

# GMI

## GEORGIA MEDICAL INSTITUTE

2005-2006 CATALOG

GMI Dekalb 0205

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Education Commission, Tucker, GA.

2005-2006 CATALOG

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The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

Tira Harney  
School President

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## **About Corinthian Schools, Inc.**

This school is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California and schools in various states, CSi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CSi ownership, the school will maintain its long-standing reputation for innovation and high-quality private vocational education.

## **School History and Description**

The Georgia Medical Institute campus in Atlanta, GA, on the east side of the Atlanta metroplex, began classes in May 2000 under the name National Institute of Technology. In July 2002, the school name was changed to Georgia Medical Institute. It occupies approximately 18,000 square feet comprised of classrooms, laboratories, student lounge, resource center, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The campus is conveniently located on the frontage road on the west side of the Northeast Expressway (Interstate 85) just south of Clairmont Road. The school occupies the first and second floors of its own stand-alone building. Ample parking is available on-site. In addition public transportation is available on the frontage road.

## **Educational Philosophy**

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty, and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, and develop skills that are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

## **Statement of Non-Discrimination**

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The School President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to

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resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

Applicants or students with a disability who wish to ask the campus for accommodations should see the School President.

## **Accreditations, Approvals and Memberships**

This school voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration.

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Authorized by the Nonpublic Postsecondary Education Commission, Tucker, GA.
- Eligible institution under Federal Stafford Federal Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work- Study (FWS) programs.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

School approvals and memberships are displayed in the lobby. The School President can provide additional information.

## Hours of Operation

### Office:

8:00 AM to	8:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

### School:

<b>Dialysis Technician, Massage Therapy, Medical Insurance Billing/Coding</b>		
Morning Schedule	Afternoon Schedule	Evening Schedule
Monday - Friday	Monday - Thursday	Monday - Thursday
6:00am- 10:50am	10:00am- 2:00pm	6:00pm - 10:50pm
8:00am-12:00pm	12:30pm - 5:30pm	

<b>Respiratory Therapy**</b>		
Morning Schedule	Afternoon Schedule	Evening Schedule
General Education/General Studies Courses		
Monday - Thursday		Monday - Thursday
10:00am-2:00pm		6:00pm - 10:50pm
Major Core Courses		
Monday - Thursday *		
9:00am - 12:50pm		
12:30pm - 5:30pm		
Major Core Courses during Clinical Rotation		
	Monday	
	12:00pm - 5:00pm	
**Schedule subject to change		
* Lab Hours/Tutorials/Remediation Training:		
Friday 10:00am - 12:00pm		

### Exceptions (All Programs)

Externship Training and Clinical Rotation Hours of Instruction vary by the program of study and the site to which the student has been assigned. [Students must be available for any shift assignment - AM, PM, Night or Weekend and have the ability to travel to any clinical or externship assignment within a 75-mile radius of the campus.]

Hours of Instruction for Campus Practice and Review, Remediation, Field Trips and Tutorials will be established by the applicable Program Director and will vary by program and training specifics.

<b>Standard Hours for Class Breaks</b>		
Morning Schedule	Afternoon Schedule	Evening Schedule
10:50-11:00	12:50-1:00	6:50 - 7:00
11:50-12:00	1:50-2:00	7:50 - 8:00
12:50-1:00	2:50-3:00	8:50-9:00
1:50-2:00	3:50-4:00	

### Note:

Class breaks may vary depending on the hours of instruction, course of study, scheduled class/course calendar of events, lab and class assignments, testing, etc.

Instructors will advise students of changes in class breaks as applicable to assure the effective and efficient delivery of course curriculum and maintain compliance with program objectives.



## Academic Calendars

Respiratory Care Technician Associated Of Science Degree			
2005			
Start Dates		End Dates	
Jan 10	Mon	Apr 1	Fri
Apr 11	Mon	Jul 1	Fri
Jul 11	Mon	Sep 30	Fri
Oct 3	Mon	Jan 6	Fri
2006			
Start Dates		End Dates	
Jan 9	Mon	Mar 31	Fri
Apr 10	Mon	Jun 30	Fri
Jul 10	Mon	Sep 29	Fri
Oct 2	Mon	Jan 5	Fri

Student Holidays	
2005	
New Year's Day	Jan 3
Martin Luther King, Jr. Day	Jan 17
President's Day	Feb 21
Spring Recess	Apr 4 - 8
Memorial Day	May 30
Summer Recess	Jul 4 - 8
Labor Day	Sep 5
Thanksgiving	Nov 24 - 25
Winter Recess	Dec 19 - Jan 2 '06

Dialysis Technician, Massage Therapy Medical Assisting Medical Insurance Billing & Coding Programs			
2005			
Start Dates		End Dates	
Jan 24	Mon	Feb 18	Fri
Feb 22	Tues	Mar 18	Fri
Mar 21	Mon	Apr 22	Fri
Apr 25	Mon	May 20	Fri
May 23	Mon	Jun 17	Fri
Jun 20	Mon	Jul 22	Fri
Jul 25	Mon	Aug 19	Fri
Aug 22	Mon	Sept 16	Fri
Sept 19	Mon	Oct 14	Fri
Oct 7	Mon	Nov 11	Fri
Nov 14	Mon	Dec 9	Fri
Dec 12	Mon	Jan 20 '05	Fri
2006			
Start Dates		End Dates	
Jan 23	Mon	Feb 17	Fri
Feb 21	Mon	Mar 17	Fri
Mar 20	Mon	Apr 21	Fri
Apr 24	Mon	May 19	Fri
May 22	Mon	Jun 16	Fri
Jun 19	Mon	Jul 21	Fri
Jul 24	Mon	Aug 18	Fri
Aug 21	Mon	Sep 15	Fri
Sep 18	Mon	Oct 13	Fri
Oct 16	Mon	Nov 10	Fri
Nov 13	Mon	Dec 8	Fri
Dec 11	Mon	Jan 19 '07	Fri

## New Student Orientation Schedule

	2005
<b>All Programs of Study</b>	Jan 20
Dialysis Technician, Medical Assisting, Massage Therapy & Medical Insurance Billing/Coding	Feb 17
	Mar 17
	Apr 21
	May 19
	Jun 16
	Jul 21
	Aug 18
	Sep 15
	Oct 13
	Nov 10
	Dec 8
<b>All Programs of Study</b>	
Respiratory Care	Jan 6
	Apr 7
	Jul 7
	Sep 29

