# Table of Contents

## 2016 - 2017 Catalog

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Information</td>
<td>1</td>
</tr>
<tr>
<td>Mission and Objectives</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>4</td>
</tr>
<tr>
<td>Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Facilities</td>
<td>5</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>6</td>
</tr>
<tr>
<td>Accrediting Agencies, Approvals, and Memberships</td>
<td>6</td>
</tr>
<tr>
<td>Administration, Staff, and Faculty</td>
<td>7</td>
</tr>
<tr>
<td>Catalog Certification</td>
<td>12</td>
</tr>
<tr>
<td>Admission Information</td>
<td>13</td>
</tr>
<tr>
<td>Provisional Enrollment</td>
<td>13</td>
</tr>
<tr>
<td>Admission Requirements and Conditions</td>
<td>13</td>
</tr>
<tr>
<td>Policy for re-entry of withdrawn students</td>
<td>16</td>
</tr>
<tr>
<td>Applicants for Single Courses</td>
<td>16</td>
</tr>
<tr>
<td>Prior Learning Assessment</td>
<td>17</td>
</tr>
<tr>
<td>Credit Awarded to Brightwood Diploma Graduates</td>
<td>18</td>
</tr>
<tr>
<td>Transfer of Credit between Brightwood Institutions</td>
<td>18</td>
</tr>
<tr>
<td>Student Information and Services</td>
<td>18</td>
</tr>
<tr>
<td>Advising</td>
<td>18</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>19</td>
</tr>
<tr>
<td>Conduct</td>
<td>19</td>
</tr>
<tr>
<td>Student Interaction</td>
<td>20</td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>20</td>
</tr>
<tr>
<td>Intellectual Property Protection and Ownership</td>
<td>21</td>
</tr>
<tr>
<td>Student Complaint/Grievance Procedure</td>
<td>22</td>
</tr>
<tr>
<td>Nondiscrimination/Nonharassment Policy</td>
<td>28</td>
</tr>
<tr>
<td>Career Services</td>
<td>30</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>30</td>
</tr>
<tr>
<td>Student Housing</td>
<td>30</td>
</tr>
<tr>
<td>Tutoring</td>
<td>30</td>
</tr>
<tr>
<td>Summary of Delivery System</td>
<td>30</td>
</tr>
<tr>
<td>Technology and Equipment Requirements for Digital Instruction</td>
<td>31</td>
</tr>
<tr>
<td>Student Verification Policy</td>
<td>31</td>
</tr>
<tr>
<td>Crime Awareness and Campus Security</td>
<td>32</td>
</tr>
<tr>
<td>Drug and Alcohol Abuse Awareness and Prevention</td>
<td>32</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act</td>
<td>32</td>
</tr>
<tr>
<td>Directory Information Public Notice</td>
<td>33</td>
</tr>
<tr>
<td>Personal Property</td>
<td>34</td>
</tr>
<tr>
<td>Academic Information</td>
<td>34</td>
</tr>
<tr>
<td>Class Size</td>
<td>34</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>34</td>
</tr>
<tr>
<td>Definition of an Academic Year</td>
<td>35</td>
</tr>
<tr>
<td>Definition of a Unit of Credit</td>
<td>35</td>
</tr>
<tr>
<td>Out-of-Class Learning Activities</td>
<td>35</td>
</tr>
<tr>
<td>Required Study Time</td>
<td>36</td>
</tr>
<tr>
<td>Changes in Programs or Policies</td>
<td>36</td>
</tr>
<tr>
<td>English as a Second Language Instruction</td>
<td>37</td>
</tr>
<tr>
<td>Attendance/Tardiness Policy</td>
<td>37</td>
</tr>
<tr>
<td>Make-Up Standards</td>
<td>37</td>
</tr>
<tr>
<td>Leave Readmittance Policy</td>
<td>37</td>
</tr>
<tr>
<td>Suspension and Dismissal</td>
<td>38</td>
</tr>
<tr>
<td>Withdrawal from the Institution</td>
<td>38</td>
</tr>
<tr>
<td>Externship/Practicum, Clinical, or Fieldwork</td>
<td>39</td>
</tr>
<tr>
<td>Dropping or Adding Courses</td>
<td>40</td>
</tr>
<tr>
<td>Program Transfers</td>
<td>40</td>
</tr>
<tr>
<td>Certification, State Board, and National Board Exams</td>
<td>40</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>41</td>
</tr>
<tr>
<td>Transcripts</td>
<td>41</td>
</tr>
<tr>
<td>Transfer of Credit to Other Schools</td>
<td>41</td>
</tr>
<tr>
<td>Graduate Refresher Courses</td>
<td>41</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>42</td>
</tr>
<tr>
<td>Grading System</td>
<td>42</td>
</tr>
<tr>
<td>Repeated Courses</td>
<td>44</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>45</td>
</tr>
<tr>
<td>Appeals Procedure</td>
<td>47</td>
</tr>
<tr>
<td>Financial Information</td>
<td>47</td>
</tr>
<tr>
<td>Financial Aid Services</td>
<td>47</td>
</tr>
<tr>
<td>Scholarships</td>
<td>48</td>
</tr>
<tr>
<td>Enrollment Status</td>
<td>50</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>50</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>52</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>54</td>
</tr>
<tr>
<td>Course Numbering System</td>
<td>54</td>
</tr>
<tr>
<td>Associate's Degree Programs</td>
<td>54</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>54</td>
</tr>
<tr>
<td>Program Description</td>
<td>54</td>
</tr>
<tr>
<td>Curriculum</td>
<td>55</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>60</td>
</tr>
<tr>
<td>Program Description</td>
<td>60</td>
</tr>
<tr>
<td>Curriculum</td>
<td>62</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>67</td>
</tr>
<tr>
<td>Program Description</td>
<td>67</td>
</tr>
<tr>
<td>Curriculum</td>
<td>68</td>
</tr>
<tr>
<td>Medical Assistant X-Ray Technician</td>
<td>71</td>
</tr>
<tr>
<td>Program Description</td>
<td>71</td>
</tr>
<tr>
<td>Curriculum</td>
<td>71</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>75</td>
</tr>
<tr>
<td>Program Description</td>
<td>75</td>
</tr>
<tr>
<td>Curriculum</td>
<td>75</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>78</td>
</tr>
<tr>
<td>Program Description</td>
<td>78</td>
</tr>
<tr>
<td>Curriculum</td>
<td>78</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>81</td>
</tr>
<tr>
<td>Program Description</td>
<td>81</td>
</tr>
</tbody>
</table>
Curriculum 81 2016 Medical Assistant, Medical Billing and Coding &
Short Courses 85 Pharmacy Technician 87
Phlebotomy Technician 85 2017 Health Information Technology 88
Course Description 85 2017 Criminal Justice 88
Curriculum 86 2017 Medical Assistant, Medical Billing and Coding &
Academic Calendar 86 Pharmacy Technician 88
2016 Holiday Schedule 86 2017 Practical Nursing 89
2016 Term Breaks for Degree Programs 87
INSTITUTION INFORMATION

Mission and Objectives
Effective: February 1, 2016

Brightwood 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, Brightwood 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.

Brightwood 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. Brightwood 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.

Brightwood College believes that education should promote the development of positive self-esteem and, to that end Brightwood 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, Brightwood 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.

Brightwood 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.

Brightwood 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: February 1, 2016

The College was founded in 1990 as Professional Careers, Inc.

In July 1997, Professional Careers, Inc., received approval to change the name of the College to Heritage College. In January 1998, Southwest Education Group, LLC, purchased Heritage College.

In May 2003, the College was acquired by Kaplan Higher Education Corporation. In June 2008, Heritage College changed its name to Kaplan College. In December 2009, the campus relocated to a new facility.

In September 2015, Kaplan College was acquired by Virginia College, LLC.

In February 2016, Kaplan College changed its name to Brightwood College.
Equipment
Effective: January 26, 2015

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

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

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

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

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

The Practical Nursing program utilizes nursing skills labs that simulate a hospital-style patient care unit. The lab equipment includes hospital type beds, low-fidelity, mid-fidelity and high-fidelity simulation mannequins (such as infant, child, adult and birthing simulators), medical charts, medication carts, vital sign equipment, naso-gastric feeding and IV pumps, ambulation equipment, articulated skeletons and various body part models to support effective learning experiences. Computer labs include printers and systems with available software such as word processing, nursing, and Virtual Clinical Excursion (VCE) which includes patient care and medication administration simulations.

The Pharmacy Technician classroom/lab has a mock retail pharmacy which utilizes balances and weights, graduated cylinders, counting trays, a laminar flow hood, mortars and pestles, and electronic scales. Counter space with sinks for compounding is available. The program also utilizes computer labs with install software relevant to this area of training.

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

Facilities
Effective: January 26, 2015

The College is located at 3535 W. Sahara Avenue, Las Vegas, Nevada. The facility is approximately 40,350 square feet and is conveniently located to serve the Las Vegas area. The College is equipped with lecture rooms, computer labs, administrative offices, and a learning resource center. Additionally, the College has program specific laboratories for the Medical Assistant, Medical Assistant X-Ray Technician, Medical Billing and Coding Specialist, Practical Nursing, Health Information Technology, Criminal Justice, and Pharmacy Technician programs.
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, audiovisuals, digital information access, computer workstations, and other materials.

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

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

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

Accrediting Agencies, Approvals, and Memberships
Effective: June 3, 2016

Accrediting Agencies

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

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

- The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM):

  Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
  233 N. Michigan Avenue, 21st Floor
  Chicago, IL 60601-5800

- This Practical Nursing program is accredited by:

  Accreditation Commission for Education in Nursing (ACEN)
  3343 Peachtree Road NE Suite 850
  Atlanta, Georgia 30326

Approvals

- The Pharmacy Technician program is approved by:

  American Society of Health-System Pharmacists
  7272 Wisconsin Avenue
  Bethesda, Maryland 20814
  866.279.0681

- The Practical Nursing program has been granted full approval from the Nevada State Board of Nursing:

  2500 W. Sahara Avenue, Suite 207
  Las Vegas, Nevada 89102
  702.486.5800
• Brightwood College is licensed by the Nevada Commission on Postsecondary Education.

Memberships

• Las Vegas Chamber of Commerce
  6671 Las Vegas Boulevard South, Suite 300
  Las Vegas, Nevada 89119
  702.735.1616

• Nevada Association of Financial Aid Administrators
  http://www.nafaaweb.org/

• National Pharmacy Technician Association
  PO Box 683148
  Houston, Texas 77268
  888.247.8700

• American Society of Health-System Pharmacists
  7272 Wisconsin Avenue
  Bethesda, Maryland 20814
  866.279.0681

• American Academy of Professional Coders
  2480 South 3850 West, Suite B
  Salt Lake City, Utah 84120
  800.626.2633

• American Association of Medical Assistants
  20 North Wacker Drive, Suite 1575
  Chicago, Illinois 60606
  312.899.1500

• American Association of College Registrars and Admissions Officers
  One Dupont Circle NW, Suite 520
  Washington DC 20036
  202.293.9161

Administration, Staff, and Faculty
Effective: June 3, 2016

Brightwood College Administration

Lisia Moore, Campus President
Shanel Oliver, Dean of Academics
Julia Millard, Dean of Nursing
Open, Campus Administrator
Arthur Dean Riling, Finance Supervisor
Hannah Lind, Director of Career Development
Kristie Chiles, Director of Admissions
Peggy Davern, Associate Dean of Nursing

Faculty
Tanya Avery  
Nursing Instructor  
MSN\MHA, EMT, RN, University of Phoenix

Amanda Beardsley  
Medical Assistant Instructor

Mark Brunton, CPhT  
Pharmacy Technician Program Director  
BS, Kaplan University

Cheryse Campbell-Davis  
Medical Assistant Instructor

Kevin Cecil  
Nursing Instructor  
BSN, RN, Grand Canyon University

Cynthia Combs  
Nursing Instructor  
BSN, RN, Grand Canyon University

Christen Eddington  
General Education Instructor  
MS, University of Phoenix

Brittany Dennett  
Criminal Justice Instructor  
BS in Criminal Justice Administration, Bellevue University

Toni Downen MSN, RN  
MSN Touro University

Vivian Galway-Madrazo  
Medical Assistant Instructor

Rhonda Gaines  
Medical Assistant/Health Information Technology Instructor  
MBA, University of Phoenix

Debra Granger  
Allied Health Program Director  
AS, Colorado Tech University

Peggy Heedt  
Nursing Instructor  
BSN, RN, Arizona State University

Karlita Jackson  
Medical Billing and Coding Instructor/Extern Coordinator

Christopher Jacobson  
Health Information Technology Instructor  
MHA, Baylor University

LeNaya Jones  
Medical Assistant Instructor
Dail Jordan
Nursing Instructor
MSN, RN, Touro University

RaShawna Lindsey
Medical Billing and Coding Specialist Instructor

Tracey Long,
Nursing Instructor
PhD Health Science and Nursing Education, Charisma University, BWI

