tax Return Transcript Untaxed Income (Tax Return Data): IRS DRT (unchanged), or IRS Tax Return Transcript

- **Untaxed Income (FAFSA Questions 45 & 94):** Casa Loma College Verification Worksheet (2016-2017); 2014 IRS W2 Forms; Other documentation as requested by the College
- **Non-Filer Work Income:** Casa Loma College Verification Worksheet & 2014 IRS W-2 Forms
- **High School Completion:** High School Diploma or transcript; GED certificate or transcript; homeschooled credential or transcript; a copy of the foreign transcript evaluation for students who completed secondary education in a foreign country.
- **Identity/Statement of Education Purpose:** Original valid (unexpired) government-issued photo identification (ID) such as a passport or a driver's license and 2016-2017 or 2017-2018 Identity and Statement of Educational Purpose
- **Other Information:** Other documentation as specified by the CPS or the College.

**Time Period for providing documentation:** Applicant must provide the required documentation within 60 days from the last day of attendance or August 31, 2017.

**Consequences of Failure to Provide Documents within specified time period(s):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**Interim Disbursements:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**Notification of Results of Verification:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**Referral Procedures:** The school shall forward to the Secretary of Education, referral of fraud cases.

**Professional Judgment:** An aid administrator may use PJ on a case-by-case basis only to adjust the student's cost of attendance or the data used to calculate EFC. This adjustment is valid only at the school making. The reason for the adjustment must be documented in the student's file, and it must relate to the special circumstances that differentiate him/her—not to conditions that exist for a whole class of students. Aid administrator must collect supporting documents before approving any and all Professional Judgments. The school must resolve any inconsistent or conflicting information shown on the output document before making any adjustments. An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department. Please contact Financial Aid administrator for more details.

## INSTITUTIONAL CHARGES AND REFUND POLICY:

### CANCELLATION

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment (including weekends and holidays), whichever is later.

Cancellation shall occur when student has given notice of cancellation to Casa Loma College listed on the top of the page of the enrollment agreement or verbally (by way of telephone) to the Director of Admissions or Financial Aid Officer. The notice of cancellation, if sent by mail to the address listed with postage prepaid should be directed to the attention of "Director of Admissions or Financial Aid Officer." The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement. If the school has given student any equipment, including books or other materials, student must return them to the school within 10 days following the date of their notice of cancellation. If student fails to return this equipment, including books or other materials, in **good condition** within the 10-day period, the school will deduct its documented cost for the equipment, books or other materials from any refund that may be due to student. Once student pays for the equipment, it is theirs to keep without further obligation. If student cancels the agreement, the school will issue a refund, less any non-refundable fees and deduction for equipment, books or other materials not returned within the 10-day period and in good condition, within 30 days after their notice of cancellation is received. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. §94911(e)(2)

#### **CANCELLATION DISCLOSURES:**

**THREE DAY CANCELLATION:** If an applicant cancels within 3 business days of signing the enrollment agreement, Casa Loma College will refund all monies paid.

**REJECTION OF APPLICANT:** If an applicant is rejected for enrollment by Casa Loma College, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.

**PROGRAM CANCELLATION:** If Casa Loma College cancels a program subsequent to a student's enrollment, Casa Loma College will refund all monies paid by the student.

**CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:** If an applicant accepted by Casa Loma College cancels prior to the start of scheduled classes or never attends class (no-show), Casa Loma College will refund all monies paid, less the non-refundable registration fee for the program.

### WITHDRAWAL FROM PROGRAM

Student has the right to withdraw from a program of instruction at any time. If student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is *midnight of the fifth business days following the first day of class*, student has attended, the School will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 45 days following student's withdrawal. Student is obligated to pay only for the educational services rendered and for unreturned equipment, supplies, and books. If student obtained



equipment as specified in the agreement as a separate charge and returns it in good condition within 10 days following the date of withdrawal, the school shall refund the charge for the equipment paid by the student. If student fails to return the equipment in good condition within the 10-day period, the School may offset against the refund the documented cost to the School of that equipment. The documented cost of equipment may be less than the amount the School has charged for the equipment. In any event, student will never be charged for more than the equipment charges stated in the agreement. For a list of charges students must refer to the front of their enrollment agreement and the tuition fee schedule. The refund shall be the amount student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which student has not received, or total numbers of days attended but which student had paid and the denominator of which is the number of hours of instruction or Total number of days in the payment period for which student had paid. For the clock hour program hours and for term-based program days are used in the calculation. If fraction calculates to 60% or less, charges for the payment period will be that percentage. For example, if fraction calculated is 30%, your institutional charge for the payment period will be 30%. If the fraction calculated is more than 60%, student will be charged 100% of the payment period. **IF THE AMOUNT THAT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT STUDENT OWES FOR THE TIME ATTENDED, THEN A REFUND WILL BE AMIDE WITH IN 45 DAYS OF THE OFFICIAL WITHDRAWAL. IF THE AMOUNT THAT STUDENT OWES IS MORE THAN THE AMOUNT THAT STUDENT HAS ALREADY PAID, THEN STUDENT WILL HAVE TO MAKE PAYMENT ARRANGEMENT.**

**Hypothetical Refund Example in accordance to the pro rata refund policy:** Assume that a student, upon enrollment in a 1,600-hour course pays \$6,800.00 for tuition, \$75.00 for registration, and \$400.00 for equipment as specified in the enrollment agreement and withdraws and completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below.