## Administration

Tira Harney-Clay	School President	BA Psychology, MS Applied Psychology- I/O CNHP Natural Health
Todd Mann	Director of Education	BA Psychology, MBA in Management
Alba Cobos	Director of Admissions	BA in Business
Melodye Johnson	Director of Career Services	BA in Accounting
Bela Akbasheva	Director of Finance	BS in Industrial Engineer
Elena Panchana	Business Manager	BS in Computer Information Systems
<b>Admissions</b>		
Robert Mays	Sr. Admissions Representative	BS Zoology/ Philosophy
Jan Huff	Sr. Admissions Representative	BBA in Business Administration
Cherie Strange	Admissions Representative	
Derrick Tinsley	Admissions Representative	
Lillie Staton	Admissions Representative	
Dorthy O'Neal	Admissions Representative	MBA Business Management
Sheila Maggette	High School Admissions Representative	BS Marketing/Political Science
Marcia Gilley	Admissions Representative	BS Business Administration
Sheila Hayes	Admissions Representative	
<b>Financial Aid</b>		
Michael Register	Financial Aid Representative	
Tamika Shepherd	Financial Aid Representative	Diploma in Computer Office Technologies
Donna Cordell	Financial Aid Officer	
<b>Education</b>		
Tonya Quinn	Dialysis Technician Chairperson	CHT, A+, MCSE, CCNA, LPN
Denise Harris	Medical Ins. Bill. Chairperson	

Elaine Seyman, MT	Massage Therapy Chairperson	BA English/Psychology MS Logistics Management
Kimberly Trawick	Medical Assisting Chairperson	BS Allied Health
Joseph Helme	Respiratory Care Program Director	BS Respiratory Therapy
Crystal Brumfield	Respiratory Care Clinical Director	BS Cardiopulmonary Science
Mary Kaye Hooker	Librarian	MLS in Library Science MA in English/ Political science Certified Librarian
Sherry Lee	Registrar	AAS Networking Administration NCMBA Certified
Sherri Harris	Student Services Coordinator	BS Computer Science
<b>Career Services</b>		
Montrell Dobbins	Career Services Representative	BS Mass Communications
Brendan Smith	Career Services Representative	BA Communication
Aretha Hewitt	Extern Coordinator	BS Early Childhood Education
<b>General Administration</b>		
Tamara Plummer	Administrative Assistant	
Sara Hurst	Administrative Assistant	
Shaundy Thomas	Student Accounts Rep	AAS in Business Software Technology

## Adjunct Faculty

Katina Logan	Dialysis Technician Instructor	CCHT
Richard Castro	Dialysis Technician Instructor	PCT
Myron Scruggs	Dialysis Technician Instructor	PST
Gaynette Johnson	Dialysis Technician Instructor	PCT
John Meddling	Massage Therapy Instructor	AA, CMT
Eric Newdom	Massage Therapy Instructor	BFA, CMT, CNMT
Leroy Tavares	Massage Therapy Instructor	CMT
Deneen McReynolds	Massage Therapy Instructor	MT
Theresa Booker	Medical Assisting Instructor	MA Certificate
Deborah Opydyke	Medical Assisting Instructor	MA Certificate
Lisa Hall	Medical Assisting Instructor	CMA
Tanisha Williams	Medical Assisting Instructor	
Cathy Moss	Medical Assisting Instructor	MA Diploma
Tammy Jones	Medical Assisting Instructor	MA Diploma
Tephanie Jackson	Medical Assisting Instructor	RMA
Lawana Lenley	Medical Assisting Instructor	RMA
Brenda Melton	Medical Insurance Billing/Coder Instructor	BS
Lillian Bo Ng	Medical Insurance Billing/Coder Instructor	CHSP
Wanda Feaster	Medical Insurance Billing/Coder Instructor	MBA
Leonta Julian	Medical Insurance Billing/Coder Instructor	NCICS
Keith Avant	Respiratory Care Instructor	AAS
Thomas Boampong	Respiratory Care Instructor	AS BS
Renitta Matthews	Respiratory Care Instructor	BS

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Alonzo Jones	Respiratory Care Instructor	BS
Felicia Henderson	Respiratory Care Instructor	AS
Jamese Terry	Respiratory Care Instructor	BA, BS
Thomas Stryjewski	General Education Courses Instructor	AA, BS
Sherri Harris	General Education Courses Instructor	AAS, BS

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## Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.

### Dialysis Technician

#### Diploma Program - 8 Months

720 Clock Hours/46.0 Credit Units

The objective of the Dialysis Technician Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry level positions as Dialysis Technicians in today's private and government-run dialysis centers, medical centers and hospital dialysis departments, health care offices, clinics, and facilities. In addition to studying concepts and hands-on applications required of today's dialysis technicians, students will also gain an understanding of diagnostic and procedural terminology as it relates to the field of hemodialysis.

The combination of introduced skills taught in this program will prepare students for the ever-changing and highly-technological field of hemodialysis. Students study all aspects of hemodialysis, including principles and practices associated with dialysis and renal failure, anatomy and physiology of the kidney and cardiovascular system, fluid and electrolyte balance, hematologic aspects and infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of chronic renal failure, psychosocial aspects seen in hemodialysis patients, and peritoneal dialysis and renal transplantation.

The Dialysis Technician Program is a 720 Clock Hour/46 Credit Unit course of study, consisting of eight individual self-contained learning units called modules. Students are required to complete modules A through G, beginning with any module and continuing in any sequence until all seven modules have been completed. These seven modules stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G, students participate in the eighth module, called an externship which consists of 160 Clock Hours of hands-on experience working in the field of hemodialysis.

Upon successful completion of the Dialysis Technician Program, students will receive a diploma.

#### Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	The Dialysis Environment	80	7.0
Module B	Principles of Dialysis and Renal Failure	80	7.0
Module C	Hemodialysis Devices	80	6.0
Module D	Hemodialysis Procedures	80	5.0
Module E	Dialyzer Reprocessing	80	5.0
Module F	Water Treatment	80	5.0
Module G	Vascular Access	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>46.0</b>

#### Major Equipment

Classroom model of kidney  
Portable CPR mannequins  
Venipuncture training arm  
Mayo stand

IV pole with table attachment  
Sphygmomanometers with B/P cuffs  
Dialysis machine

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## Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

### Module A The Dialysis Environment

60/20/7.0

Most beginning students lack an overall sense of the context of dialysis. This introductory module describes the history of dialysis, including the development of the technology and the Medicare End-stage Renal Disease Program. This module also introduces issues in quality of dialysis care and ways to measure that quality, including continuous quality improvement and the development of clinical practice guidelines. Finally, this module describes three national professional organizations for dialysis technicians, and discusses professionalism in the dialysis setting.

### Module B Principles of Dialysis and Renal Failure

60/20/7.0

Although many of the aspects of dialysis treatment involve equipment and technical devices, every new technician must learn that the patient is the most important aspect of his or her job. By understanding both the principles of dialysis and the patient's experiences, the technician will be better able to communicate causes of the patient's symptoms and/or complications. In addition to studying the scientific principles behind dialysis at a basic level, in this module the student will learn about normal renal function and what happens when the kidneys no longer work. How dialysis removes excess fluid and waste from the patient's body is addressed. Also discussed is the application of the dialysis prescription in order to describe how the elements of the prescription work together to provide adequate dialysis. Finally, this module compares the functions of dialysis to the functions of the kidneys to help the student understand why dialysis cannot replace all the functions of healthy kidneys and why following the dialysis prescription is vitally important to the patient's well-being.

### Module C Hemodialysis Devices

40/40/6.0

Impressive technical advances over the past half century have combined to make dialysis an increasingly safe, effective, and efficient treatment for patients with renal failure. Dialyzers and dialyzer effectiveness, dialysate, and hemodialysis delivery systems are described as the vital aspects of dialysis equipment. Monitoring devices are described, and the importance of careful monitoring is emphasized, with the technician being described as the most important monitor of a patient's hemodialysis treatment. Measuring dialysis adequacy and factors that can affect the hemodialysis treatment are also discussed.

### Module D Hemodialysis Procedures and Complications

20/60/5.0

Every facility has developed preferred methods for performing dialysis-related tasks. The specific techniques used at a given facility for individual steps in a procedure should be passed on to the new technician by a preceptor or teacher who can demonstrate step-by-step processes. This module helps the technician to understand the rationale behind the procedures that he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces, organized to cover the process from equipment preparation to equipment clean-up. Each procedure is named and defined, with a description and purpose providing the reason for the procedure and key points offering suggestions, tips, cautions, and guidelines. In addition to treatment procedures, this module covers patient and staff safety issues including moving a patient, dealing with emergency situations, and preventing infection and disease in the unit. General issues, such as medication administration, laboratory tests, and documentation, are also covered in detail. This module also contains detailed charts describing complications that can occur during dialysis, how to recognize them, how to treat them, and how to prevent them.

### Module E Dialyzer Reprocessing

20/60/5.0

Performed correctly, dialyzer reprocessing can mean economic savings and increased patient well-being. This module describes the history of dialyzer reprocessing and the benefits and risks for patients and staff. Safe handling of cleaning solutions and disinfectants is emphasized. The reprocessing procedure is described in detail from preparation of a new dialyzer to documenting every step of the process. National regulations and guidelines on dialyzer reprocessing are discussed, including AAMI, FDA, and OSHA.

### Module F Water Treatment

20/60/5.0

The large volume of water used in dialysis means that dialysis water quality is vitally important to patient safety. This module explains the purpose of water treatment and the contaminants that must be removed to prevent harm to

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patients. The components of the water treatment system are described, and the student will learn how to monitor each piece of equipment to ensure that it is functioning correctly. AAMI and EPA regulations regarding water quality and water treatment are described.

**Module G Vascular Access**

**40/40/6.0**

The patient's vascular access is his or her lifeline-without a properly functioning access, the patient cannot receive adequate dialysis. This module describes historic and modern types of vascular access and the risks and benefits of each. Management and care of the access is an important aspect of technician training, as is an understanding of complications that can occur with a vascular access; both topics are discussed in detail. Guidelines for access care and improvement of vascular access outcomes are covered to stress the importance of good access care by both patients and staff.

**Module X Externship**

**0/160/5.0**

Upon successful completion of classroom training, Dialysis Technician students participate in a 160-hour externship. Serving in an externship at an approved facility, gives externs an opportunity to work with the principles and practices obtained in the classroom. During this phase of training, students work under the direct supervision of a Registered Nurse, who will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the student's permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

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## Massage Therapy

**Diploma Program - 9 Months**  
720 Clock Hours/57.0 Credit Units

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 100 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

### Program Outline

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
<b>PROGRAM TOTAL:</b>		<b>720</b>	<b>54.0</b>

### Major Equipment

Massage Tables  
CPR Manikins  
AV Equipment

Massage Chairs  
Anatomical Charts



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## Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

### **Module A - Business and Ethics**

**6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### **Module B - Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### **Module C - Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### **Module D - Eastern Theory and Practice**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### **Module E - Energy & Non-Traditional Therapies, Wellness & CPR**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### **Module F - Deep Tissue, Myofascial Release & Pin and Stretch**

**6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### **Module G - Neuromuscular/Trigger Point and Muscle Energy Techniques**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### **Module H - Clinical and Sports Massage**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review

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or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module I – Health and Wellness**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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## Medical Assisting

### Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship. This constitutes a supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions as a medical assistant.

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

### Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics and Psychology	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

### Major Equipment

Ace bandages in assorted sizes  
CPR manikins - infant, adult  
Autoclave  
Bandage and dressing supplies - tape, gauze rolls, sterile gauze squares, band-aids  
Blood pressure cuffs and wall-mounted units (sphygmomanometers)  
Anatomical models - brain, lung, kidney, ear, eye, heart, torso  
Centrifuge, microhematocrit and test tube  
Canes  
Anatomical charts  
Biohazard containers

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## Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

### Lecture hours/ Lab hours / Credit Units

#### MODULE A - Patient Care and Communication

40/40/6.0

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.

#### MODULE B - Clinical Assisting and Pharmacology

40/40/6.0

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application.