Marta Lopez
Nursing Instructor
RHIT, BS Weber State University

Linda Lyons
Nursing Instructor
MSN, RN UNLV

Dale Major
Nursing Instructor
APN, MSN, RN South University

Pamala McConnell
Medical Assistant Instructor

Julia Millard
Nursing Instructor
MSN, RN, University of Phoenix

Eric Mobley
Criminal Justice Instructor
MOM, University of Phoenix

Norman Morrison
General Education Instructor
BS, University of Minnesota

Andrew O’Grady
Criminal Justice Instructor
BS in Criminal Justice, University of Nebraska at Omaha

Frances Oliveri
Health Information Technology Instructor

Tabatha Paine
Criminal Justice Instructor
BS in Criminal Justice, Kaplan University

Kyle Pearson
Criminal Justice Instructor
BSM, Eastern Michigan University

Jacalyn Peterson
General Education Instructor
MSeD, Nova SouthEastern University

Amanda Pierce, CPhT
Pharmacy Technician Instructor

Kelli ReNet Mells
Medical Assistant Instructor

Jennifer Robinson
Medical Assistant Externship Coordinator

Denise Russo
Nursing Instructor
MSN, RN, Loyola University

Mary Selleck, CPhT
Pharmacy Technician Instructor

Atheni Sevilla
Nursing Instructor
MSN, RN, University of Phoenix

Karen Sevoian
Health Information Technology Instructor
MD, Yerevan State Medical Institute

Dr. Heidi Shelton
Medical Assistant X-Ray Instructor
BS Human Biology, RT Texas Chiropractic College

Johna Smith
Medical Assistant Instructor

Della Stillerman
Nursing Instructor
MSN, RN Indiana Wesleyan University

Lyn Taylor
Health Information Technology Program Director
RHIA, CPCO, MS College of St Scholastica

Bruce Talarico
Medical Assistant X-Ray Technician Program Director

Daniel Voges
General Education Instructor
MA, Western University

Kyle Ward
Criminal Justice Instructor
PhD, University of Phoenix

Denese Williams
Nursing Instructor
MSN, RN Kaplan University

Herbert Williams
Criminal Justice Program Director
MBA, Columbia Southern University

Disabilities Coordinator
Shanel Oliver  
Dean of Academics  
3535 W. Sahara Avenue  
Las Vegas, NV 89102  
702-579-3527

Ownership  
Effective: September 1, 2016

Brightwood 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; and Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary. 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)  
1914 Wible Road  
Bakersfield, California 93304

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

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

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

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

Brightwood College (Main Campus)  
2022 University Drive  
Vista, California 92083

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

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

**PENNSYLVANIA**

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

Brightwood Career Institute  
177 Franklin Mills Boulevard  
Philadelphia, Pennsylvania 19154

Brightwood Career Institute (Main Campus)  
5650 Derry Street  
Harrisburg, Pennsylvania 17111

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

Brightwood Career Institute  
933 Penn Avenue  
Pittsburgh, Pennsylvania 15222

**TENNESSEE**

Brightwood College (Main Campus)  
750 Envious Lane  
Nashville, Tennessee 37212

**TEXAS**

Brightwood College (Main Campus)  
711 East Airtex Drive  
Houston, Texas 77073

Brightwood College  
(Branch of Houston)  
3208 FM 528  
Friendswood, Texas 77546
Brightwood College
(Branch of North Hollywood)
4040 Vine Street
Riverside, California 92507

**INDIANA**

Brightwood College (Main Campus)
7833 Indianapolis Boulevard
Hammond, Indiana 46324

Brightwood College
(Branch of Hammond)
4200 South East Street, Suite 7
Indianapolis, Indiana 46227

**MARYLAND**

Brightwood College
1520 South Caton Avenue
Baltimore, Maryland 21227

Brightwood College
4600 Powder Mill Road
Beltsville, Maryland 20705

Brightwood College
803 Glen Eagles Court
Towson, Maryland 21286

**NEVADA**

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

**NORTH CAROLINA**

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

**OHIO**

Brightwood College
2800 E. River Road
Dayton, Ohio 45439

Brightwood College (Main Campus)
12005 Ford Road, Suite 100
Dallas, Texas 75234

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

Brightwood College (Main Campus)
8360 Burnham Road, Suite 100
El Paso, Texas 79907

Brightwood College
(Branch of El Paso)
1900 North Expressway, Suite O
Brownsville, Texas 78521

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

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

Brightwood College
(Branch of San Pedro)
South Coast Plaza
1620 South Padre Island Drive, Suite 600
Corpus Christi, Texas 78416

Brightwood College
(Branch of San Pedro)
2001 Beach Street, Suite 201
Fort Worth, Texas 76103

Brightwood College (Main Campus)
6441 NW Loop 410
San Antonio, Texas 78238

Brightwood College
(Branch of Ingram)
Parkdale Mall
6115 Eastex Freeway
Beaumont, Texas 77706

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

**Catalog Certification**
Effective: February 1, 2016
Virginia College, LLC owns and operates Brightwood 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 Brightwood 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

Provisional Enrollment
Effective: February 1, 2016

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 withdraw any student not meeting the criteria, and such a student will not owe any financial obligation.

All new students entering the College for the first time will be enrolled on a provisional basis for the first 21 calendar days of their first term. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 22nd day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

The College may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. If applicable, students who fail to post attendance in accordance with the College's attendance policy after the 21st day will be considered to have cancelled while in provisional status. Provisional students whose enrollments are cancelled will not incur any tuition or fee obligation to the College.

A student may provisionally enter a maximum of 2 times. A student entering for the second time must have approval of the Academic Dean and must be recorded in CampusVue.

Admission Requirements and Conditions
Effective: October 11, 2016

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 high school equivalency, 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.

   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, high school equivalency, 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 fee(s) stated in the Tuition and Fees section.

3. All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.
4. Applicants will be admitted to the College only after successful completion of the PAA examination. This is a nationally normed test which is administered by the College and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program. Students who hold a bachelor's degree or an associate's degree will not be required to take the PAA examination (with the exception of the Practical Nursing Program). The PAA examination may be taken no more than three times per enrollment period.

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 PAA 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 must meet with the Program Director for his/her determination as to the student's ability to begin the program.

5. Students must be sitting in classes by the third regularly scheduled class of the term.

6. 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.

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

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

9. 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.

10. 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.

11. Students will 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.

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

13. 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.

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

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

Criminal Justice
Health Information Technology
Pharmacy Technician
Practical Nursing

In addition, criminal background checks may be repeated during the nursing program. Students must notify the Director of Nursing after a criminal or drug violation offense/arrest that occurs during the program. A student may not attend a clinical session prior to having notified the Director of Nursing. If the Director of Nursing is advised that the violation is severe enough to change the student's ability to pass a criminal background check (that is required in order to be a licensed nurse), the student may be dismissed from the program.
16. For the nursing program, students will be chosen per enrollment period based on ranking and entrance tests scores. Ranking is based on grades in high school or college, entrance tests scores, degree in a related field, prior health care experience, involvement in health care-related associations or committees, and an interview.

17. In addition to the requirements listed above, all prospective students interested in the nursing program:

- must be 18 years old prior to beginning the program
- must submit official transcripts from all other colleges, universities, and/or vocational schools attended (if applicable)
- must complete any health or immunization requirements
- must submit a card indicating current CPR certification at the Healthcare Provider level from the American Heart Association. If the card expires during the program, the student must recertify so as to remain certified throughout the program length.
- must have negative result on drug/chemical substance testing
- must have national criminal background check clear of any misdemeanors or felonies
- must have an interview with the Director of Nursing or designee
- must complete the Student Expectations Acknowledgment Form

All Practical Nursing Program candidates must successfully complete a number of requirements prior to acceptance in the program. This section outlines details regarding the admissions process pertaining to entrance testing.

Entrance Testing

All students seeking admission to the Brightwood College Practical Nursing program are required to take and pass both the PAA examination and the math and reading sections of the HESI A2 Admission Test prior to signing an enrollment agreement.

HESI A2 Exam

The HESI A2 Admission Test is a tool to determine if students have the academic skills necessary to complete a Practical Nursing program of study in a school of nursing and pass the NCLEX® licensure exam. The HESI A2 Admission Test is an online test that evaluates the basic reading and math skills of students seeking entry into a nursing program leading to Practical Nurse licensure.

Candidates for admission will take the Reading and Math sections of the test. Candidates’ results on the Reading and Math sections of the test will be used to make admission decisions.

Minimum Passing Score Requirements

Practical Nursing Admission Test Requirements: Test: HESI A2

Prospective students interested in the Practical Nursing program must pass the HESI A2 with a minimum score of 60% in Math and 70% in Reading. No previous A2 exams from other institutions will be accepted for consideration. All prospective students must successfully complete the PAA examination prior to attempting the HESI A2 Admission Exam. Students may attempt the HESI A2 Admission Exam three times within a 12 month period. Should the student fail to achieve the minimum required score on the first HESI A2 attempt, the student must wait 7 days before attempting the HESI A2 for the second time. Should the student fail to achieve the minimum required score on the second HESI A2 attempt, the student must wait 30 days before attempting the HESI A2 for the third time.

Prior to beginning a clinical experience, some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for student nurse candidates. Failure to submit appropriate documentation by the deadline will prohibit student nurse candidates from attending clinical sites, which will render them incapable of completing the program and result in their dismissal from the Nursing program.

Credit for Previous Nursing Education: Appropriate credit will be granted for nursing courses taken within the last three years. All credit will be awarded based on the policies set forth in the Prior Learning Assessment section of the catalog.

18. If for any reason the Institution is unable to obtain verification of a student's transcripts (if applicable) then the student's enrollment will be terminated and under the Institution's refund policy, the student may be financially obligated for their time in the program.
19. Students may enroll into the Medical Assistant Associate’s degree program, provided they have first successfully completed the Medical Assistant diploma program from the same campus, or they are transferring into the program the equivalent approved quarter credit hours from an approved Medical Assistant diploma program. No student may enroll into the Medical Assistant Associate’s degree program without first completing a Medical Assistant diploma program or equivalent.

**Student Technology Requirements for Online Courses**

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

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

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

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

**International Students**

International students are considered as "special students" until they have established themselves in the United States for a minimum of ninety days. Evidence of competence in the English language, as exemplified through the PAA, is required as a condition of admission. For further information, interested students should contact the Admissions Office.

**Policy for re-entry of withdrawn students**

Effective: February 1, 2016

In order to re-enter Brightwood College, the student must contact the College and petition the Re-Entry Committee. The petition may be initiated by a phone call or visit to the College. Upon receipt of the petition, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter based upon the College's standards of academic progress and in accordance with the College's behavioral and financial good standing policies. The Student Finance Office must verify that the student is in good standing and that the student is not in default or collection. Failure to withdraw properly may be grounds for denial of re-entry.

Students will be allowed to re-enter once with approval of the Director of Admissions. To re-enter a second time, the members of the Re-Entry Committee will review the student's petition to determine if the student qualifies academically and financially to re-enter. Students will be allowed to re-enter a third time with the Academic Dean's approval. Students will only be allowed to re-enter three times after withdrawal prior to graduation from a program.

**Applicants for Single Courses**

Effective: February 1, 2016

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 campus awarding the graduation credential. Applicants 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. 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. Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

Previous Education or Training

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

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

The transfer- of-credit award is based on:

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

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

Military Training

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

Externally Administered Exams

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

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

Granting credit for previous education, training, or CLEP shall not impact the refund policy.

Credit Awarded to Brightwood Diploma Graduates
Effective: February 1, 2016

The College will consider awarding credit to graduates from certain Brightwood diploma programs who are continuing their education in certain Brightwood associate's degree programs.

Transfer of Credit between Brightwood Institutions
Effective: February 1, 2016

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

- courses that have a grade of D (applies to graduates of Brightwood programs) or C- (applies to students who attended but did not graduate from a Brightwood 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 Brightwood institution must complete a minimum of 25% of the course credits at the Brightwood 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 Academic Dean 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**

**Effective: June 3, 2016**

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, and be required to 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. Students in the nursing program will be asked to participate in simulation experiences that require taping with faculty supervision.
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 will be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. For Nursing students, the conduct process is outlined in detail in the Student Handbook. Students dismissed for conduct violations will not be readmitted.

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

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

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

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

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

Copyright Protection

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

Use of Institutional Information Technology Resources

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

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

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

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

Ownership of Student and Third-Party Intellectual Property

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

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:
1. The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
2. The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
3. The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

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

Student Complaint/Grievance Procedure
Effective: June 3, 2016

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 (or designee) 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 Director, 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 grievance cannot be resolved between the College and the student directly, the student may contact:

Nevada Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, Nevada 89123
702.486.7330

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

Complaint Policy for Students Receiving VA Education Benefits:
Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

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

State Agencies
Effective: April 6, 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.