Total Paid	\$ 7,400.00	Tuition Cost	\$ 6,800.00	Paid for Tuition	\$ 6,800.00
Less Application Fee (non-refundable)	\$ 75.00	Hours in the course	1,600.00	Hours Scheduled	600.00
Less cost of un-returnable equipment	\$ 525.00	Hourly charge	\$ 4.25	Tuition owed 600 x \$4.25	\$ 2,550.00
Less amount paid for instruction	\$ 6,800.00			Refund Due	\$ 4,250.00

#### TITLE IV REFUND POLICY

The law specifies that school must determine the amount of Title IV program assistance that student earned when they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When student withdraws during their payment period or period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If student received (or school or parent received on student's behalf) less assistance than the amount that student earned, student may be able to receive those additional funds. If student received more assistance than student earned, the excess funds must be returned by the school and/or by the student. The amount of assistance that student has earned is determined on a pro rata basis. For example, if student completed 30% of their payment period or period of enrollment, student earned 30% of the assistance they were originally scheduled to receive. Once student has completed more than 60% of the payment period or period of enrollment, student earned all the assistance that he/she were scheduled to receive for that period.

If student did not receive all of the funds that he/she earned, student may be due a Post-withdrawal disbursement. If student's Post-withdrawal disbursement includes loan funds, school must get student's permission before it can disburse those funds. Student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and required supplies. The school needs student's permission to use the Post-withdrawal grant disbursement for all other school charges. If student does not give their permission, student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school.

There are some Title IV funds that student was scheduled to receive, which cannot be disbursed to the student once he/she withdraws because of other eligibility requirements. For example, if student is a first-time, first-year undergraduate, and he/she has not completed the first 30 days of the program before withdrawal, student will not receive any Direct Loan funds that he/she would have received, had the student remained enrolled past the 30th day.

If student received (or school or parent receives on student behalf) excess Title IV program funds that must be returned, school must return a portion of the excess equal to the lesser of:

1. Student's institutional charges multiplied by the unearned percentage of student funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of student's Title IV program funds. If the school is not required to return all of the excess funds, student must return the remaining amount.

Any loan funds that student must return, student (or student parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, student makes scheduled payments to the holder of the loan over a period of time.

Any amounts of unearned grant funds that student must return is called an overpayment. The maximum amount of a grant overpayment that student must repay is half of the grant funds student received or were scheduled to receive. Student does not have to repay a grant overpayment if the original amount of the over-payment is \$50 or less. Student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when student withdraws are separate from institutional refund policy. Therefore, student may still owe funds to the school to cover unpaid institutional charges. The school may also charge student for any Title IV program funds that the school was required to return.

If student has questions about Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

**Determination of Withdrawal from School:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

a)	Student notifies school of their intent to withdraw or of the actual withdrawal.
b)	The school terminated your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
c)	Student failed to attend classes for 14 days. In case, the date of withdrawal shall be deemed to be the last day of attendance.
d)	Student fails to return on schedule from an approved leave of absence. Termination will be the start of the LOA..

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but no later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

#### ORDER OF RETURN OF TITLE IV FUNDS:

- Unsubsidized Direct loans
- Subsidized Direct loans
- Federal Perkins loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Iraq and Afghanistan Service Grant for which a Return is required.

#### MONTHLY FINANCIAL OBLIGATION, FEES AND COLLECTIONS

In addition to receiving award letters which show what financial aid funding a student will receive, student's whose financial aid funding does not cover all their institutional costs are also given a non interest rate promissory note. The promissory note in most cases, covers the student's entire program

of study and denotes the amount of the monthly payment due, the day of the month the payment is due and the number of months the student must make the payments.

Casa Loma College does not collect advance payments over the charges of the current semester/term. Students paying cash for their program may choose to pay monthly, or per semester/term.

Payments are made to the Student Accounts office and may be made in person during regular office hours, paid by phone, or mailed in to reach the College prior to the due date. In-person payments may be made by personal or cashier's check, money order, credit or debit card (Visa, Mastercard, Discover, or American Express), or cash. Phone payments may only be made using a credit or debit card belonging to the person making the payment. Mailed in payments must be in the form of a personal, cashiers' check or money order. The student or parent may also enter into an automatic payment agreement with the school where their credit or debit card is charged monthly for the amount due. This is arranged with the Student Accounts Office and must be renewed every six (6) months.

#### LATE FEE AND RETURNED CHECK FEE

Payments received more than two (2) days past the due date will be assessed a late payment fee of \$25.00. Checks or money orders which are returned by financial institutions, will be charged a \$25.00 service fee in addition to the \$25.00 late fee. Returned checks or money orders must be replaced with cash. Students who have had checks or money orders returned will not be allowed to submit further payments in that form.

Students must have their account in satisfactory status prior to entering their externship/internship. If by the completion of their program, a student's account is not in satisfactory status, the student will not receive their diploma/degree or transcript.

Students who have been dismissed from the College, will not be readmitted until all delinquent payments have been made in full. If a student departs from the College without fulfilling their financial obligations, the College will withhold their official transcripts and diploma until the financial obligations are satisfied.

#### COLLECTIONS

The Student Account office works closely with inactive students who have remaining balances. Usually inactive students with balances will sign a no interest rate promissory note for the balance due. These promissory notes usually do not extend past one (1) year, depending on the amount of the balance. After working with the student, a delinquent account will usually be assigned to a collection agency within six months if the student does not make any payments.

***Casa Loma College does not extend credit or lend money to students for institutional and non-institutional charges for their educational programs.***

## CAL GRANT

**What is a Cal Grant?** Cal Grants are funded by the State of California with a small portion of funding from the Federal Government through the Leveraging Educational Assistance Partnership Program (LEAP). The awards do not have to be paid back.

