2015 - 2016 CATALOG

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Publication Date: 2/22/2016
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MISSION AND OBJECTIVES

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

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

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

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

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

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

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

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

History
Effective: September 3, 2015

Texas Careers opened branch campuses with the Texas Careers name in Lubbock, Texas in October 2003. The campus offers a unique program mix in response to its local community's needs.

Texas Careers changed its name to Kaplan College in November 2009.

In January 2002, Texas Educational Ventures, LLP, of Quest Education Corporation, acquired Texas Careers. Quest changed its name to Kaplan Higher Education Corporation in December 2002.

In September 2015, Kaplan College was acquired by Virginia College, LLC.
Equipment
In keeping with the high educational standards of Kaplan College, the equipment used affords students the opportunity to
develop a practical, working knowledge of the equipment and materials they likely will be using on the job.

Facilities
Kaplan College, Lubbock campus, serves the Lubbock area. Classes are conducted at 1421 Ninth Street in Lubbock. The
campus occupies
approximately 12,000 square feet of classroom and office space.

Learning Resource Center
The Institution maintains and develops information, resources, and services that support the educational goals of students,
faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuais, digital
information access, computer workstations, and other materials.

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

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

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

Accreditng Agencies, Approvals, and Memberships
Effective: March 16, 2015

Accrediting Agencies

- Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). Their address is:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street NE, Suite 980
Washington DC 20002-4242
202.336.6780

- There is no programmatic accreditation for the Business Administration, Medical Office Specialist and Patient Care
  Technician programs.

- The Dental Assistant program is not programmatically accredited by the Commission on Dental Accreditation (CODA).

- The Medical Assistant program is not programmatically accredited.

Approvals

- Programs approved and regulated by the:

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street
Austin, Texas 78778-0001
512.936.3100

- Approved by the:

Texas Veterans Commission
P.O. Box 12277
Kaplan College has received a Certificate of Authorization to operate degree programs from:

Texas Higher Education Coordinating Board (THECB)
1200 E. Anderson Lane
Austin, Texas 78752

The Patient Care Technician program is approved by:

Texas Department of Aging and Disability Services (DADS)
701 W. 51st St.
Austin, Texas 78751
512.438.3011

- Approved under the provisions of Title 38, United States Code, to train eligible persons and veterans for night and day programs with the exception of Externship/Practicum and Applied Skills
- Authorized under federal law to enroll nonimmigrant, alien students

Memberships

- Better Business Bureau
- Career Colleges and Schools of Texas (CCST)
- Chamber of Commerce
- National Association for Health Professionals (NAHP)

Administration, Staff, and Faculty

Effective: February 22, 2016

Kaplan College Administration

Jim Michel, Campus President
Rex Talley, Campus Administrator
Margie Ysasaga, Career Development Specialist
David Perez, Director of Career Development
Lindsay Hall, Student Finance Specialist

Faculty

Marta Alvarez
General Education & Business Administration Instructor
MPA, Wayland Baptist University, Plainview, Texas

Sylvia Barragan
Dental Assistant Instructor

Cheryl Brewer
General Education Instructor
MA, Wayland Baptist University, Plainview, Texas

Lori Crawford, LVN
Patient Care Technician Program Chair
LVN, Ranger College, Ranger, Texas
Meredith Davis
Medical Assistant Instructor
Certificate, Medical Assistant, Arlington Medical Institute, Arlington, TX

Melinda Farrar
Medical Assistant Program Chair

Darin Flake
Business Administration Instructor
MBA, Thunderbird School of Global Management, Glendale, Arizona

Irma Koontz, CDA
Dental Assistant Program Chair

Steven Lewis, LVN
Patient Care Technician Instructor
LVN, South Plains College, Lubbock, Texas

Beatrice Montelongo
Medical Office Specialist Instructor
Diploma, Medical Office Specialist, Kaplan College, Lubbock, TX

Carrie Neville
Dental Assistant Instructor

William Schoemann
Business Administration Program Lead
MA, Wayland Baptist University, Plainview, Texas

Lisa Smith
Medical Office Specialist Instructor
BS, Argosy University, Psychology

Julia Stokes
Medical Office Specialist Instructor
AS, South Plains College, Lubbock, TX

Disabilities Coordinator

Jim Michel
Campus President

Ownership
Effective: February 18, 2016

Kaplan College is a private institution of higher education owned by Virginia College, LLC, an Alabama limited liability company that is a wholly owned subsidiary of Education Corporation of America (ECA), a Delaware corporation. The officers of ECA are Stuart Reed, President and Chief Executive Officer; Christopher Boehm, Executive Vice President, Chief Financial Officer, and Treasurer; Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary; and Charles Trierweiler, Executive Vice President and Chief Marketing Officer. The directors of ECA are Avy Stein (Chairman), John Bakalar, Christopher Boehm, Scott Conners, Jerry Dervin, John P. Frazee, Jr., Gary Kerber, Christopher Larson, Michael Lavin, Thomas A. Moore, Jr., Michael Moskow, David Pauldine, Matt Shafer, and Denis Suggs.

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

Brightwood College
(Branch of Sacramento)

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

Brightwood Career Institute
Catalog Certification
Effective: September 3, 2015

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

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

ADMISSION INFORMATION

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

The Kaplan Commitment conditional admittance period begins on the first day of the term and continues through the close of business on the 21st calendar day of the term. Students have the right to withdraw, upon written notice, at any time prior to the close of business on the 21st calendar day of the term owing nothing.
Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will conditionally withdraw any student not meeting the criteria, and such a student will not owe any financial obligation to the Institution.

Upon completion of all admission requirements, the Institution's administration will review the information and inform applicants in writing whether they have been officially accepted. If an applicant is not officially accepted, all monies paid will be refunded.

Admission Requirements and Conditions
Effective: September 3, 2015

1. A prospective student interested in the Institution must:
   a. be a high school graduate (high school seniors are eligible to complete an Enrollment Agreement but cannot start class until submitting acceptable proof of high school graduation), or
   b. possess a General Education Development (GED) or state-authorized examination certificate, or
   c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state. A student who completes a secondary school education in a home school setting may be considered to have received the equivalent of a high school diploma. Texas law exempts home school students from compulsory age requirements.

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

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

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

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

   Business Administration 16  
   Dental Assistant 12  
   Medical Assistant 12  
   Medical Office Specialist 12  
   Nurse Aide 12  
   Patient Care Technician 12  

5. Students may enroll through 2 business days after the Official Start Date as published in the Academic Calendar as long as the student will not miss more than one on-ground class.

6. New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.
7. Applications for credit for prior learning should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

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

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

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

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

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

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

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

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

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

Nurse Aide
Patient Care Technician

17. Prospective students interested in the Nurse Aide program cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.

18. A prospective student interested in attending the Basic Life Support for Healthcare Providers (CPR) Seminar must:

   - Be an actively enrolled student, or an individual in the Allied Health industry.
   - Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
   - Complete satisfactory arrangements with the Business Office.

19. A prospective student interested in attending the Introduction to Microsoft Office Word 2007 Seminar must:

   - Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
   - Complete satisfactory arrangements with the Business Office.

Admissions - Entrance Testing Conditions

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

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

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

**I-20 Applicants**

The Institution is authorized under federal law to enroll nonimmigrant students. The Institution will assist qualified international students in securing the immigration documents necessary for school attendance in the United States. Please note that only students pursuing a full course of study are eligible to apply for an I-20 form.

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

1. Complete an informational interview. Applicants to some programs may have an additional interview with a member of the academic department to further assess the applicant's readiness to enter the educational program.

2. Take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score in order to gain admittance to the Institution. The programs and minimum scores are listed in the supplement to this catalog. Students applying from out of the country who are unable to visit the campus in person must complete the SLE-Q online assessment, earning the minimum score required to gain admittance to the applicable program, and must take the nationally standardized Wonderlic SLE once on campus. Additional entrance tests may be required for specific programs and should be taken at this time (see Admissions Requirement and Conditions for program-specific admissions requirements).

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

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

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

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

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

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

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

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

**Applicants for Single Courses**

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:
• Meet with an Admissions Representative for an informational interview, which includes a campus tour.
• Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

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

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

**Prior Learning Assessment**

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

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

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

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

Students entering associate degree programs in Texas must complete 30 academic quarter credits at the school that will grant the degree.

**Previous Education or Training**

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

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

The transfer-of-credit award is based on:

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

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

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

Externally Administered Exams

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

Challenge Exams

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

Credit Awarded to Kaplan Higher Education Diploma Graduates

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

Transfer of Credit between Kaplan Higher Education Institutions

Although not guaranteed, course credits may be transferred from any nationally accredited Kaplan Higher Education institution upon a student’s acceptance to the receiving Kaplan Higher Education institution. The transfer-of-credit award is based on:

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

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit. Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

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

Due to differences in requirements for degree programs, credits earned in diploma/certificate programs are not guaranteed to transfer. Students who want to enroll in a degree program are encouraged to consult with the Director of Education before the end of their diploma/certificate program.

STUDENT INFORMATION AND SERVICES

Advising

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

**Academic Advising**

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

**Tutoring**

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

**Student Responsibilities**

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

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

**Conduct**

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:
1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.