<table>
<thead>
<tr>
<th>State</th>
<th>Agency Name</th>
<th>Address</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>Alabama Commission on Higher Education</td>
<td>P.O. Box 302000</td>
<td><a href="mailto:customer.service@alaska.gov">customer.service@alaska.gov</a></td>
<td><a href="http://www.alabama.gov/">http://www.alabama.gov/</a></td>
</tr>
<tr>
<td>ALASKA</td>
<td>Alaska Commission on Postsecondary Education</td>
<td>P.O. Box 11050</td>
<td><a href="mailto:service@alaska.gov">service@alaska.gov</a></td>
<td><a href="http://www.alaska.gov/state/propost/education/agency/institution/">http://www.alaska.gov/state/propost/education/agency/institution/</a></td>
</tr>
<tr>
<td>ARIZONA</td>
<td>Arizona State Board for Private Postsecondary Education</td>
<td>1031 West Fourth Avenue, Suite 200</td>
<td><a href="mailto:attorney.general@alaska.gov">attorney.general@alaska.gov</a></td>
<td><a href="http://www.az.gov/education/postsecondary/">http://www.az.gov/education/postsecondary/</a></td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>Arkansas Higher Education Coordinating Board</td>
<td>114 East Capitol Ave</td>
<td><a href="mailto:ADHE_Info@adhe.edu">ADHE_Info@adhe.edu</a></td>
<td><a href="http://www.adhe.edu/">http://www.adhe.edu/</a></td>
</tr>
<tr>
<td>NEW HAMPSHIRE</td>
<td>New Hampshire Postsecondary Education Commission</td>
<td>3 Barrell Court #300</td>
<td><a href="mailto:nj_che@che.state.nj.us">nj_che@che.state.nj.us</a></td>
<td><a href="http://www.nh.gov/postsecondary/complaints">http://www.nh.gov/postsecondary/complaints</a></td>
</tr>
<tr>
<td>NEW JERSEY</td>
<td>New Jersey Commission on Higher Education</td>
<td>P.O. Box 542</td>
<td><a href="mailto:schoolapprovalunit@dol.state.nj.us">schoolapprovalunit@dol.state.nj.us</a></td>
<td><a href="http://lwd.dol.state.nj.us/labor/forms_pdfs/Conflict%20Resolution%20Questionnaire.pdf">http://lwd.dol.state.nj.us/labor/forms_pdfs/Conflict%20Resolution%20Questionnaire.pdf</a></td>
</tr>
<tr>
<td>NEW MEXICO</td>
<td>New Mexico Higher Education Department</td>
<td>P.O. Box 1100</td>
<td></td>
<td><a href="http://www.nm.edu/education/">http://www.nm.edu/education/</a></td>
</tr>
<tr>
<td>NEW MEXICO</td>
<td>New Mexico Higher Education Department</td>
<td>2048 Galisteo</td>
<td></td>
<td><a href="http://www.nm.edu/education/">http://www.nm.edu/education/</a></td>
</tr>
<tr>
<td></td>
<td>fäller</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23
AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov

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

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
Complaints/default.html

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

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

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

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

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

NEW YORK
New York Bureau of Proprietary School Supervision
New York State Education Department
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html

New York Office of College and University Evaluation
New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza, Suite 2101
Albany, NY 12223-1556

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
<table>
<thead>
<tr>
<th>State</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDA</td>
<td>Florida Commission on Independent Education</td>
</tr>
<tr>
<td></td>
<td>325 West Gaines Street, Suite 1414</td>
</tr>
<tr>
<td></td>
<td>Tallahassee, FL 32399-0400</td>
</tr>
<tr>
<td></td>
<td>Toll-Free number: 888.224.6684</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>Georgia Nonpublic Postsecondary Education Commission</td>
</tr>
<tr>
<td></td>
<td>2082 East Exchange Place #220</td>
</tr>
<tr>
<td></td>
<td>Tucker, GA 30084-5334</td>
</tr>
<tr>
<td>HAWAII</td>
<td>Hawaii State Board of Education</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 2360</td>
</tr>
<tr>
<td></td>
<td>Honolulu, HI 96804</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ocp@dcca.hawaii.gov">ocp@dcca.hawaii.gov</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://hawaii.gov/dcca/ocp/consumer_complaint">http://hawaii.gov/dcca/ocp/consumer_complaint</a></td>
</tr>
<tr>
<td>IDAHO</td>
<td>Idaho State Board of Education</td>
</tr>
<tr>
<td></td>
<td>Attn: State Coordinator for Private Colleges and Proprietary Schools</td>
</tr>
<tr>
<td></td>
<td>650 West State Street, Room 307</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 83720</td>
</tr>
<tr>
<td></td>
<td>Boise, ID 83720-0037</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>Illinois Board of Higher Education</td>
</tr>
<tr>
<td></td>
<td>431 East Adams, 2nd Floor</td>
</tr>
<tr>
<td></td>
<td>Springfield, IL 62701-1404</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:info@ibhe.org">info@ibhe.org</a></td>
</tr>
<tr>
<td></td>
<td>Institutional Complaint Hotline: (217) 557-7359</td>
</tr>
<tr>
<td></td>
<td>Illinois State Board of Education</td>
</tr>
<tr>
<td></td>
<td>100 North 1st Street</td>
</tr>
<tr>
<td></td>
<td>Springfield, IL 62777</td>
</tr>
<tr>
<td></td>
<td><a href="http://webprod1.isbe.net/contactisbe/">http://webprod1.isbe.net/contactisbe/</a></td>
</tr>
<tr>
<td></td>
<td>Illinois Attorney General</td>
</tr>
<tr>
<td></td>
<td>Consumer Fraud Bureau</td>
</tr>
<tr>
<td></td>
<td>500 South Second Street</td>
</tr>
<tr>
<td></td>
<td>Springfield, IL 62706</td>
</tr>
<tr>
<td></td>
<td>Consumer Fraud Hotline: (800) 243-0618</td>
</tr>
<tr>
<td>INDIANA</td>
<td>The Indiana Commission for Higher Education</td>
</tr>
<tr>
<td></td>
<td>Ohio Attorney General</td>
</tr>
<tr>
<td></td>
<td>Consumer Protection Section</td>
</tr>
<tr>
<td></td>
<td>30 East Broad Street, 14th Floor</td>
</tr>
<tr>
<td></td>
<td>Columbus, OH 43215-3400</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ohioattorneygeneral.gov/consumercomplaint">http://www.ohioattorneygeneral.gov/consumercomplaint</a></td>
</tr>
<tr>
<td>OKLAHOMA</td>
<td>Oklahoma State Regents for Higher Education</td>
</tr>
<tr>
<td></td>
<td>655 Research Parkway, Suite 200</td>
</tr>
<tr>
<td></td>
<td>Oklahoma City, OK 73104</td>
</tr>
<tr>
<td></td>
<td>Oklahoma State Board of Private Vocational Schools</td>
</tr>
<tr>
<td></td>
<td>3700 Classen Boulevard, Suite 250</td>
</tr>
<tr>
<td></td>
<td>Oklahoma City, OK 73118-2864</td>
</tr>
<tr>
<td></td>
<td>Oklahoma Office of the Attorney General</td>
</tr>
<tr>
<td></td>
<td>Consumer Protection Unit</td>
</tr>
<tr>
<td></td>
<td>Attn: Investigative Analyst</td>
</tr>
<tr>
<td></td>
<td>313 NE 21st Street</td>
</tr>
<tr>
<td></td>
<td>Oklahoma City, OK 73105</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.oag.state.ok.us/oagweb.nsf/ccomp.html">http://www.oag.state.ok.us/oagweb.nsf/ccomp.html</a></td>
</tr>
<tr>
<td>OREGON</td>
<td>Oregon Office of Degree Authorization</td>
</tr>
<tr>
<td></td>
<td>1500 Valley River Drive, Suite 100</td>
</tr>
<tr>
<td></td>
<td>Eugene, OR 97401</td>
</tr>
<tr>
<td></td>
<td>Oregon Department of Education</td>
</tr>
<tr>
<td></td>
<td>Private Career Schools Office</td>
</tr>
<tr>
<td></td>
<td>255 Capitol Street NE</td>
</tr>
<tr>
<td></td>
<td>Salem, OR 97310-020</td>
</tr>
<tr>
<td></td>
<td>complaint-procedures.doc</td>
</tr>
<tr>
<td></td>
<td>Oregon Attorney General</td>
</tr>
<tr>
<td></td>
<td>Financial Fraud/Consumer Protection Section</td>
</tr>
<tr>
<td></td>
<td>1162 Court Street NE</td>
</tr>
<tr>
<td></td>
<td>Salem, OR 97301-4096</td>
</tr>
<tr>
<td></td>
<td>PENNSYLVANIA</td>
</tr>
<tr>
<td></td>
<td>Pennsylvania Department of Education</td>
</tr>
<tr>
<td></td>
<td>333 Market Street</td>
</tr>
<tr>
<td></td>
<td>Harrisburg, PA 17126-0333</td>
</tr>
<tr>
<td></td>
<td>Office of Attorney General</td>
</tr>
<tr>
<td></td>
<td>Bureau of Consumer Protection</td>
</tr>
<tr>
<td></td>
<td>14th Floor, Strawberry Square</td>
</tr>
<tr>
<td></td>
<td>Harrisburg, PA 17120</td>
</tr>
<tr>
<td></td>
<td>PUERTO RICO</td>
</tr>
<tr>
<td></td>
<td>Puerto Rico Council on Higher Education</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 1900</td>
</tr>
<tr>
<td></td>
<td>San Juan, PR 00910-1900</td>
</tr>
<tr>
<td></td>
<td>Puerto Rico Department of Justice</td>
</tr>
<tr>
<td></td>
<td>G.P.O. Box 9020192</td>
</tr>
<tr>
<td></td>
<td>San Juan, PR 00902-0192</td>
</tr>
<tr>
<td>State</td>
<td>Agency</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Indiana</td>
<td>The Indiana Board for Proprietary Education</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Iowa</td>
<td>Iowa Student Aid Commission</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Kansas</td>
<td>Kansas Board of Regents</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Kentucky Council on Postsecondary Education</td>
</tr>
<tr>
<td></td>
<td>Kentucky Board of Proprietary Education</td>
</tr>
<tr>
<td></td>
<td>Office of the Attorney General</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Louisiana</td>
<td>Louisiana Board of Regents</td>
</tr>
<tr>
<td>Maine</td>
<td>Maine Department of Education</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maine Attorney General</td>
</tr>
<tr>
<td></td>
<td>Consumer Protection Division</td>
</tr>
<tr>
<td></td>
<td>6 State House Station</td>
</tr>
<tr>
<td></td>
<td>Augusta, ME 04333</td>
</tr>
<tr>
<td>Maryland</td>
<td>Maryland Higher Education Commission</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Rhode Island Board of Governors for Higher Education</td>
</tr>
<tr>
<td></td>
<td>Shepard Building</td>
</tr>
<tr>
<td>South Carolina</td>
<td>South Carolina Commission on Higher Education</td>
</tr>
<tr>
<td>South Dakota</td>
<td>South Dakota Office of Attorney General</td>
</tr>
<tr>
<td>Tennessee</td>
<td>Tennessee Higher Education Commission</td>
</tr>
<tr>
<td>Texas</td>
<td>Texas Workforce Commission</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Virgin Islands</td>
<td>Government of the U.S. Virgin Islands</td>
</tr>
<tr>
<td></td>
<td>Department of Education</td>
</tr>
<tr>
<td></td>
<td>Office of the Commissioner</td>
</tr>
<tr>
<td></td>
<td>1834 Kongens Gade</td>
</tr>
<tr>
<td></td>
<td>St. Thomas, V.I. 00802</td>
</tr>
<tr>
<td>Utah</td>
<td>Utah Division of Consumer Protection</td>
</tr>
<tr>
<td>State</td>
<td>Contact Information</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Maryland**   | 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 Elementary and Secondary Education  
Office of Proprietary Schools  
75 Pleasant Street  
Malden, MA 02148-4906  
http://www.doe.mass.edu/ops  
proprietaryschools@doe.mass.edu |
| **Michigan**   | Michigan Department of Labor & Economic Growth  
Office of Postsecondary Services  
Proprietary School Unit Staff  
201 North Washington Square  
Lansing, MI 48913 |
| **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  
Jackson, MS 39211-6453  
Mississippi Commission of Proprietary Schools and College Registration  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
Consumer Protection Division  
Office of the Attorney General  
State of Mississippi  
P.O. Box 22947  
Jackson, MS 39225-2947  
http://www.ago.state.ms.us/index.php/ |
| **Missouri**   | Missouri Attorney General  
Consumer Protection Division  
160 East 300 South  
Salt Lake City, UT 84111  
consumerprotection@uta.gov  
http://consumerprotection.utah.gov/complaints/index.html |
| **Vermont**    | Vermont Department of Education  
State Board of Education  
120 State Street  
Montpelier, VT 05620-2501  
Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609-1001 |
| **Virginia**   | State Council of Higher Education  
101 North 14th St.  
James Monroe Building  
Richmond, VA 23219  
communications@schev.edu  
http://www.schev.edu/forms/StudentComplaintInformation.pdf |
| **Washington** | Washington Higher Education Coordinating Board  
917 Lakeridge Way  
P.O. Box 43430  
Olympia, WA 98504-3430  
dainfo@hecb.wa.gov |
| **West Virginia** | West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard E., Suite 700  
Charleston, WV 25301-2800  
Community and Technical College System of West Virginia  
1018 Kanawha Boulevard E., Suite 700  
Charleston, WV 25301  
West Virginia Office of the Attorney General  
Consumer Protection Division  
P.O. Box 1789 |
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

Brightwood College is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Brightwood College provides equal opportunity for qualified persons with disabilities. As appropriate, Brightwood College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services.