CAL Grants are offered to students pursuing an undergraduate degree or vocational training, or who are completing undergraduate work required for a professional degree for which no bachelor's degree is awarded. The Cal grant programs are administered by the California Student Aid Commission (CSAC). Each program has specific eligibility requirements, award amounts, and selection requirements. The following is a list of Cal Grant award types that students can use at Casa Loma College. New Cal Grant recipients are considered automatically for Cal Grant A, B, C, but students may receive benefits only one Cal Grant at a time.

Cal Grant Applicants are eligible based on the following eligibility requirements:

### **General Cal Grant Eligibility**

To be eligible for and receive payment for any Cal Grant award, a student must meet the following requirements:

- Be a U.S. citizen or an eligible noncitizen
- Be a California resident
- Attend a Cal Grant participating California College or university
- Demonstrate financial need at his or her College
- Have family income and assets below the ceilings
- Have met U.S. Selective Service requirements (males)
  - Be in a program leading to an undergraduate degree, certificate or first professional degree
  - Not have a bachelor's or professional degree before receiving a Cal Grant (except for extended Cal Grant A or B awards, teaching credential programs or Cal Grant T)
- Have a valid Social Security number
- Maintain satisfactory academic progress
- Not owe a refund on any state or federal educational grant
- Not be in default on any student loan
  - Not be incarcerated

Initial eligibility for a Cal Grant award is based on information from the student's Free Application for Federal Student Aid (FAFSA). Casa Loma College is responsible for verifying that students who appear on the Grant Roster meet the above program requirements, as required by Casa Loma's Institutional Participation Agreement, Article IV A.

## TYPES OF CAL GRANTS

### ***Cal Grant A***

Cal Grant A benefits cover up to full system wide fees at the University of California and the California State University and provide for tuition and fees at independent Colleges and some occupational and career Colleges in California. Award amounts are determined through the state budget process and may change annually. Cal Grant A awards are for students enrolled in a program of instruction of not less than two academic years that leads to an

associate or baccalaureate degree requiring 48 semester units or that results in eligibility for transfer from a community College to a baccalaureate degree program. There are three Cal Grant A awards: Entitlement, Transfer Entitlement and Competitive, but Casa Loma College only deals with Entitlement and Competitive awards.

#### *Cal Grant A Entitlement Award*

Every graduating high school senior who has at least a 3.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2 either the year that he/she graduates, or the following year is guaranteed a Cal Grant A Entitlement award.

#### *Cal Grant A Competitive Award*

Other students who meet all the Cal Grant eligibility requirements and who have at least a 3.0 GPA may compete for a Cal Grant A Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

#### **Cal Grant B**

Cal Grant B is for students from disadvantaged or low-income families. The award for most first-year students covers living expenses, books, supplies and transportation, but not tuition and fees. When renewed or awarded beyond the freshman year, the grant covers tuition and fees. The tuition and fee award amounts are the same as those for Cal Grant A. Award amounts are determined through the state budget process and may change annually. A very limited number of new recipients may receive a Cal Grant B for tuition and fees, in addition to an access grant, for their first year. These students have exceptional financial need and have been determined to be among the most disadvantaged. Coursework must be for at least one academic year, and students must be enrolled at least half time. There are three Cal Grant B awards: Entitlement, Transfer Entitlement, and Competitive, but Casa Loma College only deals with Entitlement and Competitive awards.

#### *Cal Grant B Entitlement Award*

Every graduating high school senior who has at least a 2.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2 either the year that he/she graduates, or the following year is guaranteed a Cal Grant B Entitlement award.

#### *Cal Grant B Competitive Award*

Other students who meet all the Cal Grant eligibility requirements and who have at least a 2.0 GPA may compete for a Cal Grant B Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

#### **Cal Grant C**

Cal Grant C helps vocationally oriented students acquire marketable job skills within a short time. Training must lead to a recognized occupational goal—diploma, associate degree, license qualification or certificate—which indicates at least an entry-level job skill. Students must be enrolled at least half-time in a course of study at least four months in length.

Funding is available for up to two years, depending on the length of the program, as long as academic progress is satisfactory. Cal Grant C recipients may attend occupational, career, or technical training courses at any California Community College. In addition, the awards may be used for nursing and allied health programs at a hospital

school, selected courses at several independent Colleges and specialized courses at eligible proprietary Colleges. Cal Grant C is not for students seeking a broad general education background and may not be used for a four-year degree program, graduate study, course prerequisites or general education. All applicants who did not receive a Cal Grant A or B award and who are eligible at the first Cal Grant C-eligible school listed on their FAFSA will be sent a Cal Grant C Supplement form as part of the competition. The Supplement must be completed by the student, endorsed by the appropriate school representative or the student's employer and returned to the Commission by the May 15 deadline if the student wishes to remain in the competition.

Supplements are scored with an emphasis on educational background, vocational or occupational experience and aptitude. Additional points come from vocational or educational endorsements and grades. A counselor's review of the completed Supplement is recommended.

---

## HOW TO APPLY FOR A CAL GRANT

A student applies for a Cal Grant by submitting both a Free Application for Federal Student Aid (FAFSA) and a verified grade point average (GPA) on or before the statutory deadline. For most students, the deadline is March 2. The student mails, or electronically submits the FAFSA to the U.S. Department of Education's (USED) central processor. The central processor sends FAFSA records for California students and students attending California schools to the Commission. The GPA is verified by the school and submitted by either the school or the student directly to the Commission. Receipt of both the FAFSA record and the GPA, by the Commission, constitutes a complete Cal Grant application. Students with preliminary eligibility for a Cal Grant C award will receive a supplemental application that must also be completed in order for the student to be awarded a Cal Grant C.

### **Types of Grade Point Averages**

The type of GPA submitted affects a student's eligibility for a Cal Grant Entitlement versus a Cal Grant Competitive award. It is important that we understand the various types of GPAs and who can calculate them. Casa Loma only establishes GPA's for competitive awards. Student who come straight out of high school we refer them back to their high school to get the GPA calculated, and have their form filled out.