2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.

3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.

4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.

5. The use of any tobacco products including electronic devices in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.

6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.

7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.

8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.

9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.

10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.

11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.

12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.

13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.

14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.

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

17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.

18. Rape, including acquaintance rape and/or sexual assault, in any form.

19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.

20. All forms of gambling.

21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

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

**Student Interaction**

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

**Personal Appearance**

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.
Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

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

**Intellectual Property Protection and Ownership**

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

**Copyright Protection**

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

**Use of Institutional Information Technology Resources**

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials.

Downloading, viewing, distributing, or sending pornographic or obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

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

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

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

**Ownership of Student and Third-Party Intellectual Property**

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

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

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

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

Student Complaint/Grievance Procedure
Effective: September 15, 2015

Statement of Intent
To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with the College. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

Procedure
All student complaints will be handled in the following manner:

Step One: The student must try to resolve the issue with the campus staff member or instructor/supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Program Director of the involved department.

Step Two: If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Academic Dean.

Step Three: If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Campus President (or designee). The Campus President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The Campus President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The Campus President will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four: If the complaint is not resolved by the Campus President (or designee), the student may submit the complaint in writing to the College's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243 or via email to ombudsman@ecacolleges.com. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

Step Five: If the complaint is not resolved after exhausting the College's grievance procedures, the student should then contact the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001. The College guarantees that it will abide by any decision or opinion rendered by the Texas Workforce Commission, Career Schools and Colleges.

Additionally, if the complaint is not resolved after exhausting the College's grievance procedure, the student may file a complaint with the Texas Higher Education Coordinating Board (THECB). The forms required for filing a complaint with
THECB are located on the THECB website at http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9. Completed student complaint forms can be emailed to StudentComplaints@thecb.state.tx.us or submitted by mail to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas 78711-2788. Faxed copies of the student complaint forms are not accepted. The web address for the rules governing student complaints may be located at http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9.

THECB does not investigate complaints concerning actions that occurred more than two years prior to the filing of the complaint unless the delay in filing was caused by the student exhausting all other efforts in following the College’s complaint/grievance procedure. Former students must file complaints with THECB no later than one year after the former student’s last date of attendance at the College unless the delay was caused by the student exhausting all other efforts in following the College’s complaint/grievance procedure.

Contact information for both the Texas Workforce Commission and the Texas Higher Education Coordinating Board are also available on the College’s webpage by clicking on the Policies and Disclosures link found under the About tab.

For students residing in any state not listed above, a complete list of state agencies to which students may direct questions, concerns, or complaints is provided on the State Agencies page.

Step Six: If the complaint has not been resolved by the College to the satisfaction of the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241.

Additionally, other than for a grievance related to grades, students are encouraged, but not required, to utilize the Grievance Procedure described herein prior to proceeding with any demand for arbitration. If the student has a grievance with the Institution, he/she may utilize the Grievance Policy, or the student may contact the Texas Workforce Commission for its assistance in resolving the issue. If the student desires to litigate a controversy or claim independent of any assistance the Texas Workforce Commission may provide, such controversy or claim arising out of or relating to, this Agreement, or breach thereof, no matter how pleaded or styled, will be resolved by binding arbitration under the Federal Arbitration Act conducted in the city in which the Institution is located. The arbitration will be administered by Judicial Arbitration & Mediation Services ("JAMS") under JAMS' Streamlined Arbitration Rules and Procedures or other applicable JAMS rules. Any award rendered by the arbitrator may be entered in any court having competent jurisdiction. This arbitration provision summarizes and incorporates the arbitration agreement provisions found elsewhere in the Institution's enrollment materials, including the Arbitration Agreement and Waiver of Jury Trial.

State Agencies
Effective: February 18, 2016

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

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

ALABAMA
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000

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

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

NEW JERSEY
New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us
<table>
<thead>
<tr>
<th>State</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska</td>
<td>Alaska Office of Attorney General Consumer Protection Unit 1031 West Fourth Avenue, Suite 200 Anchorage, AK 99501 <a href="mailto:attorney.general@alaska.gov">attorney.general@alaska.gov</a></td>
</tr>
<tr>
<td>Arizona</td>
<td>Arizona State Board for Private Postsecondary Education 1400 West Washington Street, Room 260 Phoenix, AZ 85007</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Arkansas Higher Education Coordinating Board Arkansas Department of Higher Education 114 East Capitol Ave Little Rock, AR 72201 <a href="mailto:ADHE_Info@adhe.edu">ADHE_Info@adhe.edu</a> AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf</td>
</tr>
<tr>
<td>California</td>
<td>California Bureau of Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818 <a href="mailto:bppe@dca.ca.gov">bppe@dca.ca.gov</a> <a href="http://www.bppe.ca.gov/forms_pubs/complaint.pdf">http://www.bppe.ca.gov/forms_pubs/complaint.pdf</a></td>
</tr>
<tr>
<td>Colorado</td>
<td>Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, CO 80202 Complaints/default.html</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Connecticut Department of Higher Education 61 Woodland Street Hartford, CT 06105-2326 <a href="mailto:info@ctdhe.org">info@ctdhe.org</a> Connecticut Department of Consumer Protection 165 Capitol Avenue, Room 110 Hartford, CT 06106 <a href="mailto:trade.practices@ct.gov">trade.practices@ct.gov</a> consumer_statementcpfr-2_rev_8-06_</td>
</tr>
<tr>
<td>New Jersey</td>
<td>New Jersey Department of Labor and Workforce Development 1 John Fitch Plaza P.O. Box 110 Trenton, NJ 08625-0110 <a href="mailto:schoolapprovalunit@dol.state.nj.us">schoolapprovalunit@dol.state.nj.us</a> <a href="http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf">http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf</a></td>
</tr>
<tr>
<td>New Mexico</td>
<td>New Mexico Higher Education Department 2048 Galisteo New Jersey Division of Consumer Affairs 124 Halsey Street Newark, NJ 07102 <a href="http://www.nj.gov/oag/ca/complaint/ocp.pdf">http://www.nj.gov/oag/ca/complaint/ocp.pdf</a></td>
</tr>
<tr>
<td>New York</td>
<td>New York Bureau of Proprietary School Supervision New York State Education Department 99 Washington Avenue, Room 1613 OCP Albany, NY 12234 New York State Department of State Division of Consumer Protection Consumer Assistance Unit 5 Empire State Plaza, Suite 2101 Albany, NY 12223-1556</td>
</tr>
<tr>
<td>North Carolina</td>
<td>North Carolina Community College System Office of Proprietary Schools 200 West Jones Street Raleigh, NC 27603 <a href="http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdCompltForm.pdf">http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdCompltForm.pdf</a></td>
</tr>
<tr>
<td>North Dakota</td>
<td>North Dakota Department of Career and Technical Education State Capitol - 15th Floor 600 East Boulevard Avenue, Dept. 270</td>
</tr>
</tbody>
</table>
DELAWARE
Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us
Delaware Attorney General
Consumer Protection Wilmington:
820 North French Street, 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA
District of Columbia Office of the State
Superintendent of Education
Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002

FLORIDA
Florida Commission on Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-Free number: 888.224.6684

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place #220
Tucker, GA 30084-5334

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

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

ILLINOIS
Illinois Board of Higher Education

Bismarck, ND 58505-0610
cte@nd.gov
North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 East Interstate Avenue, Suite 200
Bismarck, ND 58503-5574
http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf

OHIO
Ohio State Board of Career Colleges and Schools
30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215
http://scr.ohio.gov/
Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215-3414

OKLAHOMA
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864

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

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

Oregon Department of Education
Private Career Schools Office
255 Capitol Street NE
Salem, OR 97310-0203
complaint-procedures.doc

Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301-4096
PENNSYLVANIA
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333
Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
PUERTO RICO
Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910-1900
Puerto Rico Department of Justice
G.P.O. Box 9020192
San Juan, PR 00902-0192
RHODE ISLAND
Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903
South Dakota Office of Attorney General
Division of Consumer Protection
1302 East Highway 14, Suite 3
Pierre, SD 57501-8053
TENNESSEE
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf
TEXAS
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778-0001
www.texasworkforce.org/careerschoolstudents
Baton Rouge, LA 70821-3677

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

Maine Attorney General
Consumer Protection Division
6 State House Station
Augusta, ME 04333

MARYLAND
Maryland Higher Education Commission
6 Liberty Street
Baltimore, MD 21201

Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
consumer@oag.state.md.us
Consumer Protection Hotline: (410) 528-8662

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

MICHIGAN
Michigan Department of Labor & Economic Growth
Office of Postsecondary Services
Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913

MINNESOTA
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Minnesota Attorney General's Office
1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road

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

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

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

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

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

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

WASHINGTON
Washington Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
dainfo@hecb.wa.gov

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

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

WASHINGTON
Washington State Office of the Attorney General
Mississippi Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453

Consumer Protection Division
Office of the Attorney General
State of Mississippi
P.O. Box 22947
Jackson, MS 39225-2947
http://www.ago.state.ms.us/index.php/

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

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

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

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

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
Consumer Protection Hotline: (800) 727-6432

NEVADA
Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123
http://www.cpe.state.nv.us/
CPE%20Complaint%20Info.htm

Nevada State Board of Nursing
2500 W. Sahara Ave., Suite 207
Nondiscrimination/Nonharassment Policy

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

It is the Institution's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the Institution.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

The Institution prohibits sexual harassment including, but not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim

The Institution encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog. The Institution will take any necessary action to promptly investigate the complaint to resolution. The Institution cannot address allegations unless it is made aware of the complaint.