It is the responsibility of the student to inform the School of any disability, whether physical or mental, that might in any way affect the student’s academic progress or for which the student seeks accommodation. Students seeking reasonable accommodations should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.
Career Services
The Institution offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

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

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

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

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

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

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

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

Summary of Delivery System
Effective: February 1, 2016

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 https://portal.brightwood.edu. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

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

Following enrollment, students will have access to the following support services:
• Orientation to the campus
• Orientation to the on-ground and digital classrooms
• Access to the 24-hour help desk

Technology and Equipment Requirements for Digital Instruction
To enroll in a program with a digital instruction component, you must have access to a computer with the following minimum requirements.

**Hardware:**

- A PC running a Microsoft Windows operating system (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- A 1024x768 monitor with a 16-bit or greater video card (24-bit preferred)
- A DVD-ROM drive or CD-ROM
- A sound card with speakers and microphone (for selected courses)

**Software**: *

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

**Internet/E-mail:**

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

*Some courses have additional software and hardware requirements.

**Student Verification Policy**
Effective: September 1, 2016

**I. Verification**

A. Throughout the program, the Institution will verify that a student who completes digital sessions is the same student who participates in on-ground sessions for the course.

- Student attendance is recorded face-to-face during the on-ground portion of the program.
- Students are provided with a secure login and password for the student portal that must be changed every 180 days.
- Final exams and major tests are taken in a proctored environment at the campus.

B. There are no additional charges or fees associated with the verification of student identity.
II. Privacy

(also see the Intellectual Property Protection and Ownership section in the campus catalog)

A. In order to protect the privacy of the student, the Institution uses a secure process for providing students with their student portal login credentials.

- A system-generated e-mail is sent to the student's personal e-mail account. This e-mail contains the student's private login credentials for the student portal.
- If no personal e-mail account exists for the student, the student portal account is provisioned by a member of the Admissions Department. Once the account is created, the Admissions Department provides the student with the login credentials. The student is then advised to change his or her password to ensure that the credentials are private.
- The student is advised to keep his or her login information in a secure place.

B. The only individuals who have access to the digital classroom are the students in the class, instructors, and academic administrators.

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 class size will not exceed 40 students in lecture classes, 30 students in computer labs, 20 students in medical assistant labs, and 24 students in pharmacy technician labs and 32 students in nursing labs. If there is a lab assistant/secondary instructor present the class size may increase.

Nursing clinical experiences have a maximum of eight (8) students per instructor.

Hours of Operation
Effective: January 26, 2015

The normal hours of operation are as follows:

**Business Hours**

MON-THU......................7:30 a.m. to 7:00 p.m.
FRI...............................7:30 a.m. to 5:00 p.m.

**Criminal Justice and General Education Classes**

(schedule may vary depending on track or quarter)

MON-FRI..........................8:00 a.m. to 1:00 p.m.
MON-FRI..........................5:00 p.m. to 11:00 p.m.

**Health Information Technology**

MON-FRI...........................5:30 p.m. to 11:00 p.m.

**Medical Assistant**

(schedule may vary depending on blended track)

MON-FRI..........................8:00 a.m. to 1:00 p.m.
MON-FRI..........................1:00 p.m. to 6:00 p.m.

**Medical Assistant X-Ray Technician**

(schedule may vary depending on blended track)

MON-FRI...........................8:00 a.m. to 1:00 p.m.

**Medical Billing and Coding Specialist**

(schedule may vary depending on blended track)

MON-FRI..........................8:00 a.m. to 1:00 p.m.
MON-THU.........................6:00 p.m. to 11:00 p.m.

**Pharmacy Technician**

(schedule may vary depending on blended track)
Definition of an Academic Year
The academic year consists of a minimum of 30 weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits.

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

One quarter credit hour equals:

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

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

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

**Clock Hour**
A period of time consisting of:

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

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

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

**Conversion Rate**

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

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

**Type of Classroom Work In-Class Hours Out-of-Class Work Hours**
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: April 6, 2016

Graduation Honors
President’s List - 4.00 CGPA
Dean’s List - 3.50 to 3.99 CGPA
Career Compass Certified Professional - Per program requirements

Graduation and Term/Mod Awards
Perfect Attendance - 100%

Term/Mod Awards
President’s List - 4.00 CGPA
Dean’s List - 3.50 to 3.99 CGPA

**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.

If the change results in a new program, students will be given the option of changing to the new program or completing the program in which they originally enrolled.

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
Effective: April 6, 2016

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.

Students must be sitting in classes by the third regularly scheduled class of the term.

Dismissal Policy for Nonattendance
The specific requirements relating to dismissal from the program due to nonattendance are:

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

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

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

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

Leave Readmittance Policy
Effective: February 1, 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.

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
Effective: February 1, 2016

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 Provisional Enrollment Period
1. Students must officially notify an Academic Dean of their intent to withdraw, in person or in writing, by the end of the provisional enrollment period. The provisional enrollment period expires on the close of business on the 21st calendar day of the term.

2. Once students have officially notified an Academic Dean of their intent to withdraw, the Institution will process the Student Action Form. Students who withdraw during the provisional enrollment period will not have financial obligations or student loan repayment responsibilities.

Withdrawal After the Provisional Enrollment Period

1. Students must officially notify an Academic Dean 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 an Academic Dean of their intent to withdraw, the Institution will process the Student Action 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 Student Finance Office. The Student Finance Office may answer questions regarding financial obligations to the Institution and any student loan repayment responsibilities.

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

Externship/Practicum, Clinical, or Fieldwork

Effective: October 27, 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.

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

**Dropping or Adding Courses**

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

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

**Program Transfers**

Reasonable efforts are made to direct each student to the program of study best suited to his or her individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to the 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**

Effective: April 11, 2016
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, high school equivalency 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: February 1, 2016

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</td>
<td>A</td>
</tr>
<tr>
<td>90-92.99</td>
<td>A-</td>
</tr>
<tr>
<td>87-89.99</td>
<td>B+</td>
</tr>
<tr>
<td>83-86.99</td>
<td>B</td>
</tr>
<tr>
<td>80-82.99</td>
<td>B-</td>
</tr>
<tr>
<td>77-79.99</td>
<td>C+</td>
</tr>
<tr>
<td>73-76.99</td>
<td>C</td>
</tr>
<tr>
<td>70-72.99</td>
<td>C-</td>
</tr>
<tr>
<td>67-69.99</td>
<td>D+</td>
</tr>
<tr>
<td>60-66.99</td>
<td>D</td>
</tr>
<tr>
<td>0-59.99</td>
<td>F</td>
</tr>
</tbody>
</table>

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

Standard Nursing Grading Scale

<table>
<thead>
<tr>
<th>Numeric Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
</tbody>
</table>
90-92.99 A- 3.7
87-89.99 B+ 3.3
83-86.99 B  3.0
80-82.99 B- 2.7
77-79.99 C+ 2.3
75-76.99 C  2.0
0-74.99 F  0.0

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

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

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

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

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

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

** Repeated Course. Two asterisks next to the quality points indicate a repeated course.
S  Satisfactory. This grade is only used in remedial courses when a student has successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.

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

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

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

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

Repeated Courses
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).
- Nursing students are allowed to repeat no more than two courses in the Nursing program. If a student fails a course on his/her first attempt, the student will be provided one opportunity to repeat the course. Students who fail to pass the course the second time will not be permitted to remain in the program.
- Any student who earns less than a C (75%) for any course in the Nursing program will be considered to have not passed the course and will have one opportunity to repeat and pass the course. If the student fails the course on the second attempt, the student will be dismissed from the Nursing program. Students who achieve a grade of C (75%) or above on the theory component of a course and "Fail" the clinical/lab component will not pass the course.
- 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 (two times for Nursing) must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats are charged at the current course price per the course re-take.
Satisfactory Academic Progress
Effective: February 1, 2016

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

Maximum Time Frame

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

Required Evaluation Schedule

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term/module). The evaluation will occur at the end of each payment period (each academic term/module) 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 Brightwood program version, or at another Brightwood 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.

<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.

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

**SAP Probation**

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

**Non-degree students**

Non-degree students may only remain in SAP Probation for one payment period (each academic module). A non-degree student who achieves the required SAP minimums at the end of the payment period (each academic module) that he or she is in SAP 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 (each academic module) that he or she is in SAP Probation will be dismissed; however, he or she may appeal to be placed in extended enrollment.

**Degree students**

Degree students will be placed on SAP probation for one payment period (each academic term). If a degree student cannot meet the required standards within one payment period (each academic term), 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 SAP probation period. Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP 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 (each academic term) that they are in SAP probation will be dismissed; however, they may appeal to be placed in extended enrollment.

**Extended Enrollment**

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

While in extended enrollment status, Title 38 benefits will be terminated.

**Non-degree students**

Non-degree students may only remain in extended enrollment for one payment period (each academic module). A non-degree student who achieves the required SAP minimums at the end of the payment period (each academic module) that he or she is in extended enrollment 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 (each academic module) that he or she is in extended enrollment will be dismissed.

**Degree students**

Degree students will be placed on extended enrollment for one payment period (each academic term). If a degree student cannot meet the required standards within one payment period (each academic term), 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 (each academic term) that they are in extended enrollment 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 (each academic term) that they are in extended enrollment will be dismissed.

**SAP Appeal**

Students who are on SAP Warning (or SAP probation) and will not successfully meet the standards at the end of the payment period (each academic term/module) can appeal to be placed on SAP probation (or extended enrollment). Students should begin the appeal process prior to the end of the payment period (each academic term/module). 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 (each academic term/module). Students who do not submit the appeal packet by the last day of the payment period (each academic term/module) 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 (each academic term/module), and whose appeal is granted, will be allowed to move to SAP Probation (or extended enrollment). Students who have submitted their appeal prior to the end of the payment period (each academic term/module), and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period (each academic term/module), 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**

**Effective: June 3, 2016**

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

**Loans**

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

**Grants**
• Federal Pell Grant
• Federal Supplemental Educational Opportunity Grant (FSEOG)
• Kaplan Grant

Work Study

• Federal Work Study Program

**Brightwood** 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 Career Compass™ 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 College will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

**Scholarships**

Effective: February 1, 2016

**Military Student Scholarships and Grants**

Students may contact the Military Student Center by calling 1-877-824-4245. Please see below for updates to institutional military scholarships and grants made available to our military students.
For all active students, military scholarships will continue at the same rate currently offered providing there is no break in enrollment. There are two exceptions to this policy:

- An exception will be made for students who have a break in enrollment due to active duty service once the appropriate documentation is received by the MSC (i.e. Title 10 form).
- An exception will be made for students who discontinue enrollment due to needed classes not being offered. In order to receive the military scholarship rate received at the time of withdrawal/dismissal, the student must return within 180 days of the last date of attendance from the previous enrollment.