### **Calculating Grade Point Average**

Casa Loma's GPA must be calculated on a 4.00 scale using all College coursework completed, except for nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. "All College work completed" includes all coursework for which grades are known to the reporting official and accepted for credit at the school reporting the GPA, regardless of the grade received. A College GPA may only be computed for students who have earned or received a minimum of 24 College semester units, or the equivalent, regardless of the grade received. 24 semester units is equivalent to 36 quarter units and 900 clock hours.

### **Completing the Free Application for Federal Student Aid (FAFSA)**

Please see steps to complete FAFSA under Awarding and Packaging.

### **Timely Filing**

Applicants must complete a FAFSA, either online or paper, and submit it between January 1 and March 2 in order to be considered for a Cal Grant A, B or C during the March 2<sup>nd</sup> Entitlement and Competitive Cycles. There is also a second round of Cal Grant competitive awards (C2) with a September 2 deadline for students attending a California Community College. Applicants must also have their GPA certified by a school and submitted by the deadline. March 2 is the absolute postmark deadline to file for any new Cal Grant award. Students are encouraged to obtain

a US Postal Service Certificate of Mailing as proof of filing by the deadline date. Any FAFSA dated or mailed prior to January 1 will be returned to the applicant.

---

## THE CAL GRANT C SUPPLEMENT

Each year after the March 2 competitive cycle has been completed, the Commission reviews applicants who were not awarded to determine potential eligibility for Cal Grant C. The Commission mails a Cal Grant C Supplement to these applicants. The supplement requires:

- Information about the student's educational plans
- Information about the student's education and work experience, **and**
- A recommendation from a professional person who knows the student and can comments about the student's interest and/ or achievement in the occupational or technical area for which they plan to pursue.

At the same time the supplements are mailed, the student is placed on a list that will be made available via Web Grants to the first eligible school listed on the student's FAFSA.

In most cases, Cal Grants are only for California residents—those who have or will be a California resident for at least one year by the application deadline. If you're under 18 years of age, your residency is determined by your parent's state of legal residence.

\*\*Title IV eligibility, verification, disbursements, cancellation, withdrawal from course, and refund policies listed under financial aid services also applies to Cal Grants.

For more detailed information please go to [www.calgrants.org](http://www.calgrants.org)

**Disbursement of Cal Grant Funds:** Casa Loma College has decided to disburse Cal grant funds at the middle of each term to eliminate add and drop unit issue and refunds issue. For example, fall term at Casa Loma College is considered from September through November; funds will be disbursed around mid-October. This gives students time to change their schedule and information to be updated in the system. This also eliminates the issue of an over award.

After financial aid officer has verified eligibility for Cal Grant funds for an individual according to Federal and State regulations, payment is reported to the Web Grants. Accept and Reject report must be checked to verify that payment has been accepted before making any disbursement to the student.

After a transaction has been accepted in the Web Grants for an individual, Tuition/Fees and Books/Supplies funds are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Access funds are paid directly to the student in a paper check form per payment period. Disbursement schedule is provided to the student via Award letter for each academic year.

## STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.



You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

---

## CONTACT FINANCIAL AID

For information about financial aid, prospective students and students may contact:

George McPhatter, Director of Financial Aid

[george.mcphatter@casalomacollege.edu](mailto:george.mcphatter@casalomacollege.edu)

Phone: 818-785-2726 ext. 205

---

## SECURITY AND CONFIDENTIALITY

Casa Loma College maintains detailed records to show that FSA and state funds are disbursed in the correct amounts to eligible students. These records will be made available to authorized parties in the course of audits, program reviews, or investigations. Personally-identifiable information in these records may only be released to other parties under certain conditions specified in the FERPA regulations. Required information collected and stored electronically, and/or hard copies are subject to appropriate safeguards.

## FINANCIAL AID RECORDS RETENTION

Casa Loma College retains student financial aid files and all fiscal records of Federal and State program transactions, bank statements, each student's institutional charges, cash payments, cash disbursements, refunds, overpayments, attendance records, and eligibility records for 5 years as required by Federal and State agencies.

# COLLEGE LEADERSHIP

## BOARD OF REGENTS

Gregory Malone:	Chairman of the Board and Chief Executive Officer
Don Kelley	Corporate Counsel
Monika Malone	Board Member

## MANAGEMENT

### **Malone, Gregory:**

President & Chief Executive Officer / Campus Director

*Masters Business Taxation, University of Southern California, Los Angeles, CA*

*B.S. Business Administration/Accounting, California State Univ Northridge, Northridge, CA*

### **Pantoja, Veronica:**

Controller, Director of Human Resources and Title IX Coordinator

*B.S. Business Administration/Accounting, California State University Northridge, Northridge, CA*

### **Shelburne, Stephanie Ph.D.:**

Director of Online Education; Academic Dean of Education PTA Program, Online Faculty

*Ph.D. Mind/Body Medicine, Saybrook Graduate and Research Institute, Oakland, CA*

*M.A. East-West Psychology, California Institute of Integral Studies, San Francisco, CA*

*B.A. Liberal Arts, Excelsior College, Albany, NY*

### **Dugan, Sharon:**

Regulatory and Compliance Consultant

*B.S. Home Economics, Merchandising, California State University Northridge, Northridge, CA*