The Institution recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly, falsely accused another person of harassment, the complainant will be subject to disciplinary action, up to and including expulsion from the Institution.

No Retaliation

The Institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog.
Students Seeking Reasonable Accommodations

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

In order to facilitate its compliance with applicable laws and regulations, the Institution has appointed a Disabilities Coordinator to assist those who are seeking ADA accommodations. The Disabilities Coordinator will meet with students requesting accommodations to complete the KHE-902 form.

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

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

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

Career Services

The Institution offers career services to all completers. A completer is a student who has demonstrated the competencies required for a program and has been awarded the appropriate credential (graduate) or has acquired sufficient competencies through a program to become employed in the field of education pursued or a related field as evidenced by such employment (non-graduate). The requirements for graduation are stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

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

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

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

Part-time Jobs

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

Student Activities

Student Health Services

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

Student Housing

The Institution does not have dormitory facilities. Although it is the student’s responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.
Tutoring
Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, or the Academic Dean.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Directory Information Public Notice

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

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

The Institution does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. Students who improperly use the directory or any information it contains may be subject to disciplinary action. Students have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon a student's withdrawal from the Institution, student directory information will be removed. Upon a student's graduation from the Institution, student directory information will become eligible for inclusion in an alumni directory.
Additionally, the Institution may release directory information to third parties without prior consent of students. Directory information may be disclosed by the Institution at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

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

**Personal Property**
The Institution assumes no responsibility for loss or damage to a student’s personal property or vehicle.

**ACADEMIC INFORMATION**

**Class Size**
The maximum class size is 35 students. Student to instructor ratios shall not exceed 20:1 for lab classes and 30:1 for lecture classes.

**Hours of Operation**
Administrative Hours

MON-THU.......................... 8:00 a.m. to 7:00 p.m.  
FRI........................................ 8:00 a.m. to 5:00 p.m.

Specific class schedules can be found on their applicable program pages and can also be verified with Institution administration.

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

**Definition of a Unit of Credit**
The Institution measures its programs in quarter credit hours.

One quarter credit hour equals:

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

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

**Out-of-Class Learning Activities**
For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

*Clock Hour*
A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.
Credit Hour*
An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

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

Conversion Rate

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

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

<table>
<thead>
<tr>
<th>Type of Classroom Work</th>
<th>In-Class Hours</th>
<th>Out-of-Class Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Laboratory</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Externship/Practicum</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

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

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

Honors and Awards
Effective: February 26, 2015

Graduation Honors
Academic Distinction, Highest Honors - 4.00 CGPA
Academic Distinction, High Honors - 3.75 - 3.99 CGPA
Academic Distinction, Honors - 3.5 - 3.74 CGPA
Kaplan Certified Professional - Per program requirements
**Graduation and Term/Mod Awards**
Perfect Attendance - 100%
Excellent Attendance - 92% - 99.99%

**Term/Mod Awards**
Highest Honors - 4.00 GPA
High Honors - 3.75 - 3.99 GPA
Honors - 3.5 - 3.74 GPA

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

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

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

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

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

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

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

The specific requirements for attendance are as follows:

1. Students enrolled in a degree program:

   - will be placed on attendance probation if they are absent for more than 20% of the scheduled course time hours in the term
   - will be dismissed from the Institution if they are absent for more than 20% of the scheduled course time hours in the term while on attendance probation
   - will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days
   - will be dismissed from the Institution if they fail to return as scheduled from an approved leave of absence

2. Students enrolled in diploma programs:

   - will be dismissed from the Institution if they are absent more than 20% of the total program hours (25% for programs less than 200 hour clock hours)
   - will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days
   - will be dismissed from the Institution if they fail to return as scheduled from an approved leave of absence
3. If a student starts a course after the first class day, then class time missed becomes part of the 20% absence calculation.

4. Externship/practicum students will only be counted absent when they miss scheduled externship/practicum days; these days will be determined by the site as noted on the Site Assignment Form before the student starts his/her externship/practicum.

5. No excuses or documentation will be accepted to remove absent time from a student's record. Make-up work may be permitted.

6. Students dismissed due to lack of attendance may be readmitted at the discretion of the Campus President/Executive Director, and no earlier than the beginning of the next grading period.

7. Students who are beyond the point in the program where a refund is due and who exceed allowable absences or absence percentages may be permitted to continue in the program at the discretion of the Campus President/Executive Director. Students who receive approval to continue in the program will be dropped upon missing 21 consecutive calendar days.

Make-Up Standards

Students are encouraged to attend class every day and for all the required hours and minutes of the class. It is the student's responsibility to learn the material covered while absent and to make up all work missed.

Make-up work of on-ground classes or digital session hours does not excuse or remove absences. Make-up work is permitted for the purpose of receiving veterans educational training benefits. No more than 5% of the total course time hours for a program may be made up.

Make-up work hours for on-ground classes and digital sessions shall:

1. be supervised by an instructor approved for the class being made up;
2. be completed within two weeks of the end of the grading period during which the absence(s) occurred;
3. be completed before the 20% absence limit is exceeded.

Make-up work of on-ground class hours shall:

1. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
2. be documented by the school as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor; and
3. be signed and dated by the student to acknowledge the make-up session.

Make-up work of digital session hours shall be accomplished by completing assignments in the digital session(s) that were incomplete.

Leave Readmittance Policy

Effective: February 18, 2016

In compliance with Title IX and the Department of Education requirements, the Institution permits a leave from classes due to pregnancy and military service/duty.

- In accordance with Title IX, campuses will permit a student to take a leave from classes due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period of time as is deemed medically necessary by the student's physician. The maximum length of the leave is six months after childbirth (or the end of the pregnancy). For a student who has a medical condition that results from the pregnancy, the maximum length of the leave can be extended until six months after the recovery time for the medical condition has passed, per documentation from the doctor.

- Military service means service, whether voluntary or involuntary, in the Armed Forces (including National Guard or Reserve) on active duty, active duty for training, or full-time National Guard duty, or order to active duty. The length of the leave (including all prior leaves for military), including only the time the student actually served in the military, does not exceed five years. The student has to return to the Institution within the following timelines:
For those students that complete their period of service, they must return within three years after completion.

For a student who is hospitalized for an injury incurred or aggravated by their term of service, the student must return no later than two years after their recovery from the injury.

An Incomplete grade shall be recorded for a student who takes a military leave but is not entitled to a refund if the student requests the grade at the time of withdrawal.

The student may re-enter into the program during the 12 month period following the withdrawal date and complete the incomplete subjects without payment of additional tuition.

- Students who are dishonorably discharged or are commissioned officers that are dropped from the rolls or dismissed are not eligible for readmittance under this policy.

- Students do not have to obtain approval in advance to take the leave. Students receiving VA educational benefits are required to submit notice and proof of military orders to the school prior to the leave. If students choose to notify the Institution, they should notify the Academic Dean. Students who leave for pregnancy or military must contact the Institution when they are ready to return to school and submit the appropriate documentation.

- For pregnancy, acceptable documentation is from a physician showing that the student was on the leave due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom.

- For military leave, acceptable documentation includes:
  - DD214 Certificate of Release or Discharge from Active Duty
  - Copy of duty orders
  - Letter from the commanding officer or someone of comparable authority
  - Certificate of completion from military training school
  - Discharge certificate
  - Payroll documents showing periods of service

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

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

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

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

Withdrawal During the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to withdraw, in person or in writing, by the end of the conditional admittance period. The conditional admittance period expires on the close of business on the 21st calendar day of the term.
2. Once students have officially notified a Campus Director of their intent to withdraw, the Institution will process the Conditional Withdrawal form. Students who withdraw during the conditional admittance period will not have financial obligations or student loan repayment responsibilities.

Withdrawal After the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to officially withdraw, in person, via telephone or in writing. The Institution will make a reasonable effort to assist students in continuing their education.

2. Once students have officially notified a Campus Director of their intent to withdraw, the Institution will process the Student Status Change or Request form, which includes the student's last date of attendance and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Financial Aid Office and Business Office. The Business Office may answer questions regarding financial obligations to the Institution and complete the refund calculation, and the Financial Aid Office may answer questions regarding any student loan repayment responsibilities.

3. The student will receive notification of the refund of any loan which will include the date the refund was made.

Military students who have paid the total program tuition and fees and find it necessary to interrupt their studies, for other than academic or attendance reasons, may withdraw and reenter within a 12-month period without paying additional tuition.

Externship/Practicum, Clinical, or Fieldwork

Effective: October 22, 2015

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

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

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

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

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

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

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

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

Because situations may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.
All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. Students may be required to go to more than one site to complete their externship/practicum, clinical, or fieldwork hours.