For all new or re-entering students enrolling, the following military grant structure will apply:

- All active duty or veteran students and their spouses or qualified dependents will be eligible for a tuition grant.
- The awarding of the grant requires submission of the appropriate military documents and grant application paperwork.
- A grant will cover up to the cost of tuition and fees. Students who are eligible for 100 percent funding of College tuition and fees through any non-loan program(s) are not eligible for a grant.
- Students who are eligible for and are receiving Chapter 33 and Chapter 31 benefits at the 100% level will not be eligible for a tuition grant due to tuition being fully covered through VA educational benefits. This also applies to spouses and dependents of veterans who are receiving the Fry Scholarship or TEB (Transfer of Post-9/11 GI Bill Benefits to Dependents) at the full rate of tuition.
- For dependents or spouses of veterans who are able to provide documentation proving eligibility for VA educational benefits other than the Fry Scholarship or TEB, the application fee will be waived and a 5% grant will be applied to the student's account in the form of the Armed Forces Recognition Grant.
- For veterans, dependents, and spouses of veterans who are eligible for VA educational benefits that pay at a rate of less than 100% of tuition and fees, upon the submission of the proper documentation, the 5% grant applied to tuition will be applied to the student account in the form of the Armed Forces Recognition Scholarship.
- For veterans receiving Chapter 33 benefits at the 100% level, once the annual tuition cap has been reached, the veteran will be certified for the portion of tuition not covered by the Chapter 33 benefits as Yellow Ribbon for campuses participating in the Yellow Ribbon Program. It will pay to the account as 50% of the gap in tuition not covered by Chapter 33. The remaining 50% of the tuition gap will be covered by a Yellow Ribbon scholarship posted by the school. The total amount of tuition, Yellow Ribbon, and Yellow Ribbon scholarship applied to the account will not exceed the total amount of tuition and fees charged for the term.
- Students who are active duty status (Title 10 or Title 32) service members and receiving Tuition Assistance, a 50% tuition scholarship may be posted to the student account for a student taking part time credit, unless the student provides proof that he/she is approved for Tuition Assistance to take more than a part time schedule. In that cases, the 50% scholarship will post for half of the tuition for the approved course load. This scholarship will post to the student account as the Patriot Scholarship. Veteran students who use the Patriot's grant will not be eligible for any other institutional grant or institutional loan programs.
- In the case of a student being deployed or called to active duty service after a term start date, the following will apply:
  - Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders stating an activation date within the term/payment period dates. Students who has completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work shall receive a letter grade of "WP" and be placed into an inactive status with the ability to return to an active student status. Courses with a "WP" grade must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded. Re-entry fees will be waived up the student's return to active student status.
- Students who break enrollment for any reason are subject to updated scholarship/grant rates as designated by the catalog under which his/her current enrollment falls, with the exception of reservists called to active duty.
- Veterans, spouses and/or dependents of veterans are required to contact the Military Student Center at the beginning of each new enrollment for the designation and procurement of VA educational benefits and applicable institutional grants and/or scholarships to provide the student with a smoother transition into re-enrollment. All students will be responsible for providing necessary documents as required to bring his/her file into compliance per VA regulations, including but not limited to transcripts or proof of education completed and/or attempted prior to the current enrollment, proof of high school completion, VA educational benefit specific information. This is done to ensure accurate awarding of benefits and the continuation of those benefits are the first term of enrollment.
Students who are unable to provide proof of high school completion and/or transcripts from all prior education completed may not be eligible for the certification of VA educational benefits after the completion of the second full term of enrollment. Veterans will proof of service will be allowed to continue receiving all applicable institutional military grants/scholarships, but spouses and dependents of veterans will be subject to a suspension of this benefit until proper documentation is submitted clearing the transcript, proof of high school completion requirement.

The VA educational benefits of veterans and the dependents and spouses of veterans may be negatively impacted if the student violates the attendance policy below:

- All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days will be administratively dropped from their program of study. Military personnel who are called to active duty or Reserve training for a period of approximately two weeks can apply for a waiver to the 14-day rule. Waivers must be submitted in writing and provided to the Program Director prior to the first date the student will be absent and include a copy of military orders. Upon approval, the Academic Dean will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

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: September 28, 2016

Criminal Justice
$292.22 quarter unit credit
(95 Credit Hours)
Tuition† $27,761.00
Textbooks $2,745.00
Supplies $280.00
N.C.P.E. fee‡ $4.00
Administration Fee $250.00
TOTAL $31,045.00

Health Information Technology
$293.89 quarter unit credit
(94 Credit Hours)
Tuition† $27,626.00
Textbooks $3,120.00
Supplies $40.00
N.C.P.E. fee‡ $4.00
Administration Fee $250.00
TOTAL $31,045.00
### Medical Assistant

$297.03 quarter unit credit  
(51 Credit Hours)  
Tuition† $15,149.00  
Textbooks $430.00  
Supplies $65.00  
N.C.P.E. fee‡ $4.00  
**Administration Fee** $250.00  
**TOTAL** $15,903.00

### Medical Assistant X-Ray Technician

$291.51 quarter unit credit  
(70 Credit Hours)  
Tuition† $20,406.00  
Textbooks $1,470  
Supplies $150.00  
N.C.P.E. fee‡ $4.00  
**Administration Fee** $250.00  
**TOTAL** $22,285.00

### Medical Billing and Coding Specialist

$289.09 quarter unit credit  
(51 Credit Hours)  
Tuition† $14,744.00  
Textbooks $850.00  
Supplies $50.00  
N.C.P.E. fee‡ $4.00  
**Administration Fee** $250.00  
**TOTAL** $15,903.00

### Pharmacy Technician

$258.31 quarter unit credit  
(57 Credit Hours)  
Tuition† $14,724.00  
Textbooks $850.00  
Supplies $70.00  
N.C.P.E. fee‡ $4.00  
**Administration Fee** $250.00  
**TOTAL** $15,903.00

### Phlebotomy Technician

Tuition $835.00  
Textbooks $150.00  
N.C.P.E. fee‡ $4.00  
**TOTAL** $994.00

### Practical Nursing

$313.39 quarter unit credit  
(89 Credit Hours)  
Tuition† $27,892.00  
Textbooks $1,670.00  
Supplies $150.00  
N.C.P.E. fee‡ $4.00
Administration Fee $250.00
TOTAL $29,971.00

‡ Nevada Commission on Postsecondary Education per student fee

Note: Cap and Gown fees range from $50-$75.

Tuition and fees are billed after Drop/Add for students who are not in the Provisional Period. Students who are in the Provisional Period are billed immediately after the end of the Provisional Period. Tuition is billed based on the number of academic credit hours that the student is scheduled for in each term.

Other estimated fees (paid separately):
Re-Entry Fee (per each re-enrollment): $150

Refund Policy
Effective: October 27, 2015

Applicants not accepted by the Institution shall be entitled to a refund of all monies paid with the exception of unsatisfactory results on a required criminal background check which will result in forfeiture of monies paid.

Withdrawal after Cancellation Period

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

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any term or module in which a student fails to start classes.
3. The first business day following any 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, in writing, to the Institution within three business days (excluding Saturdays, Sundays and legal holidays) after signing the Enrollment Agreement and prior to starting school. Students enrolled on a provisional basis will have until close of business on the last day of the provisional enrollment period to withdraw in order to obtain a refund of any other charges paid.

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
1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

a. That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the
   institution shall refund to a student all the money the student has paid.

b. That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the
   student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150,
   whichever is less.

c. That if a student withdraws or is expelled by the institution after the start of the training program and before the completion
   of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in
   the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $150, whichever is less.

d. That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program,
   the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed
   upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition
   within 15 calendar days after the:

a. Date of cancellation by a student of his or her enrollment;

b. Date of termination by the institution of the enrollment of a student;

c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

d. Last day of attendance of a student,
   whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection
   1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must
   be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

a. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment
   agreement through the student's last day of actual attendance, regardless of absences.

b. The period of time for a training program is the period set forth in the enrollment agreement.

c. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books,
   educational supplies or equipment that is listed separately from the tuition and fees.
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

Calculation of Refund Amount

Students who withdraw, or drop out, or are dismissed prior to completing 100% of the term will receive a pro rata refund of tuition. The last date of actual attendance will be used in calculating any refund amount. The refund calculation will be calculated as follows:

1. The divide the tuition by the number of days in the term.
2. The quotient is the daily charge of tuition for the term.
3. The amount the student owes for purposes of calculating the refund is derived by multiplying the number of days the student attended during the term, before withdrawal, by the daily charge for tuition.
4. The refund is the difference between the amount originally charged for the term 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.

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

ACADEMIC PROGRAMS

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

Criminal Justice

Effective: June 3, 2016

Program Description

The objective of the Associate of Arts in Criminal Justice program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in various specialized employment areas encompassing the criminal justice field. The program concentrates on helping students acquire knowledge and develop skills in criminological theory, law, corrections, and law enforcement. Competence in the field also requires that a criminal justice practitioner display professionalism, communicate effectively, and demonstrate high ethical and moral standards. Instruction occurs in the classroom with appropriate hands-on activities.

Students enroll in this program to seek post-graduation employment in various positions within criminal justice environments typically including police, sheriff’s departments, or other law enforcement offices; the court system; jails or prisons as detention or correctional officers; and other levels of security. A criminal justice background may provide career opportunities
in corporate security, public safety, private detection or investigation, or the court system. Some positions may require additional academy training and experience.

The Criminal Justice program is 1000 clock hours over a period of 77 weeks. All students must complete the program with a minimum of 95 quarter credit hours. Prior to graduation, students are required to complete a capstone for a total of 50 contact hours. Upon successful completion of the program, graduates will be awarded an Associate of Arts in Criminal Justice.

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

Curriculum

**CJ101 Introduction to the Criminal Justice System**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course provides an overview of the criminal justice system in the United States. Students are given an opportunity to gain an understanding of the philosophy and development of the criminal justice system, the current state of the criminal justice agencies and institutions, and the issues and challenges facing them. This course 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 eight hours of out-of-class work will be assigned per week.

**CJ102 Criminology I**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course presents a framework for studying the nature and causes of crime and antisocial behavior. It focuses on explanations provided through criminal typologies and criminological theories, using a variety of multidisciplinary perspectives. Topics range from crime causation to the extent of crime, victimization, social and psychological theories, and various types of criminality including violent, property, and public order offenses. This course 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 eight hours of out-of-class work will be assigned per week.

**CJ130 Introduction to Corrections**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course examines the administrative and operational aspects of modern corrections in the United States. The historical development of corrections, the philosophy of punishment and corrections, correctional institutions, programs, and services, as well as topics such as inmate rights and correctional staffing, are examined. Contemporary issues, such as overcrowding and privatization, are also explored. This course 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 eight hours of out-of-class work will be assigned per week.

**CJ140 Introduction to Constitutional Law**
- Credits: 4 quarter credit hours
- Prerequisites: None
This course is designed to acquaint the student with the U.S. Constitution, the Bill of Rights, and constitutional amendments as they relate to criminal law and the collection of criminal evidence. It introduces students to criminal evidence through landmark Supreme Court cases and provides background in search and seizure and due process as they relate to criminal justice practice. This course 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 eight hours of out-of-class work will be assigned per week.

CJ150 Juvenile Delinquency

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course involves the study of the historical development of the juvenile justice system, the current programs and services available to juvenile offenders, as well as delinquency hearings and criminal trials. This course 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 eight hours of out-of-class work will be assigned per week.

CJ180 Private Security

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course introduces students to the private security profession in the United States. Topics covered include current trends and the role of private security compared to that of police officers. Students explore specialized security fields and career opportunities in various industries. The course also explains computer security, the organizational role for security, risk analysis, litigation, and technological advancements. This course 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 eight hours of out-of-class work will be assigned per week.

CJ210 Criminal Investigation

- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

The importance and legal significance of evidence are explained in this course. The investigative process, from crime scene preservation to case preparation and courtroom presentation, is presented. The various techniques used during criminal investigations, such as photography, interviewing, evidence handling, and scene reconstruction are covered, including how each applies to specific types of crimes. This course 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 seven hours of out-of-class work will be assigned per week.

CJ211 Police Operations

- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course examines the roles, responsibilities, issues, and trends related to contemporary law enforcement organizations. The course includes an in-depth look at community policing, policing in selected foreign countries, stress recognition and management, civil liability, public expectations, and police careers. This course 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 eight hours of out-of-class work will be assigned per week.

**CJ227 Criminal Procedure**
- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

This course examines the constitutional protection and due process afforded every person arrested in the United States. It provides students with a thorough understanding of the U.S. justice system from the time of arrest through the sentencing of the criminal offender. In addition, this course examines victims’ rights. This course 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 eight hours of out-of-class work will be assigned per week.

**CJ230 Criminal Law for Criminal Justice**
- Credits: 4 quarter credit hours
- Prerequisites: CJ101
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

Students in this course examine the development of criminal law and the elements and types of criminal offenses, as well as principles of criminal culpability. This course may include both classroom and online activities such as video, test/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 eight hours of out-of-class work will be assigned per week.

**CJ242 Critical Issues in Corrections**
- Credits: 4 quarter credit hours
- Prerequisites: CJ130
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course provides students with a set of thoughtful and critical readings on contemporary correctional issues in the United States. Topics include prisons, jails, and other correctional facilities; management and policies governing these facilities; alternatives to incarceration; community and societal perceptions; sentencing; inmate-related themes, such as health issues, elderly inmates, and female offenders; and programs in prison. This course 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 eight hours of out-of-class work will be assigned per week.

**CJ290 Terrorism Today**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course explores the historical development of both domestic and international terrorism, provides a foundational knowledge of current terrorist groups and their tactics, and examines counter-terrorism methods. This course 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 eight hours of out-of-class work will be assigned per week.

**CJ299 Associate’s Capstone in Criminal Justice**
- Credits: 3 quarter credit hours
- Prerequisites: Successful completion of eight (8) core Criminal Justice courses
- Course Hours: 50 contact hours (Lecture 10, Lab 40)
The capstone project applies problem-solving techniques and research skills to real-world situations by building on the criminal justice concepts introduced in previous courses. The course refines writing skills students use throughout their careers and serves as the institutional assessment of the learning process. This course 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.

**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 online 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 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)

Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to Brightwood College and its learning resources. 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.

GV110 U.S. and Nevada Constitutions

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught about the workings of American politics, and the foundations and institutions of the U.S. government. Students are also taught the characteristics of a democracy, the rights and responsibilities outlined in the U.S. and Nevada Constitutions, the role of the U.S. Congress, and the policy-making process that dictates our civil liberties and civil rights. 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 eight 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.