## ADMINISTRATIVE DIRECTORS

### **McPhatter, George**

Director of Financial Aid

### **Reiser, Cyril:**

MIS Director

*B.S. Systems Engineering, Technische Berufsschule Zurich*

### **Walsh-Davis, Nicholas:**

Director of Admissions

## ACADEMIC DIRECTORS

**Shelburne, Stephanie, Ph.D.:**

Director of Online Education; Academic Dean of Education PTA Program, Online Faculty  
*Ph.D. Mind/Body Medicine, Saybrook Graduate and Research Institute, Oakland, CA*  
*M.A. East-West Psychology, California Institute of Integral Studies, San Francisco, CA*  
*B.A. Liberal Arts, Excelsior College, Albany, NY*

**Dhillon, Lakhwinder, RDMS (AB, OB/GYN):**

Director of Imaging / DMS Faculty  
*B.S. Construction Mgmt. California State University Fresno, Fresno, CA*  
*Certificate DMS, Sanford Brown Institute, Iselin, NJ*

**Pevsner, David, DPT:**

Director of Physical Therapist Assistant / Faculty  
*Doctorate Physical Therapy, Still University, Mesa, AZ*  
*M.S. Orthopedic Manual Therapy, Ola Grimsby Institute, Taylorsville, UT*  
*B.S. Physical Therapy, University of California Los Angeles, Los Angeles, CA*

## ADMINISTRATIVE STAFF

**Boyer, Jonathan, LVN:**

Assistant Registrar  
*VN Diploma Casa Loma College, Van Nuys, CA*

**Coronel, Roselyn:**

Administrative Assistant  
*B.S. University of Phoenix, Woodland Hills, CA*

**Cuellar, Grant:**

Student Financial Literacy Manager

**De La Mora, Dora:**

Career Service Specialist

**Downs, Carren:**

PTA Administrative Coordinator

**Dugan, James**

MIS Consultant

**Lopez, Yesenia:**

Administrative Assistant, Receptionist

**Malone, Lauren**

Admin. Assistant Accounting/Human Resources

**Meyer, Jennifer:**

Librarian, LMS Coordinator  
*M.S. Library Science, North Carolina Central University, Durham, NC*

**Nalbandian, Eliza:**

Sr. Student Accounts Bookkeeper  
*A.A. Business Accounting, Los Angeles Valley College, Van Nuys, CA*

**Vismonte, Isaiah, RT (S):**

DMS Administrative Coordinator  
*A.S. DMS, Casa Loma College, Van Nuys, CA*

**Engheta, Homa, ARMRIT**

MRI ACCE

*B.A. Business Administration, California State University  
Fullerton, Fullerton, CA*

*A.A.S. MRI, Casa Loma College, Anaheim, CA*

**Kumar, Kelly:**

MRI Administrative Coordinator

## FULL TIME FACULTY

**Collins, Paul: RDMS (RVT)**

DMS ACCE, DMS Faculty

*B.S. Vascular Ultrasound, Oregon Institute of  
Technology, Klamath Falls, OR*

*Certificate, DMS, Florida Institute of Ultrasound,  
Pensacola, FL*

**Kostanyan, Arthur: MD, RDMS (RVT)**

DMS Faculty

*M.D. Yerevan State Medical University, Armenia*

**Fabros Almero, Kathrina: PTA**

PTA ACCE, PTA Faculty

*B.S. Physical Therapy, Manila Central University,  
Caloocan City, Philippines*

**Reising, James, D.P.T.:**

PTA Faculty

*D.P.T, Western University of Health Sciences, Pomona,  
CA*

*B.S. Health Science/Physical Therapy, California State  
University Northridge, Northridge, CA*

**Karatahan, Bahaa: MD, RDMS (AB, OB/GYN, RVT)**

DMS and MRI Faculty

*M.D. Institute of Medicine & Pharmacy, Romania*

## PART TIME FACULTY

**Allen-Hammer, Kari:**

Faculty and MRI Academic Coordinator,

Online Faculty, General Education

*M.S. Mind Body Medicine, Saybrook University, San  
Francisco, CA*

*B.A. Psychology, California State University Chico, Chico,  
CA*

**Nishina, Janet: MSN, RN**

MRI Faculty

*M.S.N. California State Univ Dominguez Hills, Carson, CA*

**Anhalt, Brian: RT (MR) (ARRT)**

MRI Faculty

*A.S. MRI, Casa Loma College, Van Nuys, CA*

**Roseto, Frank, ARRT (MR), ARMRIT**

Online Faculty General Education;

*A.A.S. MRI, Casa Loma College, Van Nuys, CA*

**Bergstrom, Lori:**

PTA Faculty, Online Faculty

*M.A. Marital and Family Therapy, Phillips Graduate*

**Unterreiner, Jennifer, DPT:**

PTA Faculty, Adjunct

*Doctorate, Physical Therapy, Univ. of California San*

*Institute & CA Counseling Center, Encino, CA  
B.S. Family and Consumer Studies, University of Utah,  
Salt Lake City, UT*

**Coder, Katherine, Ph.D.:**

Online Faculty General Education  
*Ph.D. Philosophy - Transpersonal Psychology, Sofia  
University, Palo Alto, CA  
M.A. Psychology, Sofia University, Palo Alto, CA*

**Graham, Victoria, DPT**

PTA Faculty, Adjunct  
*Doctorate Physical Therapy, Western University,  
Pomona, CA  
B.S. Physical Therapy, California Ste Univ. Long Beach,  
Long Beach, CA*

**Hanson, Alison. P.T.:**

PTA Faculty, Adjunct  
*M.S. Physical Therapy, Ithaca College, Ithaca, NY  
B.S. Clinical Science, Ithaca College, Ithaca NY*

**Jacobus, Scott, D.C**

DMS/MRI Faculty  
*D.C. Los Angeles College of Chiropractic, Los Angeles, CA  
B.S. Microbiology, California State University Long  
Beach, Long Beach, CA*