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

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

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

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

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

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

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

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

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

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

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

**Graduation Requirements**

In order to graduate, students must

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

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

**Transcripts**

Current or former students may request a free copy of their unofficial transcript by submitting a written request to the Institution including their name and physical address and/or email address where the unofficial transcript should be mailed or emailed. Transcripts will be marked to indicate they are unofficial copies.

A fee will be charged for official transcripts. Students may order official transcripts through the campus website or student portal. Official transcripts will not be released for students who have a past-due account with the Institution.

**Transfer of Credit to Other Schools**

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

**Graduate Refresher Courses**

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

**Grading System**

*Effective: January 9, 2015*

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

### Standard Grading Scale

<table>
<thead>
<tr>
<th>Numeric Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100 A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92.99 A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89.99 B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83-86.99 B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82.99 B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79.99 C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73-76.99 C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72.99 C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69.99 D+</td>
<td>1.3</td>
</tr>
<tr>
<td>60-66.99 D</td>
<td>1.0</td>
</tr>
<tr>
<td>0-59.99 F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

- **AC**: Academic Credit. An "AC" grade is assigned when a student needs to receive credit for a course due to a program or course change. Academic Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
AU Audit. A grade assigned to a course that is being audited; this grade does not have any credits attempted or earned, and therefore does not count towards MTF or POC, nor will it affect the student's CGPA.

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

I Incomplete. The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade is counted as credits attempted but not earned, and will not impact MTF, POC or CGPA. A grade of "I" shall be recorded for a student who withdraws but is not entitled to a refund (i.e. withdrew during the last 25% of a program) if the student requests in writing the grade at the time of withdrawal and the student withdraws for an appropriate reason unrelated to the student's academic status. Students who are failing a course at the time of withdrawal are not eligible to receive an Incomplete for that course. A student who meets the above criteria and receives an ‘I’ grade may re-enter into the program during the 12 month period following the withdrawal date and complete the incomplete subjects, from the beginning of those courses, without payment of additional tuition.

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

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

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

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

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

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

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

Students in each program will receive progress reports at the end of each grading period for their respective programs. Midterm progress reports will be given to students in programs with grading periods of six to eight weeks in length.

Repeated Courses
Effective: January 4, 2016

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

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "** ."
• Students who do not successfully pass a required course three times will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.

• All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade. For students receiving VA educational benefits, the VA will not pay for the repeat of courses where the student earned a passing grade.

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

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats will be charged at the student's current course price.

Satisfactory Academic Progress

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

Maximum Time Frame

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

Required Evaluation Schedule

The evaluation period for determining satisfactory academic progress for all students will be each payment period. The evaluation will occur at the end of each payment period and be based on all credit hours attempted and earned.

The following credits are counted as credits attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: Academic Credit (AC), CLEP Credit (CC), and Transfer Credit (TC) and Pass (P). All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

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

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

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

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

Associated courses (♦) are courses completed in another Kaplan Higher Education program version, or at another Kaplan Higher Education owned institution for a program from which the student graduated. Associated courses count as credits attempted and earned, and they count toward maximum timeframe, pace of completion and CGPA.

If a student transfers to a different program or seeks to earn an additional credential, all credits attempted and earned that count towards the new program also count in maximum time frame, pace of completion and CGPA.

Required SAP minimums are outlined in the table below.

39
Percent of Program Attempted Minimum CGPA Minimum Pace of Completion (POC)

<table>
<thead>
<tr>
<th>Percent of Program Attempted</th>
<th>Minimum CGPA</th>
<th>Minimum Pace of Completion (POC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 24.9%</td>
<td>1.00</td>
<td>50%</td>
</tr>
<tr>
<td>25 - 49.9%</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>50 - 150%</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

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

Students who are not making satisfactory academic progress at the end of the second year are dismissed.

Financial Aid Warning

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

Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will receive academic advisement to assist them in improving their academic progress. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

Non-degree students

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

Degree students

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

Non-Title IV Eligible

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

Non-degree students

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

**Degree students**

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

**SAP Appeal**

Students who are on Financial Aid Warning (or Financial Aid Probation) and will not successfully meet the standards at the end of the payment period can appeal to be placed on Financial Aid Probation (or Non-Title IV Eligible). Students should begin the appeal process prior to the end of the payment period. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period. Students who do not submit the appeal packet by the last day of the payment period can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed. All appeals must be submitted within the add/drop period as listed in the campus catalog. Appeals submitted after the listed add/drop period will be considered for reentry into the next possible term.

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

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The student will be notified in writing of the final decision within five business days of the packet's submission or the grades being posted for the term, whichever is later. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period, and whose appeal is granted, will be allowed to move to Financial Aid Probation (or Non-Title IV Eligible). Students who have submitted their appeal prior to the end of the payment period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period, and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will not be permitted to enter into a current term after the Add/Drop period as listed in the campus catalog.

**Appeals Procedure**

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

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

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

**FINANCIAL INFORMATION**

**Financial Aid Services**

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

## Loans

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

## Grants

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

## Work

- Federal Work Study

**Achievement Assistance Grant** is a need-based program, revolving around student achievement. Eligible students must:

- demonstrate a shortfall between available financial aid and the cost of their program,
- submit a completed Achievement Assistance application to the financial aid department,
- maintain at least half-time enrollment status,
- maintain a 2.0 GPA (grade point average) and an 85% cumulative attendance,
- commit to a minimum monthly payment while attending school,
- complete the Kaplan Certified Professional program and all iGrad Financial Literacy courses and,
- meet all graduation requirements

Award amounts range from $1,000 to $4,000 per academic year, not to exceed two academic years. Funds are limited therefore not all eligible students will receive this award.

**Kaplan Grant Match** is a need-based program, to assist students with reducing their debt burden to obtain their education and to encourage good financial behavior. Eligible students must:

- demonstrate financial need,
- make a minimum monthly payment of $50 while attending school,
- maintain at least a half-time enrollment status,
- maintain satisfactory academic progress,
- not be in default on any federal loan or owe a refund on previously received federal aid and,
- be a permanent, legal resident, US citizen or eligible non-citizen, pursing a degree or certificate

Award amounts are equal to 25% of the total monthly cash payments. Funds are limited therefore not all eligible students will receive this award.

**Career Compass™ Grant** is designed to encourage students to achieve academic success. Students must:

- submit a completed Career Compass™ Grant application to the financial aid department,
- maintain at least half-time enrollment status,
- commit to a minimum monthly payment while attending school,
- maintain a 2.0 GPA (grade point average),
- complete the Kaplan Certified Professional program and,
- meet all graduation requirements
Award amounts range from $500 to $2,500 per academic year, not to exceed two academic years. Funds are limited therefore not all eligible students will receive this award.

Long Term Payment Plan provides interest free payment options to students who are not able to pay for their total program costs by graduation. Students are required to make a minimum monthly payment while in attendance and after graduation, or withdrawal, to pay off any remaining balance.

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund.

Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the Institution will assist students in completing the necessary forms and will provide any required information to the agency, it is ultimately the student’s responsibility to ensure the agency’s requirements are met.

**Enrollment Status**

For programs delivered in standard terms, a student's enrollment status is based on the number of credit hours the student is enrolled and defined as follows:

- Full - Time: 12 or more credit hours in a term
- Three - Quarter - Time: 9 - 11 credit hours in a term
- Half - Time: 6 - 8 credit hours in a term
- Less than Half - Time: Less than 6 credit hours in a term

For all programs not offered in terms:

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

**Tuition and Fees**

*Effective: January 4, 2016*

**Basic Life Support for Healthcare Providers (CPR)**

- Tuition $40.00
- Enrollment Fee $10.00
- Supplies $5.00
- TOTAL $55.00

**Business Administration**

- Registration Fee $100.00
- Enrollment Fee $10.00
- Tuition $21,240.00
- Textbooks $1,160.00
- TOTAL $22,510.00
**Dental Assistant**
Registration Fee $100.00  
Enrollment Fee $10.00  
Textbooks $442.00  
Tuition $15,380.00  
TOTAL $15,932.00

**Introduction to Microsoft Office Word 2007**
Textbooks $25.00  
Enrollment Fee $10.00  
Tuition $100.00  
TOTAL $135.00

**Medical Assistant**
Registration Fee $100.00  
Enrollment Fee $10.00  
Textbooks $300.00  
Tuition $15,370.00  
TOTAL $15,780.00

**Medical Office Specialist**
Registration Fee $100.00  
Enrollment Fee $10.00  
Textbooks $1,170.00  
Tuition $14,500.00  
TOTAL $15,780.00

**Nurse Aide**
Tuition $800.00  
Enrollment Fee $10.00  
Textbooks $35.00  
TOTAL $845.00

**Patient Care Technician**
Registration Fee $100.00  
Enrollment Fee $10.00  
Textbooks $852.00  
Tuition $14,210.00  
TOTAL $15,172.00

*An enrollment fee is due at the time this enrollment agreement is completed. If the applicant is not accepted for any reason excluding unsatisfactory results on a required criminal background check, or if the student cancels this contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays), or within the student's first three scheduled class days (does not apply to seminars) this fee will be refunded. Otherwise, it is nonrefundable. As part of Kaplan Commitment, students will have until close of business on the last day of the conditional admittance period to withdraw in order to obtain a refund of all tuition and fees.