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.

**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
- GV110
- HU245
- MM103
- SS124

**Health Information Technology**

*Effective: June 3, 2016*

**Program Description**
The objective of the Associate's degree in Health Information Technology program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the field of health information management. The program concentrates on helping students acquire the skills necessary for an entry-level health information technician.

Health Information Technology professionals are focused on the technical side of managing health information, working with software and hardware used to manage and store patient data. Health Information Technology professionals also provide support for electronic health records and other systems health professionals use to secure health information. Duties for graduates of this program may include ensuring the quality of patient records by verifying completeness, accuracy, and proper entry into computer systems; using computer applications to analyze patient data for the purpose of improving patient care or controlling costs; specializing in coding diagnoses and procedures in patient records for reimbursement and research; compiling health records and reports on health care services; and ensuring that patient information is released in accordance with applicable laws. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions including health information technician and health information supervisor.

The Health Information Technology program is 1150 contact hours over a period of 66 weeks. All students must complete the program with a minimum of 94 quarter credit hours. Prior to graduation, students are required to complete a practicum for a total of 120 contact hours. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the
Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded an Associate's degree in Health Information Technology.

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

This is an occupational associate's degree program.

**Curriculum Sequence**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TERM 1</strong></td>
<td></td>
</tr>
<tr>
<td>CS115</td>
<td>Academic Strategies</td>
</tr>
<tr>
<td>HS112</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HI135</td>
<td>Introduction to Health Information</td>
</tr>
<tr>
<td>IT133</td>
<td>Software Applications</td>
</tr>
<tr>
<td><strong>TERM 2</strong></td>
<td></td>
</tr>
<tr>
<td>ANA114</td>
<td>Anatomy and Physiology: Skeletal, Integumentary Muscular, Nervous, Sensory, and Endocrine</td>
</tr>
<tr>
<td>CM102</td>
<td>College Composition I</td>
</tr>
<tr>
<td>HI125</td>
<td>Electronic Health Records</td>
</tr>
<tr>
<td>HS113</td>
<td>Diseases of the Human Body: Skeletal, Integumentary, Muscular, Nervous, Sensory, and Endocrine</td>
</tr>
<tr>
<td><strong>TERM 3</strong></td>
<td></td>
</tr>
<tr>
<td>ANA115</td>
<td>Anatomy and Physiology: Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, and Reproductive</td>
</tr>
<tr>
<td>HI182</td>
<td>Legal Issues in Health Care</td>
</tr>
<tr>
<td>HS114</td>
<td>Diseases of the Human Body: Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, and Reproductive</td>
</tr>
<tr>
<td>MM103</td>
<td>College Mathematics</td>
</tr>
<tr>
<td><strong>TERM 4</strong></td>
<td></td>
</tr>
<tr>
<td>HI155</td>
<td>ICD-10-PCS Coding</td>
</tr>
<tr>
<td>HI240</td>
<td>Systems Health Data Management</td>
</tr>
<tr>
<td>HS185</td>
<td>Supervision and Quality Management in Health Services</td>
</tr>
<tr>
<td>SS124</td>
<td>Psychology</td>
</tr>
<tr>
<td><strong>TERM 5</strong></td>
<td></td>
</tr>
<tr>
<td>HI152</td>
<td>ICD-10-CM Coding</td>
</tr>
<tr>
<td>HI211</td>
<td>Health Information Statistics and Biomedical Research</td>
</tr>
</tbody>
</table>
HI231  Reimbursement Procedures
HS141  Pharmacology for Health Information Technology

TERM 6
GV110  U.S. and Nevada Constitutions
HI149  Medical Coding II
HI293  Health Information Technology Practicum

Curriculum

ANA114 Anatomy and Physiology: Skeletal, Integumentary, Muscular, Nervous, Sensory, and Endocrine
- Credits: 3 quarter credit hours
- Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

In this course, students are taught the structure and function of the skeletal, integumentary, muscular, nervous, sensory, and endocrine systems. Topics include fundamental concepts related to chemistry, organ systems, and cells and tissues. Emphasis is placed on the identification of human anatomical structures and a review of organ functions. Students have the opportunity to demonstrate competency in using anatomical terminology and with computer-assisted viewing and dissection of each body system. This course is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

ANA115 Anatomy and Physiology: Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, and Reproductive
- Credits: 3 quarter credit hours
- Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

In this course, students are taught the structure and function of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Topics include fundamental concepts related to chemistry, organ systems, and cells and tissues. Emphasis is placed on the identification of human anatomical structures and a review of organ functions. Students have the opportunity to demonstrate competency in using anatomical terminology and with computer-assisted viewing and dissection of each body system. This course is also designed to develop professional skills and proactive career management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

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

This course gives students the opportunity to develop writing skills by focusing on research, prewriting, drafting, revising, and editing. Emphasis is on developing the elements of form and style in writing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. This course may include both classroom and online 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.

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

Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to Brightwood College and its learning resources. 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.

**GV110 U.S. and Nevada Constitutions**

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught about the workings of American politics, and the foundations and institutions of the U.S. government. Students are also taught the characteristics of a democracy, the rights and responsibilities outlined in the U.S. and Nevada Constitutions, the role of the U.S. Congress, and the policy-making process that dictates our civil liberties and civil rights. 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 eight hours of out-of-class work will be assigned per week.

**HI125 Electronic Health Records**

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

In this course, students are taught the principles and foundations of an electronic health record (EHR). The topics include EHR definition, workflow and functional aspects of EHR systems, basic navigation of EHR software, data entry, computerized order entry, benefits of the EHR related to patient outcomes, privacy and security, and the unique challenges surrounding an EHR. Students are also taught the relationship between EHR coding and reimbursement. Students have the opportunity to practice EHR-related tasks through virtual lab assignments and simulations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9 hours of out-of-class work will be assigned per week.

**HI135 Introduction to Health Information Technology**

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

In this course, students are taught a general overview of the health information management profession. They are also taught an overview of the health care industry, the history of health records, health care delivery systems, governing bodies, licensure, and government regulations. Topics include release of information, birth certificates, off-site storage, chart deficiency, coding, chart pulls for physicians, analyzing and re-analyzing, chart review for completeness, abstract records and run reports in the HIM Department. Emphasis is placed on the purpose, content and structures of the medical record as well as the flow of paper and electronic records and classification systems. Students have the opportunity to demonstrate electronic medical records procedures utilizing a virtual lab. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9 hours of out-of-class work will be assigned per week.

**HI149 Medical Coding II**

- Credits: 6 quarter credit hours
- Prerequisites: HI148
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

In this course, students are taught how to locate and assign procedural and medical supply codes from the CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System) code books. Students are also taught
methods used to code efficiently and to optimize reimbursement, and are introduced to the basics of the ICD-10-PCS system. Topics include outpatient medical procedures, ancillary services, office visits, and injections. Emphasis is placed on documentation standards. Students have the opportunity to demonstrate coding skills and the ability to abstract information and data from the medical record. This course is also designed to develop professional skills and proactive career management, and augment information technology skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9 hours of out-of-class work will be assigned per week.

**HI152 ICD-10-CM Coding**
- Credits: 5 quarter credit hours
- Prerequisites: HS112, HS113, HS114, ANA114, ANA115
- Course Hours: 70 (Lecture 30 Lab 40)

In this course, students learn the basics of the ICD-10-CM classification system and how to locate and assign diagnosis codes. ICD-9-CM is reviewed as a legacy coding system and the transition to ICD-10-CM for various facilities is discussed. Topics include diagnoses, signs, symptoms, and other medical conditions associated with disease, illness, injury, and trauma. Emphasis is placed on the correct application of coding rules and guidelines, and the proper assignment of codes. Students have the opportunity to demonstrate coding skills and the ability to abstract information and data from the medical record. This course is also designed to develop professional skills and augment information technology skills. 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 8 hours of out-of-class work will be assigned per week.

**HI155 ICD-10-PCS Coding**
- Credits: 3 quarter credit hours
- Prerequisites: HS112, HS113, HS114, ANA114, ANA115
- Course Hours: 30 (Lecture 30 Lab 0)

In this course, students learn the basics of the ICD-10-PCS classification system and how to locate and assign procedure codes. ICD-9-CM is reviewed as a legacy coding system and the transition to ICD-10-CM for various facilities is discussed. Topics include the organization of the PCS coding manual, the code structure, and the steps in inpatient procedural coding. Emphasis is placed on the correct application of coding rules and guidelines, and the proper assignment of codes. Students have the opportunity to demonstrate coding skills and the ability to abstract information and data from the medical record. This course is also designed to develop professional skills and augment information technology skills. 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 6 hours of out-of-class work will be assigned per week.

**HI182 Legal Issues in Health Care**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught basic principles and applications of medical, legal, and ethical aspects of health information in health care, methods used in protecting confidentiality, and the importance of adhering to state and federal laws. Topics include legal terms, consent, contracts, physician/patient relationships, professional liability, the United States court system, subpoenas, and court orders. Students have the opportunity to investigate the delivery of health care in America, and practice application of policies, procedures, laws, and regulations to the health care delivery system, confidential health data, and health initiatives. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7 hours of out-of-class work will be assigned per week.

**HI211 Health Information Statistics and Biomedical Research**
- Credits: 4 quarter credit hours
- Prerequisites: Prerequisites: MM103
- Course Hours: 50 contact hours (Lecture 30, Lab 20)
In this course, students are taught methods of collection, organization, interpretation, and presentation of data for quality, utilization management, risk management, performance improvement, and other patient care related studies. Students have the opportunity to abstract, compute, and interpret data from databases to meet research needs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7 hours of out-of-class work will be assigned per week.

HI231 Reimbursement Procedures
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 30, Lab 20)

In this course, students are taught the policies, procedures, and established guidelines for reimbursement and prospective payment systems. Topics include both commercial and government-sponsored insurance health plans, data quality, compliance, penalties, fraud, and abuse. Students have the opportunity to practice coding skills and coding and billing principles as they relate to the final payment determination in the reimbursement cycle. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7 hours of out-of-class work will be assigned per week.

HI240 Health Data Management
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 20, Lab 40)

In this course, students are taught the structure, contents, information requirements, and standards for health care data in paper-based and electronic health record (EHR) environments. Students are also taught secondary data sources, patient-identifiable and aggregate data, and health care databases. Topics include the master patient index, registries, indices, and various management and supervisory process utilized in health care organizations. Emphasis is placed on the legal requirements for compiling and maintaining patient health records and how that information is used and disclosed. Students have the opportunity to practice technical procedures using virtual lab simulations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.

HI293 Health Information Technology Practicum
- Credits: 6 quarter credit hours
- Prerequisites: Last quarter or permission of Program Director or designee
- Course Hours: 120 contact hours (Lecture 30, Lab 0, Externship 90)

This final supervised professional practicum provides students with advanced experiences applying program content to technical procedures in health information systems. Students must complete a comprehensive project using the skills they have been taught throughout the program. In addition, the development of a professional attitude for interacting with other health care professionals and consumers is stressed. Clinical assignments for this course are completed at off-campus facilities, organizations, and agencies related to health care. The remaining 30 hours of the course are devoted to preparing students to sit for the AHIMA RHIT examination. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

HS112 Medical Terminology
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course provides an opportunity for understanding the language of medicine. The student is taught basic prefixes, suffixes, word roots, and plural rules, along with word analysis, word building, spelling, and pronunciation. These principles are applied to the study of the following systems: integumentary, skeletal, muscular, blood and lymphatic, nervous, respiratory, and cardiovascular. Each body system is reviewed with regard to anatomy and physiology: diagnostic, lab, surgical procedures, and
pharmacology. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.

**HS113 Diseases of the Human Body: Skeletal, Integumentary, Muscular, Nervous, Sensory and Endocrine**
- Credits: 2 quarter credit hours
- Prerequisites: Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students are taught common diseases of human body systems, including disease etiology, symptoms, diagnostic tests, therapeutic methods, and disease prognoses. Students are also taught alternative treatments and principles of pain management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4 hours of out-of-class work will be assigned per week.

**HS114 Diseases of the Human Body: Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, and Reproductive**
- Credits: 2 quarter credit hours
- Prerequisites: Prerequisites: HS112, or AH101 and AH102 or equivalent
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

In this course, students are taught common diseases of human body systems, including disease etiology, symptoms, diagnostic tests, therapeutic methods, and disease prognoses. Students are also taught alternative treatments and principles of pain management. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4 hours of out-of-class work will be assigned per week.

**HS141 Pharmacology for Health Information Technology**
- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

In this course, students are taught the broad field of pharmacology. Students are also taught therapeutic drugs and their adverse effects, interactions, and contraindications. Emphasis is placed on written prescriptions and the use, misuse, and administration routes of different drugs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6 hours of out-of-class work will be assigned per week.

**HS185 Supervision and Quality Management in Health Services**
- Credits: 5 quarter credit hours
- Prerequisites: Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

In this course, students are taught management and supervision skills for the health care professional, with a focus on quality and performance improvement. Topics include contemporary health care delivery challenges, the history of management theory, management styles, leadership and supervision, human resources, interviewing and hiring processes, and managerial and employee improvement plans. Students are also taught basic training aspects, task prioritization, and quality assessment and monitoring. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 10 hours of out-of-class work will be assigned per week.