#### MODULE C - Medical Insurance, Bookkeeping and Health Sciences

40/40/6.0

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

#### MODULE D - Cardiopulmonary and Electrocardiography

40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

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**MODULE E - Laboratory Procedures****40/40/6.0**

Module E introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

**MODULE F- Endocrinology and Reproduction****40/40/6.0**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

**MODULE G - Medical Law, Ethics and Psychology****40/40/6.0**

Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

**MODULE X - Medical Assisting Externship****160/0/5.0**

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

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## Medical Insurance Billing/Coder

**Diploma Program** -6 Months

560 Clock Hours/ 35 Credit Units

The Medical Insurance Billing/Coder Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship or practicum.

Completion of the Medical Insurance Billing/Coding Program is acknowledged by the awarding of a diploma.

### **Program Outline**

<b>Module</b>	<b>Module Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship	*160	*5.0
	<b>Program Total</b>	<b>560</b>	<b>35</b>

**\*Either a Practicum or an Externship, but not both**

### **Major Equipment**

Calculators

Personal Computers

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## Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

### **Module A - Introduction to Medical Insurance and Managed Care** 40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

**Prerequisite: None**

### **Module B - Government Programs** 40/40/6.0

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

**Prerequisite: None**

### **Module C - Electronic Data Interchange and Modifiers** 40/40/6.0

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

**Prerequisite: None**

### **Module D - Medical Documentation, Evaluation, and Management** 40/40/6.0

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

### **Module E - Health Insurance Claim Forms** 40/40/6.0

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also

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develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

**Prerequisite: None**

**Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.**

**Module F - Practicum**

**0/160/5.0**

Upon successful completion of Modules A through E, Medical Insurance billing/coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

**Prerequisite: Successful completion of Modules A - E**

**Module X - Externship**

**0/160/5.0**

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

**Prerequisite: Successful completion of Modules A - E**



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## Quarter Programs

A quarter is a term approximately 12 weeks in length. All programs are measured in Quarter Credit Units.

### Respiratory Care

**Associate Degree Program – 21 Months (7 Quarters)**

1,500 Clock Hours/108.0 Credit Units

The Respiratory Care Associate in Science Degree Program provides both technical and practical training that will enable the graduate, upon licensure and/or certification, to function as a competent entry-level Respiratory Therapist.

The program provides the student with the basic knowledge of and practice in medical terminology and the metric conversions required in respiratory therapy, cardiopulmonary anatomy and physiology and pulmonary mechanics are studied. Students will learn to recognize normal and abnormal arterial blood gas results, gas physics, oxygen, aerosol and humidity therapy, respiratory pharmacology, bronchial hygiene, airway care and mechanical ventilation. Students will learn the conditions that indicate the use of oxygen therapy and how to assemble and troubleshoot all necessary respiratory equipment.

The program emphasizes classroom didactics, as well as hands-on laboratory practice, and clinical activities (externship). Upon successful completion of the student externship, and the overall program objectives, the graduate will be fully prepared to take the Certified Respiratory Therapy (CRT) examination offered by the National Board for Respiratory Care, Inc. Graduates must take and pass the CRT exam before they can take the NBRC Registered Respiratory Therapy exam.

#### Program Objectives

- To provide a balanced education of the science and ethics of respiratory care practitioners as a member of the health care team through theory, lecture, and application that meets state and national certification requirements.
- To create both a group learning and individual learning environment, which nurtures an in-depth experience in the study of respiratory therapy.
- To develop the knowledge, specialized skills and understanding of the role of each student in becoming a successful, professional licensed respiratory care practitioner.
- To create a learning environment that will instill in each student a deep commitment to the services of others and give the students the ability to interface with other health care practitioners.
- To prepare graduates to become innovative in their role as a professional respiratory therapist in a growing profession through continued education and personal development.

#### Program Description:

The respiratory Care Practitioner Program is designed to provide graduates with the knowledge and practical skills needed for employment as a Respiratory Therapist in an acute care hospital or other facility.

The respiratory care practitioner (RCP) program an Associate Degree Program consisting of 1,500 hours. The program consists on 810 lecture hours, 240 laboratory hours, and 450 clinical hours.

The Associate Degree Program includes General Education Requirements, College Core Requirements and Major Core Requirements in Respiratory Therapy.

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General education requirements include anatomy and physiology, English composition I and II, College Business Mathematics, general psychology and oral communication. College Core Requirements include an introduction to Windows, speed building skills, and medical terminology. A few of the major core requirements include microbiology, general chemistry, physics, clinical medicine, pulmonary functions, and mechanical ventilation, to name a few.

Upon successful completion of this program, graduates will have received the necessary education to attain a career in the most engaging and exciting fields of health care today. With the skills of a well-trained respiratory therapist, the graduate may work in an entry level position as a respiratory therapist in a variety of health care facilities, including but not limited to a acute hospitals, medical clinics, skilled nursing facilities, hospice care facilities, or in private practice.

The Respiratory Care (RC) Program provides the student with the theory and hands-on applications required to perform the following tasks:

- Evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.
- Interpret arterial blood gas values.
- Perform cardiopulmonary resuscitation, chest auscultation and metered dose inhalation therapy.
- Collect and discern patient's chart information.
- Give indications for continuous mechanical ventilation, explain physiological effects, describe problems and corrections and describe how to set up a ventilator.
- Describe the needs for and application of ventilatory discontinuation techniques.
- Maintain a patient airway

This program is designed to provide graduates with the knowledge and practical skills needed for employment as a Respiratory Therapist in an acute care hospital or other facility.

The Respiratory Care (RC) therapist is a key member of the medical team, specializing in diagnostics, treatments and procedures in the care of patients with respiratory problems. The graduate will be prepared to take the entry-level certification examination of the National Board for Respiratory Care. The program combines relevant academic studies in the classroom with clinical training in hospitals.

Completion of the Respiratory Care program is acknowledged by the awarding of an Associate of Science Degree with a major in Respiratory Therapy.