It is strongly recommended that allied health students receive the hepatitis B vaccination before beginning the externship period of the program (if applicable). It is also recommended that allied health students have a watch with a second hand.

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

**Refund Policy**  
A full refund is due and payable to students in each of the following cases:

a. an enrollee is not accepted by the Institution,
b. if the course of instruction is discontinued by the Institution and this prevents the student from completing the course, OR

c. if the student's enrollment was procured as a result of any misrepresentations in advertising, promotional materials of the Institution, or representations by the owner or representatives of the Institution.

Withdrawal after Cancellation Period

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

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

Cancellation of Enrollment Agreement

The Institution will refund all payments made if the student requests cancellation to the Institution within 72 hours until midnight of the third day (excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement or within the student's first three scheduled class days (does not apply to seminars). After this period, the enrollment fee becomes non-refundable. As part of Kaplan Commitment, students will have until close of business on the last day of the conditional admittance period to withdraw in order to obtain a refund of all tuition and fees.

Notice to Students

Return of Title IV Refund Policy

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

1. The Financial Aid Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Financial Aid Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

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

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

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent PLUS Loans
7. Direct PLUS loans
8. Federal Pell Grant
9. Federal Supplemental Educational Opportunity Grant

**Institution Refund Policy**

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. The Institution refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance. The last date of actual attendance is used in calculating any Institution refund amount. If a student completes the total hours of the program in less calendar time than that published, the contracted tuition shall be fully earned by the Institution upon the date of completion, and the student will not be entitled to any refund due to earlier completion.

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

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

**Refunds**

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

**Calculation of Refund Amount**

Students who withdraw, or drop out, or are dismissed prior to completing 100% of the term or program (for non-term programs only) will receive a pro rata refund of tuition, technology fees and supply/equipment fees as applicable. The last date of actual attendance will be used in calculating any refund amount. The refund calculation will be calculated as follows:

1. For the tuition, technology fees and supply/equipment fees, divide each by the number of hours in the term/program.
2. The quotient is the daily charge of tuition, technology fees and supply/equipment fees for the term/program.
3. The amount the student owes for purposes of calculating the refund is derived by multiplying the number of hours the student attended during the term/program, before withdrawal, by the daily charge for tuition, technology fee and supply/equipment fee.
4. The refund is the difference between the amount originally charged for the term/program and the amount calculated in #3.

A term is considered complete if you receive a letter grade (other than a "W") for any class, and no tuition refund will be granted.

In all instances the refund policy used will meet or exceed the state refund policy as provided for in Texas Education Code, Section 132.061 and 0611 and TAC Chapter 807, Subchapter N.

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

**Refund Policy for Students Called to Active Military Service**

A student of the Institution who withdraws from the Institution as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of Incomplete with the designation "withdrawn - military" for the courses in the program other than courses for which the student has previously received a grade on the student's transcript, and the right to reenroll in the program or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program.

3. The assignment of an appropriate final grade or credit for the course in the program, but only if the instructor or instructors of the program determine that the student has

a. Satisfactorily completed at least 90% of the required coursework for the program, and

b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refund Policy for Seminar Students
Seminar students are not eligible to receive Title IV funds. A full refund of the tuition deposit will be provided if a student is not accepted into the seminar.

Refund Policy
1. Refund amounts will be based on the period of enrollment computed on basis of course time (clock hours).

2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) the last date of attendance; or
   (b) the date of receipt of written notice from the student.

3. If the student does not enter school, not more than $100 shall be retained by the school.

4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

5. A full refund of all tuition and fees is due in each of the following cases:
   (a) an enrollee is not accepted by the school;
   (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
   (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE
A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

   (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

      (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
      (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.
**ACADEMIC PROGRAMS**

All course prerequisites listed in this catalog may be replaced by an equivalent course. Course equivalencies are determined by the Institution and may vary in credits, contact hours, delivery method, and content.

**Course Numbering System**

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

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

**Associate's Degree Programs**

**Business Administration**

*Effective: March 16, 2015*

**Program Description**

The objective of the associate's degree in Business Administration program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in a variety of business fields. The program concentrates on helping students acquire knowledge and develop skills in management, leadership, motivation, communication, decision-making, and problem-solving. Instruction occurs in a classroom setting. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including office managers, retail store managers, executive assistants, administrative service managers, and customer support representatives.

The Business Administration program is 1050 contact hours over a period of 77 weeks. All students must complete the program with a minimum of 98 quarter credit hours. Prior to graduation, students are required to complete a capstone for a total of 70 contact hours. Upon successful completion of the program, graduates will be awarded an associate's degree in Business Administration.

There are no national certifications for the Business Administration program. The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

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

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" [www.kaplancollege.com/pages/gainful-employment/lubbock-tx/gedt-031158-52.0201-ba-ad.htm](http://www.kaplancollege.com/pages/gainful-employment/lubbock-tx/gedt-031158-52.0201-ba-ad.htm).

The Bureau of Labor Statistics has an Occupational Outlook Handbook [www.bls.gov/ooh/](http://www.bls.gov/ooh/) that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has
detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com, or placed at all.

Curriculum

**AC114 Accounting I**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught the accounting cycle and the creation and management of accounting information for business entities. Students are also taught the fundamental principles and skills of the accounting profession, including recording of transactions, financial presentation of accounting data, and the uses of accounting information. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seven hours of out-of-class work will be assigned per week.

**AC122 Payroll Accounting**
- Credits: 4 quarter credit hours
- Prerequisites: AC114
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught federal laws affecting personnel and payroll records. Students are also taught how to process a payroll including the calculation and recording of gross pay and overtime, federal income taxes, social security taxes, and federal and state unemployment taxes. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seven hours of out-of-class work will be assigned per week.

**AC152 Computerized Accounting**
- Credits: 4 quarter credit hours
- Prerequisites: AC114
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught an accounting software package and its use in providing related accounting information. Students are also taught how to build, maintain, and operate a computerized accounting system. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seven hours of out-of-class work will be assigned per week.

**BA299 Associate’s Capstone in Business Administration**
- Credits: 5 quarter credit hours
- Prerequisites: Last term or permission of the Program Coordinator or designee
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

The capstone is designed to build on the concepts covered in Business Administration courses students have taken as a part of their program. Students are required to complete and present an individual project. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

**BU100 Introduction to Business**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)
In this course, students are taught about the varied aspects of business as a foundation for future studies in specialized topical areas. Students are also taught about the business environment, functions of businesses, communication technology, globalization, and business ethics. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per course.

**CM102 College Composition I**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course gives students the opportunity to develop writing skills by focusing on research, prewriting, drafting, revising, and editing. Emphasis is on developing the elements of form and style in writing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of ten hours of out-of-class work will be assigned per week.

**CM206 Interpersonal Communication**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course gives students the opportunity to become more effective communicators in their personal and professional interpersonal relationships. Emphasis is placed on surveying interpersonal communications in varying contexts, including personal, social, professional, and cultural dimensions. Topics include the communication process, the influence of perception on communication, verbal and nonverbal elements of interaction, listening, the communication of emotions, and effective communication strategies. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

**CM220 College Composition II**
- Credits: 5 quarter credit hours
- Prerequisites: CM102
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course focuses on the development of critical thinking skills presented in written short and long response and research papers. Methods of research documentation are emphasized. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

**CS115 Academic Strategies**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

Designed to facilitate personal and professional success, this course introduces students to the purposes and processes of higher education. An emphasis is placed on study, communication, and thinking skills that support academic achievement. Students also have the opportunity to examine the relationship between learning and motivation. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.
CS210 Career Development Strategies
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course introduces the student to the life-long process of career development. Emphasis is placed on exploring possible professions and making sound career choices. Self-assessment activities teach the students to identify their current qualifications and preferences for a profession and set goals to fill gaps that may exist. Students prepare a portfolio that contains job search documents used to research companies, apply for jobs that match their qualifications, and track their progress toward educational and career goals. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of four hours of out-of-class work will be assigned per week.

HU245 Ethics
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

In this course, students are expected to develop sound ethical reasoning and judgment through the study of practical applications of ethical theories. Topics studied include ethics as it relates to business, health care, society, and the environment. Emphasis is on practical applications of ethical principles and analytic methods. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

IT121 Spreadsheet Applications
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

In this course, students are taught spreadsheet development skills including worksheet formatting, working with formulas and functions, and creating reporting documents from spreadsheet data. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of three hours of out-of-class work will be assigned per week.