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

This course teaches students to use application software. Topics include an introduction to the Windows® operating system and to Microsoft Office® applications such as Word, Excel, PowerPoint, and Outlook. Students also are taught how to apply the use of software applications within a profession. This course 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.

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 shown above are general education courses:
- CM102
- GV110
- MM103
- SS124

Medical Assistant
Effective: September 1, 2016

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.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, patient care assistant, and medical office receptionist.
This program is intended, among other things, to help eligible students prepare for the Certified Clinical Medical Assistant (CCMA) Examination offered by the National Healthcareer Association (NHA) or the Registered Medical Assistant (RMA) Examination offered by The American Medical Technologists (AMT).

The institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, or the results of a criminal background check. Practicum sites may themselves require a criminal background check or medical examination. See www.aama-ntl.org or www.amt1.com for more information regarding eligibility for the RMA exam.

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

The Medical Assistant program is 760 contact hours over a period of 36 weeks. 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.

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

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

Curriculum

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 includes 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 includes 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 includes 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 includes 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 includes 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 includes 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 includes 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 includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

**MAX156 Medical Assistant Practicum I**
- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

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

**MAX157 Medical Assistant Practicum II**
- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100) (On Ground 100, Digital 0)

The Medical Assistant Practicum II module is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student’s in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course 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 includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

Medical Assistant X-Ray Technician
Effective: June 7, 2016

Program Description
The objective of the Medical Assistant X-Ray Technician Diploma 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 medical front office, medical back office, patient protection, x-ray positioning procedures, and x-ray image production and evaluation. In addition to medical assisting, duties for graduates of this program may include performing chest x-rays and x-ray procedures of the upper and lower extremities.

Competition in the field also entails that the Medical Assistant X-Ray Technician displays professionalism, communicates effectively, and demonstrates competency in performing x-ray procedures. Instruction occurs in some combination of classroom, laboratory, digital, and practicum settings.

Students enroll in this program to seek post-graduation employment in positions typically including physician's office, chiropractic office, podiatry office, clinic, or medical center.

This program is intended, among other things, to help eligible students prepare for the Registered Medical Assistant (RMA) Examination sponsored by American Medical Technologists (AMT). While many states do not require certification to obtain employment, many employers may prefer to hire individuals who have a national certification. The institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, or the results of a criminal background check. Practicum sites may themselves require a criminal background check or medical examination. See www.aama-ntl.org or www.amt1.com for more information regarding eligibility for the RMA exam.

The Medical Assistant X-Ray Technician program is 960 contact hours over 48 weeks. All students must complete the program with a minimum of 70 quarter credit hours. Prior to graduation, students are required to complete a total of 160 practicum contact hours. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant X-Ray Technician Diploma.

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

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

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

Curriculum

AH101 Fundamentals of Allied Health
- Credits: 3 quarter credit hours
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: AH102 40 contact hours (Lecture 40, Lab 0)

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)

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)

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

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 online activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of 5 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)

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)

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

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

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

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.
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.

**XTP171 Radiographic Procedures: Chest and Extremities**
- Credits: 6 quarter credit hours
- Prerequisites: XTY161
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this module, students are taught radiographic positioning and procedures. Topics include the study of the body habitus, regions, planes, and lines; radiation protection; positioning terminology; specific radiographic anatomy and physiology; and procedures and positioning of specific body regions. Emphasis is placed on procedures and positioning of the chest, upper extremities, shoulder girdle, and lower extremities. Radiographic images are produced, labeled, and evaluated. Students have the opportunity to practice and demonstrate radiographic positioning techniques. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of 5 hours of out-of-class work will be assigned per week.

**XTR171 Radiographic Imaging**
- Credits: 7 quarter credit hours
- Prerequisites: XTY161
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this module, students are taught the factors that control creation of the radiographic image and radiographic image analysis. Students are also introduced to legal and ethical issues in the field of radiologic technology. Topics include kVp, mAs, and distance; x-ray interactions with matter; minimizing patient dose; and creating the radiographic image. Emphasis is placed on image processing, density, contrast, recorded detail, distortion, film evaluation and critique, exposure systems, conversions, imaging standards, technical factors, procedural factors, equipment malfunctions, image appearance characteristics, and corrective actions. Students have the opportunity to practice basic radiographic imaging techniques. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of 5 hours of out-of-class work will be assigned per week.

**XTX190 Medical Assistant X-Ray Technician Practicum**
- Credits: 5 quarter credit hours
- Prerequisites: XTP171, XTR171
- Course Hours: 160 contact hours (Practicum 160)

This practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 80-hour practicum at a work site connected with their field of study, which normally includes health care facilities such as acute-care hospitals, private or group practices, and clinics.

**XTY161 Fundamentals of Radiology Physics, Radiobiology, and Radiation Protection**
- Credits: 7 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

In this module, students are taught the basics of radiation physics as it relates to the operation of the radiographic unit and production of x-radiation. Students are also taught the principles of radiation protection and radiobiology. Topics include physics fundamentals, concepts of radiation science, the atom, electromagnetic radiation, electricity, magnetism, electromagnetism, the x-ray unit, the x-ray tube, x-ray production, x-ray emission, and x-ray interaction with matter. Emphasis is placed on the responsibilities of the radiographer for patients, personnel, and the public; radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations; early and late radiation effects; principles of radiation interaction with living systems; radiation effects on biological molecules and organisms; factors affecting biological response; and acute and chronic effects of radiation. Students have the opportunity to practice and demonstrate radiation safety techniques. A minimum of 5 hours of out-of-class work will be assigned per week.
Medical Billing and Coding Specialist
Effective: September 1, 2016

Program Description
The objective of the Medical Billing and Coding Specialist Diploma program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical billing and coding specialist field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in transforming information from medical records documentation into numeric codes for optimal reimbursement and bills for various insurance plans. Duties for graduates of this program may include accounting, preparing and filing insurance claim forms, Medicare and Medicaid billing, reimbursements, collections, coding procedures, benefits, coverage, and limitations. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including insurance billing specialist, reimbursement specialist, and patient accounts representative.

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

Qualified graduates may be eligible to sit for one or more of the following certifications: Certified Coding Associate (CCA) offered by the American Health Information Management Association (AHIMA), Certified Billing and Coding Specialist (CBCS) offered by the National Healthcareer Association (NHA), or Certified Professional Biller (CPB) offered by the American Association of Professional Coders (AAPC).

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

Curriculum

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 includes 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 includes 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 includes 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 includes 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 includes 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.

**MBB155 Inpatient Coding**
- 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 about documentation used for coding in an inpatient setting, and on utilizing diagnostic and procedure codes. Students are also taught inpatient billing and coding using the industry standard claim form, as well as specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes 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.
MBG155 Reimbursement and Collection Procedures

- 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 reimbursement methodologies and procedures. Students are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Topics include coding for health care equipment and supplies in health care transactions and Evaluation and Management Coding, and using reference materials to facilitate code assignments. This course is also designed to develop professional skills and proactive career management. This course includes 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.

MBR155 Government and State Insurance Plans

- 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 about the billing guidelines for the different government programs including Medicare, Medicaid, TRICARE, CHAMPVA, worker’s compensation, and disability insurance. Students have the opportunity to practice use of medical office software as well as diagnostic and procedural coding. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

MBX156 Medical Billing and Coding Specialist Externship I

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

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

MBX157 Medical Billing and Coding Specialist Externship II

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

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

MBY155 Private and Managed Care Insurance Plans

- 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 the billing guidelines of various types of insurance plans. Students are taught about the billing guidelines surrounding private and managed care insurance plans. Students are also taught the features and functions of the practice management systems. Students have the opportunity to demonstrate proper billing techniques for both types of
insurance plans and are taught specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes 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.

Pharmacy Technician
Effective: June 3, 2016

Program Description
The objective of the Diploma in Pharmacy Technician program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the pharmacy technician field or related area. The program concentrates on helping students acquire knowledge and develop skills in transcribing physician's orders and hospital charts; selecting drug products; preparing medications for dispensing, labeling, and authorizing refills; computer data entry for patient profile maintenance; procedures for acquiring all necessary information; and preparing unit dose medications, IV admixtures, and sterile irrigations. Duties for graduates of this program may include working directly under the supervision of a registered pharmacist and assisting in quality-management procedures and security measures. Instruction occurs in some combination of classroom, digital, laboratory, externship, or clinical settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including pharmacy technician.

The Pharmacy Technician program is 800 contact hours over a period of 36 weeks. The program will include 590 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 57 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 240 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 Pharmacy Technician.

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

Curriculum

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 includes 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 includes 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 includes 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 includes 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.

PTB151 Nervous and Sensory Systems
- Credits: 7 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 60, Lab 20) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the nervous and sensory systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/ quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum five hours of out-of-class work will be assigned per week.

PTG151 Motor Systems, Hospital, and Retail Pharmacy
- Credits: 6.5 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 50, Lab 30) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the muscular and skeletal systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of its pathologies. Topics include hospital and retail pharmacy operations. Students are taught about securing information from patient profiles and using various forms of technology for storing, accessing, and recording pharmacy data. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/ quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum five hours of out-of-class work will be assigned per week.
**PTP151 Absorption Systems**
- Credits: 7 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 60, Lab 20) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the respiratory, digestive, urinary, and integumentary systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum five hours of out-of-class work will be assigned per week.

**PTR151 Circulatory and Immune Systems**
- Credits: 7 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 60, Lab 20) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the circulatory and immune systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum five hours of out-of-class work will be assigned per week.

**PTY151 Endocrine and Reproductive Systems and Sterile Products**
- Credits: 6.5 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 50, Lab 30) (On Ground 50, Digital 30)

In this course, students are taught about the pathologies of the endocrine and reproductive systems. They are also taught about the use of prescription and nonprescription drugs for the treatment of those pathologies. Topics include the preparation of sterile solutions and materials, the interpretation, dosage calculation, and delivery method of brand and generic medications, and the use of quality-control measures. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum five hours of out-of-class work will be assigned per week.

**PTX173 Pharmacy Technician Externship I**
- Credits: 4 quarter credit hours
- Prerequisites: PTB151, PTG151, PTP151, PTR151, PTY151
- Course Hours: 120 contact hours (Lecture 0, Lab 0, Externship 120) (On Ground 120, 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 120-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. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management. This course includes both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**PTX183 Pharmacy Technician Externship II**
- Credits: 4 quarter credit hours
- Prerequisites: PTB151, PTG151, PTP151, PTR151, PTY151
- Course Hours: 120 contact hours (Lecture 0, Lab 0, Externship 120) (On Ground 120, 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 120-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. Exercises and practice examinations from a Pharmacy Technician Certification Board (PTCB) review book are provided to help students prepare for the Pharmacy Technician Certification Examination (PTCE). This course is also designed to develop professional skills and proactive career management. This course includes both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**Practical Nursing**  
*Effective: June 7, 2016*

**Program Description**

The objective of the Practical Nursing Diploma is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the field of nursing, or a job in a related field. The program concentrates on helping students gain knowledge and develop skills in nursing fundamentals, geriatrics, clinical pharmacology, maternal infant nursing, pediatric nursing, mental health nursing, and medical surgical nursing. Duties for graduates of this program may include direct patient care, managing patient care, teaching patients and caregivers, and participating as a member of a health care team. Competence in the field requires professionalism, effective communication, and competency in the application of clinical skills. Instruction occurs in classroom, laboratory, and clinical settings.

Students enroll in this program to seek post-graduation employment in positions such as a professional nurse.

The Diploma in Practical Nursing Program is 1320 contact hours over a period of 55 weeks. All students must complete the program with a minimum of 89 quarter credit hours. Upon successful completion of the program, graduates will be awarded a Diploma in Practical Nursing. This program is devised to help eligible students prepare for the national licensing examination for practical nurses (NCLEX-PN®).

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

Paper copies of the Nursing Student Handbook are available for viewing in the offices of the Directors of Nursing, Assistant Director of Nursing, and in the work stations of Nursing Admissions Representatives.

**NOTE:** Students must pass all courses in the Nursing Program with a final grade of at least "C" (75%).

**Curriculum**

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

Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to Brightwood College and its learning resources. 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.

**HS112 Medical Terminology**
- Credits: 3 quarter credit hours
- Prerequisites: Prerequisites: None
Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course provides an opportunity for understanding the language of medicine. The student is taught basic prefixes, suffixes, word roots, and plural rules, along with word analysis, word building, spelling, and pronunciation. These principles are applied to the study of the following systems: integumentary, skeletal, muscular, blood and lymphatic, nervous, respiratory, and cardiovascular. Each body system is reviewed with regard to anatomy and physiology: diagnostic, lab, surgical procedures, and pharmacology. This course 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 six 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.