*Francisco, San Francisco, CA  
B.S. Cell and Developmental Biology, Univ. of California,  
Santa Barbara, Santa Barbara, CA*

**Valdivia, Miguel, ARMRIT:**

MRI Faculty  
*A.A.S. MRI, Casa Loma College, Van Nuys, CA*

**Velasquez, All, ARMRIT:**

MRI Faculty  
*Diploma, MRI, American College of Medical Technology,  
Gardena, CA*

# SCHOOL HOLIDAYS

2019 School Holidays	
New Year's Day	January 1 (Tues)
Martin Luther King Day	January 21 (Mon)
President's Day	February 18 (Mon)
Memorial Day	May 27 (Mon)
Independence Day	July 4 (Thurs)
Labor Day	September 2 (Mon)
Veteran's Day	November 11 (Mon)
Thanksgiving	November 28 (Thurs)
Winter Recess	December 24 and 25 (Tues and Wed.)
2020 School Holidays	
New Year's Day	January 1 (Wed)
Martin Luther King Day	January 20 (Mon)
President's Day	February 17 (Mon)
Memorial Day	May 25 (Mon)
Independence Day	July 3 (Fri)
Labor Day	September 7 (Mon)
Veteran's Day	November 11 (Wed)
Thanksgiving	November 26 (Thurs)
Winter Recess	December 24 and 25 (Thurs and Fri)
2021 School Holidays	
New Year's Day	January 1 (Fri)
Martin Luther King Day	January 18 (Mon)
President's Day	February 15 (Mon)
Memorial Day	May 31 (Mon)
Independence Day	July 4 (Mon)
Labor Day	September 6 (Mon)

Veteran's Day	November 11 (Thurs)
Thanksgiving	November 25 (Thurs)
Winter Recess	December 24, 25 and Dec 27 (Thurs, Fri and Mon) December 31 (Fri)



## PROGRAM START DATES

### Magnetic Resonance Imaging

COHORT START SCHEDULE								
<b>Class</b>	1707C	1710A	1803A	1807A	1811A	1903A	1907A	
<b>Start</b>	7/24/2017	10/02/2017	2/19/2018	7/09/2018	10/22/2018	3/25/2019	7/29/2019	
<b>Estimated Completion</b>	8/04/2019	10/20/2019	3/08/2020	6/28/2020	10/18/2020	2/28/2021	Approx. 6/28/2021	

### Diagnostic Medical Sonography

COHORT START SCHEDULE								
<b>Class</b>	1705A	1708A	1804A PM	1808A	1902A	1908A		
<b>Start</b>	5/08/2017	8/21/2017	4/16/2018	8/13/2018	1/28/2019	8/05/2019		
<b>Estimated Completion</b>	6/16/2019	10/13/2019	5/24/2020	9/27/2020	3/14/2021	Approx. 10/25/2021		

### Physical Therapist Assistant

COHORT START SCHEDULE								
<b>Class</b>	1803A	1903A						
<b>Start</b>	3/19/2018	3/04/2019						
<b>Estimated Completion</b>	10/04/2019	9/18/2020						

*These are approximate starting and completion dates. Dates may change based on class size and availability.*



# PROGRAM FEE SCHEDULES

## Diagnostic Medical Ultrasound (DMS) - Student Tuition and Fees

ITEM NAME	ISBN	COURSE	PRICE
APPLICATION FEE			\$ 100.00
<b>TUITION</b>			<b>\$ 39,505.18</b>
<b>TEXTBOOK FEES</b>			
Essentials of Human A&P + MasteringA&P + eText + Access Card 12/e	9780134394190	ANA 101/102	\$ 223.00
Conceptual Physics 12E	9780321908605	PHY 200	\$ 281.00
Sonography: Principles and Instruments 9E	9780323322713	DMS 240	\$ 126.00
Edelman's Understanding Ultrasound Physics 4E	UUP4	PHY 200	\$ 135.00
The Vascular System 2E	9781608313501	DMS 230	\$ 165.00
Essentials of Sonography and Patient Care 3E	9781437735451	DMS 210/220	\$ 93.00
Sonography Scanning: Principles and Protocols 4e	9781455773213	DMS 240	\$ 131.00
Textbook of Diagnostic Sonography Set 8E	9780323353755	DMS 210/220	\$ 413.00
The Only Grammar Book You'll Ever Need: A One Stop Source for Every Writing Assignment	9781580628556	SEM 1 (ALL SEM)	\$ 16.00
<b>TEXTBOOKS SUBTOTAL</b>			<b>\$ 1,583.00</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping cost</i>			
<b>PROGRAM SUPPLIES</b>			
Student ID Badge		SEM 1	\$ 20.00
Student Uniform		SEM 1	\$ 186.00
Commencement Ceremony Kit		SEM 7	\$ 55.00
<b>PROGRAM SUPPLIES SUBTOTAL</b>			<b>\$ 261.00</b>
<b>PROGRAM FEES (NON-REFUNDABLE)</b>			
Mal-Practice Insurance (non-refundable)		SEM 1	\$ 75.00
Technology Fee (non-refundable)		SEM 1	\$ 200.00
InfoLink Background Check		SEM 1	\$ 95.00
CPR Class		SEM 3	\$ 93.00
Trajecsys Tracking System (non-refundable)		SEM 6	\$ 100.00
ARDMS SPI Examination Fee		SEM 2	\$ 225.00
ARRT Sonography Certification Examination Fee		SEM 6	\$ 200.00
STRF (nonrefundable)			\$ -
<b>PROGRAM FEES SUBTOTAL</b>			<b>\$ 988.00</b>
<b>TOTAL PROGRAM COST</b>			<b>\$ 42,337.18</b>