IT133 Software Applications
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course teaches students to use application software. Topics include an introduction to the Windows® operating system and to Microsoft Office® applications such as Word, Excel, PowerPoint, and Outlook. Students also are taught how to apply the use of software applications within a profession. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

MM103 College Mathematics
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course introduces students to practical mathematics, developing conceptual and problem-solving skills, and the study of linear equations, basic statistical concepts, mathematical functions, and applications. This course may include both classroom
and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

MT140 Introduction to Management
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

In this course, students are taught management theories, management functions, organizational structures, daily management responsibilities, and current management tools and resources. Students are also taught ethics, diversity, and social responsibility through the practical application of real-world management problems and scenarios. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

MT203 Human Resource Management
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course examines the processes involved in human resources from a managerial perspective. Topics include the functions of human resource management, job analysis, staffing, performance appraisal, training and development, compensation, labor relations, and legal requirements. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

MT209 Small Business Management
- Credits: 4 quarter credit hours
- Prerequisites: MT140
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught the principles of small business organization and management through the creation of a business plan. Students are also taught problem-solving skills and foundational understanding of entrepreneurial principles. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

MT217 Finance
- Credits: 4 quarter credit hours
- Prerequisites: MT140
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught financial concepts, principles, and techniques used in making personal and corporate decisions. Students are also taught techniques for analyzing the time value of money, financial statements, interest rates, the values of bonds and stocks, corporate costs of capital, corporate asset investment decisions, and corporate capital structure and dividend policies. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

MT219 Marketing
- Credits: 4 quarter credit hours
- Prerequisites: MT140
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught concepts and issues underlying the modern practice of marketing. Students are also taught the nature and role of marketing, the marketing concept, buyer behavior, the environment in which marketing operates, and the
marketing planning process. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

**MT221 Customer Service**
- Credits: 4 quarter credit hours
- Prerequisites: MT140
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught methods for developing customer loyalty and addressing personalized customer needs. Students are also taught techniques for recapturing previous customers and acquiring new ones as well as online communications tools and call center strategies. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

**RT101 Principles of Retailing**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught an overview of the retail industry and the principles and practices of successful retail management. Students are also taught retail management concepts such as consolidation, multi-channel offerings, centralization, and globalization. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

**RT201 Building Customer Sales and Loyalty**
- Credits: 4 quarter credit hours
- Prerequisites: RT101
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught the use of promotional tools such as advertising, sales promotion, events, loyalty and frequency shopper programs to generate retail sales, build repeat visits and loyalty, and increase customer market share. Students are also taught the relationship of consumer behavior and customer relationship management on brand image and brand loyalty. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

**SS124 Psychology**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course provides a broad introduction to the field of psychology, one of the social sciences. Students are introduced to the major areas of psychology. They are introduced to psychological theories and concepts, as well as the history and major figures of the field. Topics include disorders and treatments, personality and learning theories, and the internal and external factors that influence human development and behavior. Additionally, this course emphasizes how psychological principles and concepts relate to our personal and professional relationships. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

**NOTE:** The following courses listed above are General Education courses:

- CM102
- CM206
- CM220
- HU245
Class Schedule

Evenings
Monday through Friday, 5:30 p.m. to 10:30 p.m.

Breaks
All classes break for 10 minutes each hour.

Diploma Programs

Dental Assistant
Effective: March 16, 2015

Program Description
The objective of the diploma in Dental Assistant program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in a dental office, clinic, or lab environment. The program concentrates on helping students acquire knowledge and develop skills in treatment room care of the dental patient, assisting the dentist, infection control and sterilization, medical emergencies, taking dental x-rays, making impressions, using various dental instruments, oral evacuation, fixed prosthodontics, pharmacology and pain control, preventative dentistry, assisting with oral surgery, and tray setups. Duties for graduates of this program may include providing essential and vital auxiliary services for the dentist at chairside, in the business office, and in the office laboratory. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course (www.heart.org). Students must earn CPR certification to pass the introductory module.

Students enroll in this program to seek post-graduation employment in positions such as dental assistant.

The Dental Assistant program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of instruction on ground and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 50 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 200 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Dental Assistant Diploma.

This program is intended, among other things, to help eligible students prepare for the certification of registration exam as approved by the Texas State Board of Dental Examiners (TSBDE), which may include certification to perform certain radiologic procedures. Effective September 1, 2006, to apply to become a registered dental assistant in the state of Texas, a student must complete a mandatory short course approved by the Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http://www.tsbde.state.tx.us. The cost of the examination is paid by Kaplan for the first attempt. By Texas law, in the state of Texas, a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office in Texas. Only newly hired dental assistants working in their first year of employment are permitted to make x-rays under the direct supervision of a dentist without being registered.

The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves
require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student’s responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

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

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" www.kaplancollege.com/pages/gainful-employment/lubbock-tx/gedt-031158-51.0601-da-cd.htm.

The Bureau of Labor Statistics has an Occupational Outlook Handbook http://www.bls.gov/ooh/healthcare/dental-assistants.htm that has some valuable information on a national level about the Dental Assistant career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Curriculum

CS101 Academic Strategies
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

CS102 Academic Skills
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

DA101 Fundamentals of Dental Assisting
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)
In this course, students are taught safety and emergency procedures in the medical environment, including first aid and CPR. Emphasis is placed on medical terminology, anatomy and physiology, infection control and vital signs, microbiology, and dental office management. This course is also designed to develop professional skills and proactive career management. Additional topics in this module include HIV/AIDS. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**DA102 Introduction to Dental Assisting**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught about the prenatal development of teeth, development of structures of the surrounding tooth, tissues of the oral cavity, and the most common diseases found in the oral cavity. Topics include oral health education, patient seating and charting, basic instrumentation and set-up and instrument exchanges. Students have the opportunity to demonstrate general dentistry and chairside assisting skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**DAB171 Radiology**
- Credits: 6 quarter credit hours
- Prerequisites: DA101, DA102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about radiology, one of the dental assistant's key areas of competence. Topics include X-ray equipment, nature of X-rays, film placement, angulation of X-rays, mounting, and film development techniques. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**DAN170 General Dentistry**
- Credits: 6 quarter credit hours
- Prerequisites: DA101, DA102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about general dentistry and chairside assisting. Students are also taught about nutrition concepts, oral health education, types and physical characteristics of microorganisms, instrument exchanges, and other core dental assisting skills. Topics include office procedures, dental office management software, patient charting, anesthesia, and dental radiographs. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**DAO171 Operative Assisting**
- Credits: 6 quarter credit hours
- Prerequisites: DA101, DA102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about general dentistry and chairside assisting. Emphasis is placed on instruments, tray set-ups, patient seating, four-handed dentistry, charting, anesthetics, amalgams, resins, and various other chairside procedures. Topics include dental equipment, oral evacuation, instrument passing, and placing rubber dams. Students also learn how to assemble, handle, and pass a syringe and the matrix band. Students have the opportunity to practice film duplication techniques.
This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**DAP171 Dental Materials**
- Credits: 6 quarter credit hours
- Prerequisites: DA101, DA102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about the properties and proper uses of dental materials. Emphasis is placed on mixing materials, taking impressions, pouring and trimming study models, fabricating custom trays and temporary crowns, and occlusal radiography. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**DAR171 Chairside Specialties**
- Credits: 6 quarter credit hours
- Prerequisites: DA101, DA102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about specialty practices, such as periodontal surgery, root canal treatment, extractions, orthodontics, crown preparations, assisting with a child patient, assisting with crown and bridge procedures, and the process of fabricating a denture or partial. Students are also taught about critical regulations issues in law and ethics and film placement. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**DAX192 Dental Assistant Externship I**
- Credits: 3 quarter credit hours
- Prerequisites: DAB171, DAN170, DAO171, DAP171, DAR171
- Course Hours: 100 contact hours (Externship 100) (On Ground 100, Digital 0)

The Dental Assistant Externship I is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**DAX193 Dental Assistant Externship II**
- Credits: 3 quarter credit hours
- Prerequisites: DAB171, DAN170, DAO171, DAP171, DAR171
- Course Hours: 100 contact hours (Externship 100) (On Ground 100, Digital 0)

The Dental Assistant Externship II is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.
Class Schedule

Mornings
Monday through Friday, 8:30 a.m. to 1:30 p.m.

Breaks
All classes break for 10 minutes each hour.

Medical Assistant
Effective: March 16, 2015

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

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association’s CPR course (www.heart.org). Students must earn CPR certification to pass the introductory module.

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

The Medical Assistant program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of on-ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 51 quarter credit hours. Prior to graduation, students are required to complete two practica for a total of 200 contact hours. Please refer to the Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Diploma.

Students are encouraged to sit for the Nationally Registered Certified Medical Assistant (NRCMA) examination offered by the National Association of Health Professionals (NAHP). Kaplan College pays for the first attempt of the examination. Additional attempts are the responsibility of the student. Information can be found at www.nahpusa.com.

The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.
Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

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

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" www.kaplancollege.com/pages/gainful-employment/lubbock-tx/gedt-031158-51.0801-ma-cd.htm.