**NR102 Concepts of Nursing**

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

The course provides students with an introduction to the nursing process, the role of the practical nurse and the concepts of teamwork and culturally competent care. The course introduces students to the ethical issues commonly encountered in providing care to clients. Students are taught about the impact of changes in health care delivery systems on the resources and care provided to clients. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.8 hours of out-of-class work will be assigned per week.

**NR103 Geriatric Nursing**

- Credits: 3.0 quarter credit hours
- Prerequisites: HS112 and NR102
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course teaches students to apply the nursing process and provide appropriate nursing care to the older adult population. Students examine the theories related to aging, the physical and psychosocial changes that occur with age and the nursing practices that support client safety, promote health and healing. Students are taught the role of the practical nurse in addressing the issues faced by older adults and their caregivers in the final stages of life. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.8 hours of out-of-class work will be assigned per week.

**NR120 Clinical Pharmacology**

- Credits: 6.0 quarter credit hours
- Prerequisites: MM103, HS121
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, students are taught classifications, sources, actions, side effects, and adverse reactions of commonly used medications. Topics include medication contraindications and accurate dosing. Emphasis is placed on medications, procedures, regulations, and issues related to the administration of drugs. Special attention is given to the administration of medications for the pediatric and geriatric patient populations. Students have the opportunity to practice and demonstrate competency in basic medication administration skills and procedures. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2 hours of out-of-class work will be assigned per week.
NR131 Fundamentals of Nursing I
- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

This course introduces the fundamental practical nursing principles. The course focuses on using an interdisciplinary approach for providing care to adults across the life span. The nursing process is used to provide students the framework for adapting and implementation of care plans. There is an emphasis on critical thinking skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.8 hours of out-of-class work will be assigned per week.

NR133 Fundamentals of Nursing II
- Credits: 5.0 quarter credit hours
- Prerequisites: NR102 and NR131
- Course Hours: 110 contact hours (Lecture 20, Lab 0, Clinical 90)

This course introduces the nursing skills and clinical knowledge needed to work as a Practical Nurse. The course focuses on using an interdisciplinary approach for providing care to adults across the life span. The nursing process is used to provide students the framework for adapting and implementation of care plans. There is an emphasis on critical thinking and the ability to apply the roles of the practical nurse in the client care setting. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.5 hours of out-of-class work will be assigned per week.

NR140 Normal Growth and Development
- Credits: 3.0 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

In this course, students are introduced to principles of normal growth and development stages from the infant to the adult. Physical and psychosocial developmental theories across the lifespan will be discussed. Emphasis is placed on the use of critical thinking to make appropriate decisions in the health care field. Cultural and spiritual aspects of client care are covered. Students discuss the holistic approach to caring for clients across the lifespan. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.8 hours of out-of-class work will be assigned per week.

NR156 Medical Surgical Nursing I
- Credits: 10.0 quarter credit hours
- Prerequisites: NR103, NR120, NR133
- Course Hours: 180 contact hours (Lecture 50, Lab 40, Clinical 90)

In this course, students are introduced to critical thinking and problem solving skills to assist in caring for medical surgical patients. Students are also taught pre and post-operative care skills, principles of managing pain, and basic oncology care. Topics include diseases and disorders of the body systems. Emphasis is placed on the nursing process, health promotion, the health-wellness continuum, and care of medical surgical patients with selected common diseases and disorders. Through structured clinical assignments, this course is designed to provide practice in basic practical nursing procedures in medical surgical settings. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.3 hours of out-of-class work will be assigned per week.

NR160 Mental Health Nursing
- Credits: 5.0 quarter credit hours
- Prerequisites: NR133
- Course Hours: 70 contact hours (Lecture 40, Lab 0, Clinical 30)

In this course, students are taught the role of the Practical Nurse in addressing the needs of clients in psychiatric/mental health settings. Students are also taught how to support and protect clients during mental health situations in both psychiatric and nonpsychiatric clinical settings. Topics include principles of health promotion, mental health theory, maintenance, ethics and
restoration across the lifespan for the client with mental health problems. Through structured clinical assignments, this course is designed to provide practice in mental health care. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1 hour of out-of-class work will be assigned per week.

**NR166 Medical Surgical Nursing II**
- Credits: 9.0 quarter credit hours
- Prerequisites: NR156
- Course Hours: 180 contact hours (Lecture 40, Lab 20, Clinical 120)

In this course, students are taught critical thinking and problem solving skills to assist in caring for medical surgical patients. Students are also taught pre and postoperative care skills, principles of managing pain, and oncology care. Topics include diseases and disorders of the body systems. Emphasis is placed on the nursing process, health promotion, the health-wellness continuum, and care of medical surgical patients with selected common diseases and disorders. Through structured clinical assignments, this course is designed to provide practice in basic practical nursing procedures in medical surgical settings. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.5 hours of out-of-class work will be assigned per week.

**NR170 Maternal Infant Nursing**
- Credits: 5.0 quarter credit hours
- Prerequisites: NR160 and NR156
- Course Hours: 70 contact hours (Lecture 40, Lab 0, Clinical 30)

In this course, students are taught the role of the Practical Nurse in addressing the needs of childbearing families. Topics include health promotion, ethics, communication and complication management for the antepartum, intrapartum, postpartum patient, and the neonate. Through structured clinical assignments, this course is designed to provide practice with fundamental skills and the nursing practice in maternity and obstetrics settings. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1 hour of out-of-class work will be assigned per week.

**NR180 Pediatric Nursing**
- Credits: 5.0 quarter credit hours
- Prerequisites: NR160 and NR156
- Course Hours: 70 contact hours (Lecture 40, Lab 0, Clinical 30)

In this course, students are taught the role of the Practical Nurse in addressing the health needs of children and their families. Topics include ethics, communication and decision making skills related to health promotion, maintenance and restoration for the pediatric population. Emphasis is placed on caring for children with normal and abnormal growth and development. Through structured clinical assignments, this course is designed to provide practice of fundamental nursing skills in pediatric settings. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1 hour of out-of-class work will be assigned per week.

**NR182 Medical Surgical Nursing III**
- Credits: 5.0 quarter credit hours
- Prerequisites: NR166
- Course Hours: 90 contact hours (Lecture 30, Lab 0, Clinical 60)

In this course, students are taught to apply critical thinking and problem solving skills to assist in caring for medical surgical patients. Students are also taught pre and post-operative care skills, principles of managing pain, and oncology care. Topics include diseases and disorders of the body systems. Emphasis is placed on the nursing process, health promotion, the health-wellness continuum, and care of complex medical surgical patients with common diseases and disorders. Through structured clinical assignments, this course is designed to provide practice in practical nursing procedures in medical surgical settings. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.8 hours of out-of-class work will be assigned per week.
NR191 Role Transitions

- Credits: 4.0 quarter credit hours
- Prerequisites: NR160 and NR166
- Course Hours: 80 Contact Hours (Lecture 20, Lab 0, Clinical 60)

The course provides students with the opportunity to apply the nursing process. This is the final course in the diploma plan and students participate in identifying adaptations to and implementing the care plan. Students use principles of health promotion, maintenance and restoration, and physiological integrity to address client health care needs. Clinical experiences are based on nursing procedures, skills, and critical thinking learned in previous nursing courses. The student applies knowledge of leadership roles in a clinical facility. The course expands on the ethical issues commonly encountered in providing care to clients. Students are taught about the impact of changes in health care delivery systems on the resources and care provided to clients. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.5 hours of out-of-class work will be assigned per week.

HS121 Anatomy and Physiology I

- Credits: 5 quarter credits
- Prerequisites: None
- Course Hours: 60 Contact Hours (Lecture 40, Lab 20, Clinical 0)

In this course, students are taught the anatomy and physiology of the human body. Topics include the various body systems, structures, cells, tissues and the principles of homeostasis. Students are introduced to the organization and structure of the human body. 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 9 hours of out-of-class work will be assigned per week.

HS131 Anatomy and Physiology II

- Credits: 5 quarter credits
- Prerequisites: HS121
- Course Hours: 60 Contact Hours (Lecture 40, Lab 20, Clinical 0)

In this course, which is a continuation of HS121, students are taught the anatomy and physiology of the human body. Topics include the various body systems, structures, cells, tissues and the principles of homeostasis. Students focus on the organization and structure of the human body. 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 9 hours of out-of-class work will be assigned per week.

Short Courses

Phlebotomy Technician

Effective: June 3, 2016

Course Description

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 5 hours of out-of-class work will be assigned per week.

Phlebotomy Technician is 120 contact hours and graded on a satisfactory/unsatisfactory basis. Students are required to complete an externship for a total of 60 contact hours and must successfully perform a minimum of 100 venipunctures during
the externship. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Externship sites may require a criminal background check, immunizations, or other screenings.

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

Upon successful completion of Phlebotomy Technician, students will be awarded a certificate of completion.

Curriculum

**AHR170 Phlebotomy**
- Credits: 0
- Prerequisites: None
- Course Hours: 60 (Lecture 40, 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 5 hours of out-of-class work will be assigned per week.

**PHX192 Phlebotomy Externship**
- Credits: 0
- Prerequisites: AHR170
- Course Hours: 60 (Externship 60)

The Phlebotomy Externship is designed to provide practical on-the-job experiences that augment students' in-class experiences. Students are required to complete this 60-hour externship at a setting that provides access to patients whose blood is being tested by a clinical laboratory. Students are expected to demonstrate successful completion of at least 100 venipunctures. This course is also designed to develop professional skills and proactive career management.

**ACADEMIC CALENDAR**
**Effective: October 27, 2016**

**2016 Holiday Schedule**
- Martin Luther King Day: January 18
- Good Friday: March 25
- Memorial Day: May 30
- Independence Day: July 4
- Labor Day: September 5
- Veterans Day: November 11
- Thanksgiving: November 24 - November 27
Winter Break (Diploma Programs)  December 24 - January 2, 2017
Winter Break (Degree Programs)  December 24 - January 8, 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

2016 Medical Assistant, Medical Billing and Coding & Pharmacy Technician

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9, 2016</td>
<td>August 13, 2017</td>
</tr>
<tr>
<td>December 12, 2016</td>
<td>September 12, 2017</td>
</tr>
</tbody>
</table>

2017 Academic Calendar

Holiday Schedule
Martin Luther King Day January 16
Memorial Day May 29
Independence Day July 4
Labor Day September 4
Veterans Day November 10
Thanksgiving November 23 - November 26
Winter Break December 23 - January 1, 2018

Term Breaks for Degree Programs
March 18 - March 21
May 31 – June 6
August 16 - August 22
November 1 – November 7

Break Days for Diploma Programs
March 16 - 19
April 14
June 14
July 14
September 12
October 11

2017 Health Information Technology

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9, 2017</td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>March 22, 2017</td>
<td>June 26, 2018</td>
</tr>
<tr>
<td>June 7, 2017</td>
<td>September 11, 2018</td>
</tr>
<tr>
<td>August 23, 2017</td>
<td>November 27, 2018</td>
</tr>
<tr>
<td>November 8, 2017</td>
<td>February 19, 2019</td>
</tr>
</tbody>
</table>

2017 Criminal Justice

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9, 2017</td>
<td>June 26, 2018</td>
</tr>
<tr>
<td>March 22, 2017</td>
<td>September 11, 2018</td>
</tr>
<tr>
<td>June 7, 2017</td>
<td>November 27, 2018</td>
</tr>
<tr>
<td>August 23, 2017</td>
<td>February 19, 2019</td>
</tr>
<tr>
<td>November 8, 2017</td>
<td>May 7, 2019</td>
</tr>
</tbody>
</table>

2017 Medical Assistant, Medical Billing and Coding & Pharmacy Technician

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19, 2017</td>
<td>October 11, 2017</td>
</tr>
<tr>
<td>February 16, 2017</td>
<td>November 8, 2017</td>
</tr>
<tr>
<td>March 20, 2017</td>
<td>December 11, 2017</td>
</tr>
<tr>
<td>April 18, 2017</td>
<td>January 17, 2018</td>
</tr>
</tbody>
</table>

88
<table>
<thead>
<tr>
<th>Start Date</th>
<th>Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16, 2017</td>
<td>February 18, 2018</td>
</tr>
<tr>
<td>June 15, 2017</td>
<td>March 18, 2018</td>
</tr>
<tr>
<td>July 17, 2017</td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>August 14, 2017</td>
<td>May 14, 2018</td>
</tr>
<tr>
<td>September 13, 2017</td>
<td>June 13, 2018</td>
</tr>
<tr>
<td>October 12, 2017</td>
<td>July 15, 2018</td>
</tr>
<tr>
<td>November 9, 2017</td>
<td>August 12, 2018</td>
</tr>
<tr>
<td>December 12, 2017</td>
<td>September 10, 2018</td>
</tr>
</tbody>
</table>

**2017 Practical Nursing**

**Start Date** | **Grad Date**
---|---
January 9, 2017 | January 26, 2018
March 22, 2017 | April 10, 2018
June 7, 2017 | June 26, 2018
August 23, 2017 | September 11, 2018
November 8, 2017 | November 27, 2018