**\*\*This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.**

<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>TOTAL CONTACT HOURS</b>	<b>TOTAL CREDIT HOURS</b>
<b>College Core Requirements</b>			
CGSP2110	Computer Applications	50	4.0
OFTP1141	Keyboarding	40	2.0
MEA 1239	Medical Terminology	40	4.0
<b>Total Quarter Hours:</b>		<b>130</b>	<b>10.0</b>
<b>Major Core Requirements</b>			
BIO 102	Microbiology	40	4.0
CHM 101	General Chemistry	40	4.0
PHY 101	Physics Mechanics	40	4.0
RT 101	Integrated Sciences	70	6.0
RT 102	Medical Gas Therapy	70	6.0
RT 103	Clinical Applications/Therapeutics	70	6.0
RT 201	Clinical Medicine I	50	4.0
RT 201 C	Clinical Practicum I	60	2.0
RT 202	Clinical Medicine II	50	4.0
RT 202 C	Clinical Practicum II	75	2.5
RT 301	Pulmonary Functions and Cardiopulmonary Pathophysiology	50	4.0
RT 301 C	Clinical Practicum III	75	2.5
RT 302	Continuous Mechanical Ventilation I	50	4.0
RT 302 C	Clinical Practicum IV	75	2.5
RT 303	Continuous Mechanical Ventilation II	50	4.0
RT 303 C	Clinical Practicum V	75	2.5
RT 304	Clinical Medicine III Pharmacology and Professional Development	50	4.0
RT 304 C	Clinical Practicum VI	90	3.0
RT 305	Respiratory Care Review	50	5.0
<b>Total Quarter Hours</b>		<b>1130</b>	<b>74</b>
<b>General Education Requirements</b>			
BIO 101	Anatomy and Physiology	40	4.0
ENC 1106	Composition I	40	4.0
ENC 1107	Composition II	40	4.0
MAC 1000	College Business Mathematics	40	4.0
PSY 2012	General Psychology	40	4.0
SPC 2016	Oral Communications	40	4.0
<b>General Education Total Quarter Hours:</b>		<b>240</b>	<b>24</b>
<b>Total Quarter Credit Hours Required for Graduation:</b>		<b>1500</b>	<b>108</b>

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## Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "40/40/6.0" indicates that the course consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

### **BIO 102 Microbiology**

**4.0 Quarter Credit Hours**

This course provides an introduction to infectious disease agents of significance in individual and community health settings. The course also reviews the characteristics, symptoms, diagnosis, control, and treatment of infectious diseases. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

### **CHM 101 General Chemistry**

**4.0 Quarter Credit Hours**

This course covers the basic principles of general, organic, and biochemistry designed for allied health profession majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

### **PHY 101 Physics Mechanics**

**4.0 Quarter Credit Hours**

This course covers statistics, motions of particles and rigid bodies vibratory motion, gravitation, properties of matter, and the flow of fluids. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

### **RT 101 Integrated Sciences**

**6.0 Quarter Credit Hours**

This course introduces the students to college policy, the role of RC, and hospital organization. In addition students learn medical terminology and the metric conversions required in respiratory therapy. Cardiopulmonary anatomy and physiology and pulmonary mechanics are studied. Prerequisite: Formal Acceptance in the RC Program. Lecture Hours: 50.0 Lab Hours: 20.0 Other Hours: 0.0.

### **RT 102 Medical Gas Therapy**

**6.0 Quarter Credit Hours**

In this course students learn to recognize normal and abnormal arterial blood gas results, gas physics, oxygen, aerosol and humidity therapy. Students learn the conditions that indicate the use of oxygen therapy, the potential hazards, the different oxygen delivery devices, and how to assemble and troubleshoot all necessary equipment. Prerequisite: RT 101. Lecture Hours: 50.0 Lab Hours: 20.0 Other Hours: 0.0.

### **RT 103 Clinical Applications/Therapeutics**

**6.0 Quarter Credit Hours**

In this course the student will learn to describe, define and calculate drugs used in Respiratory Care. The student learns the mechanics of bronchodilation and specific bronchodilators used their receptor sites, duration and dosage. An understanding of the indications, dosages and effects of Xanthines, Parasympatholytics, Steroids, and Cromolyn sodium are presented. The types and uses of mucokinetics are studied. The student will learn to perform and know indications and contraindications for hyperinflation therapy along with equipment utilized. The student will learn theory and perform CPR. Students also learn to perform auscultation and are able to describe various sounds. Prerequisite: RT 101 & RT 102. Lecture Hours: 50.0 Lab Hours: 20.0 Other Hours: 0.0.

### **RT 201 Clinical Medicine I**

**4.0 Quarter Credit Hours**

This course is designed for students to work in both a classroom and clinical site environment. Students learn to perform patient assessments including the need for and application of secretion removal techniques. Students also learn to identify common pathogenic organisms and the various isolation and sterilization techniques. Prerequisite: RT 101, RT 102, & RT 103. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

### **RT 201C Clinical Practicum I**

**2.0 Quarter Credit Hours**

This 50-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Students learn to perform patient assessments including the need for and application of secretion removal techniques. Students also learn to identify common pathogenic organisms and the various isolation and sterilization techniques. (Student must complete RT 101, RT 102, RT 103, and RT 201 prior to taking this course). Prerequisite: RT 101, RT 102, RT 103, & RT 201 Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 60.0

### **RT 202 Clinical Medicine II**

**4.0 Quarter Credit Hours**

In this course students learn to maintain and manage patient's artificial airway. An understanding of the techniques

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of analysis of analysis of arterial blood gas samples and the physiology involved with various arterial blood gas states is presented. Prerequisite: RT 101, RT 102, RT 103, RT 201, & RT 201C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

**RT 202C Clinical Practicum II**

**2.5 Quarter Credit Hours**

In this course students learn to maintain and manage patient's artificial airway. An understanding of the techniques of analysis of arterial blood gas samples and the physiology involved with various arterial blood gas states is presented. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C & RT 202 Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 75.0

**RT 301 Pulmonary Functions & Cardiopulmonary Pathophysiology**

**4.0 Quarter Credit Hours**

This course is designed to assist students to identify various types of pulmonary function tests required to render a specific diagnosis, perform testing and determine accurateness. Instruction is given in the various pathologies of the cardiopulmonary systems, and the manifestations and symptoms involved in both restrictive and obstructive pulmonary diseases. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, & RT 202C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