The Bureau of Labor Statistics has an Occupational Outlook Handbook http://www.bls.gov/ooh/healthcare/medical-assistants.htm that has some valuable information on a national level about the Medical Assistant career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Curriculum

**AH101 Fundamentals of Allied Health**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**AH102 Introduction to Allied Health Careers**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**CS101 Academic Strategies**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.
**CS102 Academic Skills**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**MAB155 Medical Front Office**
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Medical Front Office module focuses on the front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students have the opportunity to obtain skills in performing insurance coding for proper application to insurance billing systems. Students gain an awareness of administering an office reception area and preparing the office for the business day. Students also have the opportunity to gain an understanding of office emergencies and how to handle them. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**MAG155 Musculoskeletal, Digestive, and Respiratory**
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Musculoskeletal, Digestive, and Respiratory module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**MAP155 Nervous, Sensory, and Endocrine**
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Nervous, Sensory, and Endocrine module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students have the opportunity to gain competency in a variety of clinical and laboratory procedures. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**MAR155 Circulatory, Immune, and Lymphatic**
- Credits: 6 quarter credit hours
Prerequisites: AH101, AH102, or equivalent
Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Circulatory, Immune, and Lymphatic module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In this module, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECG or EKG) diagnostic test. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizizes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**MAX166 Medical Assistant Practicum I**
- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

The Medical Assistant Practicum I module is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**MAX167 Medical Assistant Practicum II**
- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

The Medical Assistant Practicum II module is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**MAY155 Integumentary, Urinary, and Reproductive**
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Integumentary, Urinary, and Reproductive module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students are given the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are given the opportunity to gain competency in a variety of clinical and laboratory procedures, including urinalysis. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizizes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**Class Schedule**

**Mornings**
Monday through Friday, 8:30 a.m. to 1:30 p.m.
Evenings
Monday through Thursday, 5:30 p.m. to 10:30 p.m.

Breaks
All classes break for 10 minutes each hour.

Medical Office Specialist
Effective: October 22, 2015

Program Description
The objective of the Diploma in Medical Office Specialist program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in a medical administrative office, in a hospital administrative office, or in a related area. The program concentrates on helping students acquire knowledge and develop skills in filing insurance claims, payroll and financial management, patient files and filing systems, diagnostic and procedural coding, medical transcription, accounts payable and receivable, office operations, and reception duties. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course (www.heart.org). Students must earn CPR certification to pass the introductory module.

Students enroll in this program to seek post-graduation employment in positions typically including medical office specialist, medical office receptionist, medical billing clerk, and medical records clerk.

The Medical Office Specialist program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of on-ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 51.5 quarter credit hours. Prior to graduation, students are required to complete two externships for a total of 200 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma in Medical Office Specialist.

There are no national certifications offered for this program. The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

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

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" www.kaplancollege.com/pages/gainful-employment/lubbock-tx/gedt-031158-51_0710-mos-cd.htm.

The Bureau of Labor Statistics has an Occupational Outlook Handbook http://www.bls.gov/oes/current/oes436013.htm that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Curriculum

AH101 Fundamentals of Allied Health
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

AH102 Introduction to Allied Health Careers
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

AHP155 Health Information Management
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught health information management from both the patient and the practice perspective, regulatory guidelines, and legal and ethical aspects of medical insurance, billing, and coding. Students are also taught medical records management, patient information forms, charts, and authorizations for treatment. Topics include privacy laws, fraud and abuse, auditing patient records for correct assignment of codes, and specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

CS101 Academic Strategies
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)
In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

CS102 Academic Skills
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

HI143 Health Information Technology and Systems
- Credits: 2.5 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 40 contact hours (Lecture 15, Lab 25) (On Ground 25, Digital 15)

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

HI145 Health Services Delivery and Legal Issues
- Credits: 3 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

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

HI150 Basic Medical Coding
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)
This course focuses on ICD-10, CPT, and HCPCS coding, including a study of nomenclature versus classification systems, basic coding principles, code modifiers, and application of coding guidelines in outpatient and inpatient settings. The course also includes an overview of the technology and software related to the medical coding practice. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**HS118 Diseases of the Human Body**
- Credits: 4 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

Topics studied in this course include the most common diseases of bodily systems, including disease etiology, symptoms, diagnostic tests, therapeutic methods, and disease prognoses. Students also study alternative treatments and pain management. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**MOX151 Medical Office Specialist Externship I**
- Credits: 3 quarter credit hours
- Prerequisites: AHP155, HI143, HI145, HI150, HS118, MP175, MP200
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

This externship is designed to provide practical on-the-job experiences that augment the student’s in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices. This course is also designed to develop professional skills and proactive career management. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**MOX152 Medical Office Specialist Externship II**
- Credits: 3 quarter credit hours
- Prerequisites: AHP155, HI143, HI145, HI150, HS118, MP175, MP200
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

This externship is designed to provide practical on-the-job experiences that augment the student’s in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices. This course is also designed to develop professional skills and proactive career management. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**MP175 Applied Medical Practices**
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

This course is designed to give students experience in applying basic medical coding and technology skills to various health care administrative and operational situations. These situations are presented in the form of case studies and virtual health care simulations. Student competency is assessed through the application of coding principles, proper use of medical terminology, and use of medical software and technology. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.
**MP200 Medical Records-EMR Management**

- Credits: 3 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

This course is designed to introduce the Allied Health student to electronic health records in both inpatient and outpatient settings. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**Class Schedule**

**Mornings**
Monday through Friday, 8:30 a.m. to 1:30 p.m.

**Evenings**
Monday through Thursday, 5:30 p.m. to 10:30 p.m.

**Breaks**
All classes break for 10 minutes each hour.

**Patient Care Technician**

*Effective: March 16, 2015*

**Program Description**

The objective of the Diploma in Patient Care Technician program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical field. The program concentrates on helping students acquire knowledge and develop skills in anatomy and physiology, patient care procedures, body mechanics, providing care in specialized settings, phlebotomy, electrocardiography, and basic lab assistant functions. Duties for graduates of this program may include ensuring patient safety, providing administrative support, and providing direct patient care in feeding, assisting with mobility, grooming, and maintaining comfort levels. Competence in the field also entails that a Patient Care Technician display professionalism, communicate effectively, and demonstrate competency in performing duties under the supervision of primary health care providers. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including nurse assistant, patient care technician, home health aide, orderly, physical therapy aide, rehabilitation aide, phlebotomy technician, EKG technician, cardiac monitor technician, and other roles of similar scope.

The Patient Care Technician program is 760 contact hours over a period of 36 weeks. The program will include 700 hours of instruction on ground and 60 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 51.5 quarter credit hours. Prior to graduation, students are required to complete 40 contact hours of clinical experience in a long-term care environment. Students are also required to complete 160 hours of externship in an approved health care setting. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma in Patient Care Technician.

This program is designed to help eligible students prepare for the Certified Nurse Aide examination. The Department of Aging and Disability Services (DADS) adopts rules for the regulation of persons wishing to practice as Certified Nurse Aides in Texas. Information regarding the education requirements, licensure requirements, and responsibilities of Certified Nurse Aides
can be found on the website of the Department of Aging and Disability Services at http://www.dads.state.tx.us/providers/NF/credentialing/index.html. To become a nurse aide and be eligible to work in a Texas nursing home, students must successfully complete state-approved nurse aide training and competency evaluation program. The State of Texas maintains a registry of all nurse aides who are certified to provide services in nursing facilities and skilled nursing facilities licensed by the Texas Department of Aging and Disability Services (DADS).

The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

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

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" www.kaplancollege.com/pages/gainful-employment/lubbock-tx/gedt-031158-51.2601-pct-cd.htm.

The Bureau of Labor Statistics has an Occupational Outlook Handbook http://www.bls.gov/ooh/healthcare that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at http://www.projectionscentral.com.

Curriculum

**AH101 Fundamentals of Allied Health**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**AH102 Introduction to Allied Health Careers**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and
discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**AHB160 Patient Care in Long-Term Settings with Nurse Assistant Clinical**

- Credits: 7 quarter credit hours
- Prerequisites: None
- Course Hours: 120 contact hours (Lecture 42, Lab 38, Clinical 40)

In this course, students are taught the basic knowledge and skills of a nurse assistant in a long-term care environment. Topics include infection control, personal care skills and procedures, residents' rights, basic body mechanics, nutrition, and emergency procedures. Additional topics include restorative services, observation and charting, and working with the cognitively impaired. Students are taught the role and responsibilities of a nurse assistant as part of the health care team, as well as skills necessary to protect and enhance resident safety, comfort, independence, and mobility. This course also places particular emphasis on effective communication skills based on the needs of residents. Through structured, competency-based clinical assignments, the clinical portion of this module is designed to provide supervised practice in nurse assistant procedures. The practicum includes practice in resident care skills and procedures, infection control, assisting with transfer and mobility, communication skills, respect for residents' rights, rehabilitative/restorative care, and vital signs. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

- Section I: Introduction to Long Term Care Hours (16 Lecture/10 Lab)
- Section II: Personal Care Skills Hours (7 Lecture/16 Lab)
- Section III: Basic Nursing Skills Hours (6 Lecture/6 Lab)
- Section IV: Restorative Services Hours (3 Lecture/2 Lab)
- Section V: Mental Health and Social Service Needs Hours (6 Lecture/1 Lab)
- Section VI: Social Skills Hours (3 Lecture)
- Section VII: Lab Review (3 Lab)
- Section VIII: Clinical (40 Clinical)
- Section IX: Final Exam (1 Lecture)