Financial aid available for qualified candidates

**Magnetic Resonance Imaging (MRI) - Student Tuition and Fees**

ITEM NAME	ISBN	COURSE	PRICE
<b>APPLICATION FEE</b>			<b>\$ 100.00</b>
	<b>TUITION</b>	<b>COURSE</b>	<b>\$ 36,740.84</b>
<b>TEXTBOOKS</b>			
Essentials of Human A&P + Mastering A&P + eText + Access Card 12/e	9780134394190	ANA 101/102	\$ 223.00
Medical Language: Immerse Yourself 4e	9780134318127	BIO 121	\$ 136.00
The Only Grammar Book You'll Ever Need: A One Stop Source for Every Writing Assignment	9781580628556	ENG 101	\$ 16.00
CT and MRI Pathology 3e	9781260121940	MRI 120-121/200AB	\$ 72.00
Pocket Atlas of Sectional Anatomy: CT & MRI Vol 1 Head and Neck	9783131255044	MRI 120-121/200AB	\$ 65.00
Pocket Atlas of Sectional Anatomy: CT & MRI Vol 2 Thorax, Heart, Abdomen, Pelvis 2e	9783131256041	MRI 120-121/200AB	\$ 65.00
Pocket Atlas of Sectional Anatomy: CT & MRI Vol 3 Spine, Extremities, Joints	9783131431721	MRI 120-121/200AB	\$ 65.00
Sectional Anatomy for Imaging Professionals, 4e	9780323100748	MRI 120-121/200AB	\$ 138.00
Sectional Anatomy Workbook & MRO Access Code 4e	9780323569613	MRI 120-121/200AB	\$ 69.00
MRI in Practice 5E	9781119391968	MRI 101/102	\$ 71.00
Pharmacology & Drug Administration for Imaging Technologists, 2e	9780323030755	MRI 132	\$ 78.00
Introduction to Radiologic Sciences and Patient Care, 6e	9780323566711	MRI 132	\$ 104.00
<b>TEXTBOOKS SUBTOTAL</b>			<b>\$ 1,102.00</b>
<i>The price of textbooks includes all applicable state taxes, handling, and shipping costs)</i>			
<b>PROGRAM SUPPLIES</b>			
Student Uniform		SEM 1	\$ 107.00
Student ID Badge		SEM 1	\$ 20.00
Commencement Ceremony Kit		SEM 6	\$ 55.00
<b>PROGRAM SUPPLIES SUBTOTAL</b>			<b>\$ 182.00</b>
<b>PROGRAM FEES (NON-REFUNDABLE)</b>			
Mal-Practice Insurance (non-refundable)		SEM 1	\$ 75.00
Info Link Background Check		SEM 1	\$ 95.00
Lab Fees (non-refundable)		SEM 3	\$ 642.00
Technology Fee (non-refundable)		SEM 1	\$ 200.00
CPR Class		SEM 4	\$ 93.00
IV Access		SEM 4	\$ 65.00
Trajecsyst Tracking System (non-refundable)		SEM 5	\$ 100.00
ARRT Magnetic Resonance Imaging Certification Examination Fee		SEM 6	\$ 200.00
STRF (nonrefundable)			\$ -
<b>PROGRAM FEES SUBTOTAL</b>			<b>\$ 1,470.00</b>
<b>TOTAL PROGRAM COST</b>			<b>\$ 39,494.84</b>

Financial aid available for qualified candidates

Physical Therapist Assistant (PTA) Program - Student Tuition and Fees				
ITEM NAME	ISBN	COURSE	PRICE	
<b>APPLICATION FEE</b>			\$	100.00
<b>TUITION</b>			\$	42,998.97
<b>TEXTBOOKS (NON-REFUNDABLE)</b>				
Medical Terminology Systems: A Body Systems Approach (w/Access Code), 8e	9780803658677	BIO 100	\$	86.95
Looking Out, Looking In (6 month digital access)	9781305645127	COM 121	\$	50.00
Human Relations 2e (ebook)	9780134417226	PSY 103	\$	78.03
Anatomy & Physiology and Online Pkg. 10e	9780323298834	ANA 120 /121	\$	196.00
Trail Guide to the Body 5e (packaged with workbook)	9780982978658	ANA 120 /121	\$	91.71
Trail Guide to the Body Workbook 5e (packaged with textbook)	9780982978665	ANA 120/ 121		
Physical Therapy Clinical Handbook for PTAs 3e (ebook)	9781284142839	PTA 180/280/282/290	\$	59.77
The Role of the Physical Therapist Assistant 2e (ebook)	PLS5815	PTA 180	\$	37.50
PhysioU (online apps)		ANA 120 121	\$	120.00
Mobility in Context; Priinciples of Patient Care Skills 2e	9780803658172	PTA 142	\$	105.95
Physical Rehabilitation for the Physical Therapist Assistant 1e (ebook)	9780323290937	PTA 142/ 249	\$	44.96
Physical Agents: Theory and Practice 3e (ebook)	PLS3816	PTA 142	\$	56.95
Pathology for the Physical Therapist Assistant, 1e (ebook)	PLS0786	PTA 140	\$	59.95
Foundations in Kinesiology and Biomechanics & Kinesiology in Action (ebundle)	9780803658691	PTA 217/218	\$	56.95
Musculoskeletal Assessment: Joint Motion and Muscle Testing 3e	9781609138165	PTA 217/218	\$	91.99
Concepts of Evidence Based Practice for the PTA (ebook)	PLS4369	PTA 223	\$	37.50
Documentation for Physical Therapists Assistants 5e (ebook)	PLS6114	PTA 180/221	\$	37.50
Functional Movement Development Across the Lifespan 3e (ebook)	9781437715484	PTA 210	\$	45.71
Neurological Interventions for Physical Therapy 3e (ebook)	9780323291385	PTA 255	\$	58.46
Therapeutic Exercise: Foundations and Techniques 7e	9780803658509	PTA 258	\$	93.95
Fundamental Orthopedic Management for the PTA 4e (ebook)	9780323291378	PTA 249/258	\$	38.96
PTA Exam: The Complete Study 2018 2e	9781890989392	PTA 240	\$	68.00
<b>TEXTBOOKS SUBTOTAL</b>			\$	1,516.79
<i>The price of textbooks includes all applicable state taxes, handling, and shipping costs)</i>				
<b>PROGRAM SUPPLIES &amp; EQUIPMENT</b>				
Physical Exam and Laboratory Blood Draw and 1st PPD Test		SEM 1	\$	130.00
PPD 2-Step (Year 2)		SEM 4	\$	15.00
Hepatitis B (3 @ \$50.00 each)		SEM 1	\$	150.00
Hepatitis B Surface Anti Body Titer		SEM 1	\$	29.00
T dap- Diphtheria, Pertussis, Tetanus		SEM 1	\$	55.00
MMR - Measles, Mumps, Rubella Vaccination		SEM 1	\$	100.00
Varicella Vaccination		SEM 1	\$	135.00
Titer Panel		SEM 1	\$	120.00
Drug Screening (2) (non-refundable)		SEM 1	\$	20.00
Laboratory Supply Fee		SEM 1	\$	708.00
Student ID Badge (2)		SEM 1/SEM 4	\$	28.00
Student Uniform		SEM 1	\$	218.00