**RT 301C Clinical Practicum III**

**2.5 Quarter Credit Hours**

This 75-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. This course is designed to assist students to identify various types of pulmonary function tests required to render a specific diagnosis, perform testing and determine accurateness. Instruction is given in the various pathologies of the cardiopulmonary systems, and the manifestations and symptoms involved in both restrictive and obstructive pulmonary diseases. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, & RT 301. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 75.0

**RT 302 Continuous Mechanical Ventilation I**

**4.0 Quarter Credit Hours**

In this course the student learns the various mechanical ventilators used, examines indications for continuous mechanical ventilation, and learns how to set-up a ventilator. The student learns how to monitor a ventilator patient, apply PEEP/CEAP and apply intermittent mandatory ventilation. Prerequisite: RT 101, RT 102, RT 103, RT 201, 201C, RT 202, RT 202C, RT 301, & RT 301C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

**RT 302C Clinical Practicum IV**

**2.5 Quarter Credit Hours**

This 75-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. This course will provide the student with an introduction to the critical care environment, including all aspects of ventilatory support. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, & RT 302. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 75.0

**RT 303 Continuous Mechanical Ventilation II**

**4.0 Quarter Credit Hours**

In this course students learn to apply advanced techniques and proper maintenance in continuous mechanical ventilatory care and long term life support systems. Students team the needs and application ventilatory discontinuation techniques, the various pulmonary disease states associated with ventilator patients, and how to evaluate patient status and response to therapy. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302 and RT 302C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

**RT 303C Clinical Practicum V**

**2.5 Quarter Credit Hours**

In this course students learn to apply advanced techniques and proper maintenance in continuous mechanical ventilatory care and long term life support systems. Students team the needs and application ventilatory discontinuation techniques, the various pulmonary disease states associated with ventilator patients, and how to evaluate patient status and response to therapy. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 75.0

**RT 304 Clinical Medicine III Pharmacology & Professional Development**

**4.0 Quarter Credit Hours**

In this course an overview of the anatomy, physiology, and respiratory care of the pediatric and neonatal patient is presented. The student learns the pharmacological agents utilized in the critical areas and its administration, as well as the goals and objectives of pulmonary rehabilitation and patient education. Case studies will be assigned and

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presented to the class. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303 & RT 303C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

**RT 304C Clinical Practicum VI**

**3.0 Quarter Credit Hours**

This 90-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. In this course an overview of the anatomy, physiology, and respiratory care of the pediatric and neonatal patient is presented. The student learns the pharmacological agents utilized in the critical areas and its administration, as well as the goals and objectives of pulmonary rehabilitation and patient education. Case studies will be assigned and presented to the class. Emphasis is placed on complete respiratory care for the neonatal and pediatric populations. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303, RT 303C, & RT 304 Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 90.0

**RT 305 Respiratory Care Review**

**5.0 Quarter Credit Hours**

This course is a comprehensive review of material presented in all of the respiratory classes taken to date. It is intended to prepare the student for the NBRC entry-level exam. The course will combine the use of preparatory texts, computer simulated programs and audio tapes with accompanying Workbooks Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303, RT 303C, RT 304 & RT 304C. Lecture Hours: 50.0 Lab Hours: 0.0 Other Hours: 0.0

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## Admissions

### Requirements and Procedures

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete an application form and bring it to the school, or call for a priority appointment to visit the school and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded.

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of an applicable entrance examination; and
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian).

The school reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof of high school completion by providing the school with a copy of the high school diploma, official high school transcript a copy of a recognized equivalency certificate (GED), which will be placed in the student file, **OR**
2. Furnish proof of graduation from an accredited college or university by the school with a copy of the degree or an official college/university transcript, which will be placed in the student file, **AND**
3. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a second time, the applicant must wait for 30 days prior to being re-tested. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.
4. All applicants must have a high school diploma or equivalent. However, the educational requirement may also be met if the applicant is at least 17 years of age and can demonstrate the "Ability to Benefit" from the training. The "Ability to Benefit" will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. The "Ability to Benefit" is only applicable for students entering the Medical Assisting, Medical Billing/Coder and Massage Therapy programs. Students entering the Respiratory Care or Dialysis Technician program are not eligible for ATB.

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## Credit for Previous Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution providing the training.

## Administrative Policies

### Allied Health Programs

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school.

Students entering allied health programs are required to have a physical examination including their records of immunizations. Students are also required to have a series of three Hepatitis B vaccines. Students must complete their physical examinations, provide their records of immunization, and begin the Hepatitis B series prior to beginning their first clinical rotation or externship.

Respiratory Care and Dialysis Technician applicants must be interviewed and accepted by either the Respiratory Care Program Director or Dialysis Program Director as part of the acceptance procedures. Program requirements include the completion of studies in a clinical or extern environment. It is essential that all applicants be available for any shift assignment (AM, PM, Night or Weekend). It is also essential that all applicants have the ability to travel to any clinical or externship assignment within a 75 mile radius of the campus. Assignment to any specified shift or site cannot be guaranteed. Each student must be willing and able to accept whatever assignment is given.

## Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Allied Health Programs		
Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

## Student Awards

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.



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## Graduation Requirements

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

To be eligible for graduation, students in allied health programs (except Respiratory Care) must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable; and
- Complete all program requirements.
- Successfully complete all extern requirements.

To be eligible for graduation, students in the Respiratory Care Program must:

- Complete all required courses with a grade of at least 70 percent;
- Meet all requirements described under the section on “Repeat Policy”;
- Meet the grade requirements for the course components, as applicable;
- Successfully complete required clinical activities;
- Receive satisfactory evaluations from the clinical facility; and
- Complete all program requirements.

## Student Appeal Process

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student’s attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the Director of Education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has fourteen calendar days to submit a written appeal. Written appeals will be considered by the campus’ Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee’s deliberations. The Appeal committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

Students are not allowed to appeal dismissal from school for violation of the Student Code of Conduct.

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## Required Study Time

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

## Unit of Academic Credit

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

## Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 30 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 20 students. The maximum class size for laboratories is 24 students.

## Attendance Requirements

### Quarter Programs

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Department Chair to discuss the reason for the absence.

Should a student's absences reach 25 percent of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Director of Education to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40 percent of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40 percent of the total scheduled hours for all courses, the student may be withdrawn from the institution.