**AHR152 Phlebotomy**

- Credits: 7 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this course, students are taught the basic knowledge and skills to successfully perform phlebotomy procedures. Topics include the functions of the medical laboratory, infection control and lab safety, medical terminology, laboratory requisition processes, and blood collection equipment. Additional topics include patient identification and preparation, anatomical site selection, order of draw, geriatric and pediatric draw techniques, and difficult draws. Emphasis is placed on the anatomy and physiology of the circulatory system. Students have the opportunity to practice capillary draws and venipunctures. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**CS101 Academic Strategies**

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also
designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**CS102 Academic Skills**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

**EKP152 Electrocardiography**
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught the basic knowledge and skills to successfully perform electrocardiography and cardiac monitoring. Topics include the functions and processes of EKG/ECG diagnostic examinations, procedures for cardiac monitoring, and the interpretation of cardiac rhythms. Additional topics include the use of specialized diagnostic procedures, such as continuous telemetry cardiac monitoring, Holter monitors, and stress testing. Emphasis is placed on the anatomy and physiology of the heart. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**PCG153 Patient Care in Physical Therapy and Rehabilitation Settings**
- Credits: 5.5 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 33, Lab 47)

In this course, students are taught the basic knowledge and skills relevant to a physical therapy or rehabilitation aide. Topics include the basic concepts of functional mobility techniques, treatments and devices used in physical rehabilitation, and the administrative responsibilities of an aide in a clinical setting. Emphasis is placed on the anatomy and physiology of the musculoskeletal and nervous systems, and common diagnoses requiring rehabilitation. Students have the opportunity to practice transferring and transporting patients safely, assisting with ambulation and gaiting, assisting with range of motion exercises, preparing therapeutic treatments such as hydrotherapy and paraffin baths, maintaining a clean and safe environment, and using software for managing patient information. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**PCX185 Patient Care Externship I**
- Credits: 2.5 quarter credit hours
- Prerequisites: AHB160
- Course Hours: 80 contact hours (Externship 80)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 80-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to
develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**PCX186 Patient Care Externship II**
- Credits: 2.5 quarter credit hours
- Prerequisites: AHB160
- Course Hours: 80 contact hours (Externship 80)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 80-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**PCY152 Patient Care in Acute and Subacute Health Care Settings**
- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught knowledge and skills for multiskilled patient care technicians. Students are taught to perform the administrative functions for health unit coordination, as well to provide basic patient care in specialized settings, such as in pediatric, obstetric, and oncology units. Additional topics include caring for presurgical and postsurgical patients, as well as those undergoing radiation, chemotherapy, and respiratory treatments. Emphasis is placed on the anatomy and physiology of the respiratory, endocrine, and reproductive systems. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and online activities such as video, tests/quizzes, simulations and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**Class Schedule**

**Mornings**
Monday through Thursday, 8:30 a.m. to 1:30 p.m.

**Evenings**
Monday through Thursday, 5:30 p.m. to 10:30 p.m.

**Breaks**
All classes break for 10 minutes each hour.

**Short Course of Instruction**

**Basic Life Support for Healthcare Providers (CPR)**

**Program Description**
The objective of the Basic Life Support for Healthcare Providers short course is to provide currently enrolled Kaplan College students, as well as current healthcare professionals with the opportunity to obtain their cardiopulmonary resuscitation certification through the American Heart Association. Students will learn and demonstrate cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students will also learn and demonstrate proper use of an automated external defibrillator.
(AED), 2 person rescue scenarios, how to recognize and handle foreign body airway obstruction (Heimlich maneuver), and learn to recognize several life-threatening emergencies.

Students enroll in this program because it is a requirement for various professions in the healthcare field, including those offered on our campus. This course is also required in other fields such as childcare and lifeguarding.

The Basic Life Support for Healthcare Providers course is a minimum of 4 contact hours, and is completed in one day. Prior to receiving certification, students are required to complete the entire training, and must pass a written and skills examination. Upon successful completion of the program, students will be awarded their basic life support for healthcare provider's certification through the American Heart Association, valid for 2 years from the date of completion. Students will also be awarded a certificate of completion from Kaplan College.

Curriculum

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<tr>
<th>Seminar Number</th>
<th>Seminar Name</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Hours</th>
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<tr>
<td>CP101</td>
<td>Basic Life Support for Healthcare Providers (CPR)</td>
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<td>2</td>
<td>4</td>
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</table>

Class Schedule

Mornings
Monday through Saturday, 8:30 a.m. to 12:30 p.m.

Afternoons
Monday through Saturday, 1:30 p.m. to 5:30 p.m.

Evenings
Monday through Friday, 5:30 p.m. to 9:30 p.m.

Breaks
All classes break for 10 minutes each hour.

Introduction to Microsoft Office Word 2007

Program Description
The objective of the Introduction to Microsoft Office Word 2007 course is to provide students with an opportunity to gain technical skills in using features of the Word application. Topics include document formatting, editing basics, table creation, and various ways to customize a Word document.

Upon successful completion of the course, students will be able to demonstrate basic skills in navigating and working with the Microsoft Word interface, apply character formatting, paragraph formatting, and document formatting to create a variety of professional-looking documents, apply editing essentials to create and revise Word documents, design tables and lists in Word documents using various formatting techniques, and customize Word documents using pictures, shapes, graphics, navigation tools, and table of contents.

The Introduction to Microsoft Office Word 2007 course is 8 contact hours and is completed in one or two days. Upon successful completion of the course, students will be awarded a certificate of completion from Kaplan College.

Curriculum

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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
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</table>
Class Schedule

Evenings
Monday through Friday 5:30 p.m. to 9:30 p.m.

Weekend
Saturday 8:00 a.m. - 4:30 p.m.

Breaks
All classes break for 10 minutes each hour
Saturday classes will also break for 30 minute lunch

Nurse Aide (Certificate)

Program Description
The objective of the Nurse Aide program is to prepare students with the skills and education to pursue entry-level employment as a nurse's aide. The course is designed to provide students with the fundamental knowledge, skills, and abilities essential for the provision of basic care to residents in long-term care facilities and hospitals.

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

The length of the Nurse Aide program is 120 contact hours over a 6 week period. Upon successful completion of the program, graduates will be awarded a Certificate.

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

Curriculum

AHB154 Patient Care in Long-Term Settings with Nurse Assistant Clinical
- Credits: 0
- Prerequisites: None
- Course Hours: 120 contact hours (Lecture 42, Lab 38, Clinical 40)

In this course, students are taught the basic knowledge and skills of a nurse assistant in a long-term care environment. Topics include infection control, personal care skills and procedures, residents' rights, basic body mechanics, nutrition, and emergency procedures. Additional topics include restorative services, observation and charting, and working with the cognitively impaired. Students are taught the role and responsibilities of a nurse assistant as part of the health care team, as well as skills necessary to protect and enhance resident safety, comfort, independence, and mobility. This course also places particular emphasis on effective communication skills based on the needs of residents. Through structured, competency-based clinical assignments, the clinical portion of this module is designed to provide supervised practice in nurse assistant procedures. The practicum includes practice in resident care skills and procedures, infection control, assisting with transfer and mobility, communication skills, respect for residents' rights, rehabilitative/restorative care, and vital signs. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards.

- Section I: Introduction to Long Term Care Hours (16 Lecture/10 Lab)
• Section II: Personal Care Skills Hours (7 Lecture/16 Lab)
• Section III: Basic Nursing Skills Hours (6 Lecture/6 Lab)
• Section IV: Restorative Services Hours (3 Lecture/2 Lab)
• Section V: Mental Health and Social Service Needs Hours (6 Lecture/1 Lab)
• Section VI: Social Skills Hours (3 Lecture)
• Section VII: Lab Review (3 Lab)
• Section VIII: Clinical (40 Clinical)
• Section IX: Final Exam (1 Lecture)

Class Schedule

Afternoons
Monday through Friday, 1:30 p.m. to 5:30 p.m.

Evenings
Monday through Thursday, 5:30 p.m. to 10:30 p.m.

Breaks
All classes break for 10 minutes each hour.

**ACADEMIC CALENDAR**

*Effective: January 4, 2016*

2016 Holiday Schedule

<table>
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<tr>
<th>Holiday</th>
<th>Date</th>
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<td>Martin Luther King Day</td>
<td>January 18</td>
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<td>Good Friday</td>
<td>March 25</td>
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<td>Memorial Day</td>
<td>May 30</td>
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<td>Independence Day</td>
<td>July 4</td>
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<td>Labor Day</td>
<td>September 5</td>
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<td>Veterans Day</td>
<td>November 11</td>
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<tr>
<td>Thanksgiving</td>
<td>November 24 - November 27</td>
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Winter Break (Diploma Programs) December 24 - January 2, 2017

Winter Break (Degree Programs) December 24 - January 3, 2017

2016 Term Breaks for Degree Programs

February 24 - March 1

May 11 - May 17

July 27 - August 2

October 12 - October 16
2016 Break Days for Diploma Programs
February 18 - 19
May 17
July 15
September 13