Continued on next page

<b>PROGRAM SUPPLIES SUBTOTAL</b>		<b>\$</b>	<b>1,708.00</b>
<b>PROGRAM FEES (NON-REFUNDABLE)</b>			
CPR Class	SEM 1	\$	60.00
Fire Class	SEM 1	\$	35.00
Management of Assaultive Behavior Class	SEM 3	\$	45.00
Moodle Online Student Fee (non-refundable)	SEM 1	\$	75.00
Info Link Background Check	SEM 1	\$	95.00
Commencement Ceremony Supplies	SEM 5	\$	55.00
Malpractice Insurance (non-refundable)	SEM 1	\$	85.00
APTA Membership	SEM 2/SEM 4	\$	206.00
Trajecsys Tracking System (non-refundable)	SEM 4	\$	100.00
3D Movement Analysis & Performance System Certification & CAFS Certification	SEM 3/SEM 4	\$	520.00
Physical Therapy Board of California (PTBC) Application Fee	SEM 5	\$	300.00
National Physical Therapist Assistant Examination	SEM 5	\$	485.00
Scorebuilders NPAT Exit Exam Fee	SEM 4	\$	50.00
Board Preppers Review Course	SEM 5	\$	300.00
California Law Exam (CLE)	SEM 5	\$	65.00
STRF (nonrefundable)		\$	-
<b>PROGRAM FEES SUBTOTAL</b>		<b>\$</b>	<b>2,476.00</b>
<b>TOTAL PROGRAM COST</b>		<b>\$</b>	<b>48,699.76</b>
<b>Financial aid available for qualified candidates</b>			

**Current Period of Attendance Charges:**

<b>Diagnostic Medical Sonography</b>				
<b>Payment Period</b>	<b>30 units/30 weeks</b>	<b>30 units / 30 weeks</b>	<b>33 units / 30 weeks</b>	<b>11.5 units / 10 weeks</b>
<b>Processing Fee</b>	\$ 100.00	-	-	-
<b>Tuition</b>	\$ 11,341.20	\$ 11,341.20	\$ 12,475.32	\$ 4,347.46
<b>Books &amp; Supplies</b>	\$ 1,827.00	\$ 650.00	\$ 300.00	\$ 55.00
<b>TOTAL CHARGES</b>	\$ 13,168.20	\$ 11,991.20	\$12,775.32	\$ 4,402.46
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	\$ 13,168.20			
<b>Magnetic Resonance Imaging</b>				
<b>Payment Period</b>	<b>32.92 Units / 32 weeks</b>	<b>35.92 units / 32 weeks</b>	<b>25.16 units / 28 weeks</b>	<b>-</b>
<b>Processing Fee</b>	\$ 100.00	-	-	-
<b>Tuition</b>	\$ 12,867.11	\$ 14,039.69	\$ 9,834.04	
<b>Books &amp; Supplies</b>	\$ 1,109.00	\$ 1,254.50	\$ 390.50	-
<b>TOTAL CHARGES</b>	\$ 13,976.11	\$ 15,294.19	\$ 10,224.54	
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	\$ 13,976.11			
<b>PHYSICAL THERAPIST ASSISTANT</b>				
<b>Payment Period</b>	<b>32.92 credits/32 weeks</b>	<b>32.92 credits/32 weeks</b>	<b>28.16 credits/32 weeks</b>	
<b>Processing Fee</b>	\$ 100.00	-	-	-
<b>Tuition</b>	\$ 18,428.13	\$ 16,380.56	\$ 8,190.28	-
<b>Books &amp; Supplies</b>	\$ 2,989.71	\$ 1,438.08	\$ 1,273.00	-
<b>TOTAL CHARGES</b>	\$ 21,417.84	\$ 17,818.64	\$ 9,463.28	
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	\$ 21, 417.84			









6725 Kester Ave.  
Van Nuys, CA 91405-4523  
(818) 785-2726

Web Page: <http://www.casalomacollege.edu>

Email: [info@casalomacollege.edu](mailto:info@casalomacollege.edu)