### Modular Programs

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.)

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Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program. However, if a student returns on the eleventh day, he/she may appeal the drop.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will unavoidably absent, he/she should notify the school.

### **Tardiness/Early Departure**

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record.

### **Reentry Policy**

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See Student Appeals Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President or the Director of Education.

### **Make-up Work**

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Students who are absent on a test day will receive a zero for the missed test. If there are extenuating circumstances that caused the absence, students may petition the Program Director for approval to make-up the missed test.

### **Veteran Students**

The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

## **Leave of Absence Policy**

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their

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education. In order for a student to be granted an LOA, the student must provide the School President, Director of Education, or Department Chair with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request – dated and signed by both parties, along with other necessary supporting documentation - will be placed in the student’s file.

### **Re-admission Following a Leave of Absence**

Upon the student’s return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence. The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student’s request for an LOA will have to be denied.

### **Failure to Return from a Leave of Absence**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program and the institution will invoke the Cancellation/Refund Policy.

As required by federal statute and regulations, the student’s last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a “grace period” which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

### **Effects of Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module to be offered.
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.
- Tuition costs may be affected.

### **Weather Emergencies**

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

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## Clothing and Personal Property

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## Code of Conduct

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

The school reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

## Alcohol and Substance Abuse Statement

The school does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

## Dress Code

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing - such as shorts and open shoes - are not acceptable for obvious safety reasons. Dress code for externship may be determined by the site. Compliance with the externship site's dress code is required.

Students may have limited funds, so wardrobes need not be expensive or extensive - simply in good taste. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

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## Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

## Allied Health Student Disclosure

### Criminal Background Check

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard *H.R. 1.2 #5* which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. *Rationale:* This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004.)

Students enrolling in the Respiratory Care, Dialysis Technician, Medical Assisting and Medical Insurance Billing/Coder programs will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace - address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the last 7 years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shoplifting/extortion- including convictions for bad check charges	

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

## Academic Advisement and Tutoring

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their classwork. Students are encouraged to seek academic assistance through the Education Department. Mandatory tutoring is

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required for students achieving below 70% in any given course, or any student currently on probation.

## Health/Medical Care

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

## Transcripts and Diplomas

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche or microfilm. The School maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the

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request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. 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 consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution 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); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. 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 Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Additional FERPA information is available from the Institution's Business Office.

## Termination Procedures

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy.
- Possession of a weapon.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the Director of Education.

## Transferability of Credits

The School President's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.



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## Policy and Program Changes

The school catalog is current as of the time of printing. CSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

## Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the School President. Written responses will be given to the student by the School President within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255. Requests for further action should be made to:

Nonpublic Postsecondary Education Commission  
2189 Northlake Parkway  
Building 10, Suite 100  
Tucker, Georgia 30084  
(770) 414-3300

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

Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212

## Satisfactory Academic Progress for Modular Programs Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress.

In order to maintain satisfactory academic progress, students in allied health programs must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent in allied health are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

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## Academic Probation

The initial probationary period covers the module or quarter that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module or courses during the probationary period unless the module or courses are not offered at that time. In that case, the failed module or courses must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent (allied health), they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent or 2.0, but have achieved a GPA of at least 70 percent or 2.0 for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent or 2.0 for the module may be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent or 2.0 by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent or 2.0 will be withdrawn from training by the school.

## Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

## Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the Director of Education's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" for the module or course. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

## Withdrawals

To withdraw from a module or course, students must request approval from the instructor. Requests for withdrawal must then be approved by the Department Head and Director of Education. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module/course grade or cumulative GPA. Withdrawal status remains on record until students complete the module or course from which they withdrew.

Students who are contemplating withdrawing from a module or course should be cautioned that:

- The entire scheduled length of the module or course of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module or course to be offered;
- They must repeat the entire module or course from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

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## Exit Interviews

Graduates must schedule an exit interview with the Placement Director.

Students who want to discontinue their training for any reason are required to schedule an exit interview with the Director of Education or the School President. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

## Repeat Policy

Students who fail a module or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module or course only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module or course, the last grade received for that module or course replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module or course will replace the attendance for the original module or course.

Students who receive a passing grade for a module or course, but wish to repeat the module or course may do so (subject to seat availability).

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training; however, all absences accumulated during an externship or clinical rotation must be made up so that the entire number of required hours are completed.

## Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit hours/units attempted.

Students who have reached 75 percent of their maximum program completion time must have successfully completed 65 percent of the clock or credit hours/units attempted.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

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## Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program (if applicable). The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 20 clock hours, but no more than 40 clock hours per week at an approved externship site. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Externships are scheduled primarily during normal business hours. All students must be prepared to adjust their schedules to complete their extern hours when the sites are available. Particularly in the Medical Insurance Billing and Coding program, students must plan in advance to complete their externships on weekdays between 8 am and 6 pm.

It is essential that all applicants be available for any shift assignment. It is also essential that all applicants have the ability to travel to any clinical or externship assignment within a 75 mile radius of the campus. Assignment to any specified shift or site cannot be guaranteed. Each student must be willing and able to accept whatever assignment is given.

Students who interrupt their externship training for more than ten days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the School President. Students may only be reinstated once due to extenuating circumstances.

## Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the Director of Education.

## Satisfactory Academic Progress for Quarter Programs

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the Institute. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

## Cumulative Grade Point Average Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

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## Rate of Progress Toward Completion Requirements

*(Percentage Successfully Completed)*

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

## Maximum Program Completion Time

A student is not allowed more than 1.5 times, or 150 percent of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150 percent of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the Satisfactory Progress Tables.

## Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the Institute graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the Institute catalog.

## Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the Institute as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

## Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and may be withdrawn from the Institute.

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## Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the Institute after one academic term. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

## Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance may receive an academic dismissal and the student may be withdrawn from the Institute.

## Application of Grades and Credits

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

## Continuation as an Extended Enrollment Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the Institute under the following conditions:

The student is allowed to continue in an Extended Enrollment Student status for a period of time not greater than 25 percent of the normal program length (2 academic quarters for associate degree programs).

The student is not eligible for student financial aid.

The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.

During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on Extended Enrollment status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

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## Reinstatement as a Regular Student from Extended Enrollment Status

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter Extended Enrollment status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on Extended Enrollment status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered Extended Enrollment status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

## Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the Institute.

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the Institute catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the Institute and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## Satisfactory Progress Tables

### 108 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 162 (150% of 108).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 100	2.00	1.75	N/A	66%
100 - 162	N/A	2.00	N/A	66%

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### 72 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 108 (150% of 72).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 108	N/A	2.00	N/A	66%

### 66 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 99 (150% of 66).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 99	N/A	2.00	N/A	66%

## Financial Information

### Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Program	Program Length	Credit Units	Textbooks & Equipment (Estimated)	Tuition
Dialysis Technician	8 Modules	46	\$350	\$9,800
Medical Assisting	8 Modules	47	\$790	\$10,600
Medical Insurance Billing/Coding	6 Modules	35	\$625	\$8,500
Massage Therapy	9 Modules	57	\$700	\$11,600
Respiratory Care Associate of Applied Science Degree	7 Quarters	108	\$1,850	\$28,150

- A \$52 fee will be charged for those programs requiring a background check.

### Additional Fees and Expenses

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

Students entering the Respiratory Therapy program are required to have a physical examination including routine health screening, laboratory tests and a series of three Hepatitis B injections.



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Graduates wishing to attend the Graduation Ceremony must pay a graduation fee estimated at \$40.00. The graduation fee includes the graduate's ceremonial gown and cap and five (5) invitations.

### **Voluntary Prepayment Plan**

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Business Office.

## **Cancellation/Refund Policy**

The school employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the school retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

### **Cancellations**

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will refund any monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session. Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days (weekends and legal holidays excluded) following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. Students who are unable to complete their program of study due to the school's cancellation, change or discontinuance of the program, and for whom mutually satisfactory alternative arrangements cannot be made, will receive a refund of all monies paid.

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## **Refunds**

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

### **Refund Policies**

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog.

If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

### **Textbook and Equipment Return/Refund Policy**

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 20 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 20 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

### **Federal Return of Title IV Funds Policy**

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

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If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the last date of attendance.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

### **Return of Unearned SFA Program Funds**

The school must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Financial Aid Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

### **Remittance to the Federal Government**

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

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**Nonpublic Postsecondary Education Commission Refund Policy (For All Students)**

For purposes of determining a refund, computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

<b>A Student Who Withdraws or Is Terminated...</b>	<b>Is Entitled to a Refund of...</b>	<b>The Institution Is Eligible to Retain...</b>
During the first week or 5%, whichever is less, of program	100% Tuition	0
After first week or 5%, whichever is less, of program but before 10% of program is exceeded	90% Tuition	10% Tuition
After first 10%, but before 25% of program is exceeded	75% Tuition	25% Tuition
After 25%, but before 50% of program is exceeded	50% Tuition	50% Tuition
After 50% of program is exceeded	0	100% Tuition

For programs longer than one year (12 calendar months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be canceled and/or refunded when students terminate during the first year.

**Institutional Refund Calculation**

The school will calculate refunds using the Nonpublic Postsecondary Education Commission Refund Policy and the following Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the Institutional Refund Calculation, for students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

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## Financial Assistance

This Campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account, or to the lender if they received a federal loan.

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

### **Federal Pell Grant**

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

### **Federal Stafford Loan (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

### **Federal Perkins Loan**

Previously known as the National Direct Student Loan, this low-interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

### **Federal Parent Loan for Undergraduate Students (FPLUS)**

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

### **Federal Work Study (FWS)**

The purpose of the Federal Work-Study (FWS) Program - formerly called the College Work-Study (CWS) Program - is to give part-time employment to students who need the income to help meet the costs of

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postsecondary education and to encourage FWS recipients to participate in community service activities. Funds under this program are limited.

### **High School Scholarship Program**

There is a total of \$30,000 available in High School Scholarships (maximum \$2,500 per student) for graduating seniors, age 17 or older. The Scholarships that will be awarded are as follows:

- Four scholarships valued at \$2,500 = \$10,000
- Ten Scholarships valued at \$1,000 = \$10,000
- Twenty Scholarships valued at \$500 = \$10,000

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the CPAT examination, which measures competency in reading, language and mathematics. The top 20 scorers will become the finalists.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered but not accepted.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

### **Imagine America Scholarships**

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program, two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by GMI.

## **Student Services**

### **Placement Assistance**

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers.

While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

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- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
  - Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
  - Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Placement assistance for in-school students will be in the form of job postings of unskilled part time and full time positions. Graduates may continue to utilize the school's placement assistance program at no additional cost.

## Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

## Transportation Assistance

The school maintains information on public transportation and a list of students interested in car pooling.

## Field Trips

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

## Special Lectures

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

## Drug Abuse Prevention

Information on drug abuse prevention is available at the school for all students and employees.

## Advising

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available on community resources that address these types of problems.

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## Corinthian Schools, Inc.

The following schools are owned and operated by Corinthian Schools, Inc.:

### Bryman College

Anaheim, CA	Alhambra, CA	Gardena, CA
Hayward, CA	Los Angeles, CA	Lynnwood, WA
New Orleans, LA	Ontario, CA	Renton, WA
Reseda, CA	San Bernardino, CA	San Francisco, CA
San Jose, CA	Torrance, CA	West Los Angeles, CA
Whittier, CA		

### Bryman Institute

Brighton, MA	Chelsea, MA
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### National Institute Of Technology

San Jose, CA

### Georgia Medical Institute

Atlanta, GA	Atlanta, GA (DeKalb)	Jonesboro, GA
Marietta, GA	Norcross, GA	

### Kee Business College

Chesapeake, VA	Newport News, VA
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### National Institute of Technology

Atlanta, GA	Austin, TX	Cross Lanes, WV
Dearborn, MI	Houston (Galleria), TX	Houston (Greenspoint), TX
Houston (Hobby), TX	Long Beach, CA	San Antonio, TX
San Jose, CA	Southfield, MI	

### National School of Technology

Grand Rapids, MI	Kalamazoo, MI
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### Olympia College

Burr Ridge, IL	Chicago, IL	Skokie, IL
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## Statement of Ownership

These campuses are owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

### DIRECTORS

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Jack D. Massimino  
Beth A. Wilson

### OFFICERS

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