

Georgia Medical Institute

2003 Catalog

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NORCROSS CAMPUS

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Norcross, Georgia 30093

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Approved and Regulated by the Nonpublic Postsecondary Education Commission, Tucker, GA.

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Table of Contents

| | |
|---|-----------|
| Georgia Medical Institute | 1 |
| Educational Philosophy | 1 |
| School History and Facilities | 1 |
| Approvals and Memberships | 1 |
| School Staff..... | 1 |
| Faculty..... | 1 |
| Hours of Operation..... | 1 |
| Office | 1 |
| School | 1 |
| Academic Calendar..... | 1 |
| Student Holidays | 1 |
| Corinthian Schools, Inc. | 3 |
| Statement of Ownership..... | 3 |
| Officers..... | 3 |
| Locations..... | 3 |
| Program Outlines | 4 |
| Dental Assisting Program..... | 4 |
| Massage Therapy Program..... | 5 |
| Medical Assisting Program..... | 6 |
| Course Descriptions | 8 |
| Dental Assisting Program..... | 8 |
| Massage Therapy Program..... | 9 |
| Medical Assisting Program..... | 11 |
| Admissions | 13 |
| Requirements and Procedures | 13 |
| Allied Health Programs | 13 |
| Credit for Previous Education or Training..... | 13 |
| Academic Policies | 14 |
| Academic Unit of Credit | 14 |
| Grading..... | 14 |
| Required Study Time | 14 |
| Student Awards..... | 14 |
| Class Size..... | 14 |
| Graduation Requirements | 14 |
| Satisfactory Academic Progress | 14 |
| Requirements | 14 |
| Academic Probation | 14 |
| Reinstatement Policy | 15 |
| Incompletes | 15 |
| Withdrawals | 15 |
| Exit Interviews | 15 |
| Repeat Policy | 15 |
| Maximum Program Completion Time | 16 |
| Externship/Clinical Training | 16 |
| Student Appeal Process | 16 |
| Academic Advisement and Tutoring..... | 17 |
| Administrative Policies | 18 |
| Attendance Requirements | 18 |
| Tardiness/Early Departure | 18 |
| Reentry Policy | 18 |
| Make-up Work | 18 |
| Leave of Absence Policy..... | 18 |
| Re-admission Following a Leave of Absence | 18 |
| Failure to Return from a Leave of Absence | 19 |
| Effects of Leave of Absence on Satisfactory Academic Progress | 19 |
| Code of Conduct..... | 19 |
| Dress Code..... | 20 |
| Weather Emergencies..... | 20 |
| Clothing and Personal Property..... | 20 |

| | |
|---|-----------|
| Disabled Students | 20 |
| Health/Medical Care | 20 |
| Termination Procedures | 20 |
| Transferability of Credits | 20 |
| Transcripts and Diplomas | 20 |
| Statement of Non-Discrimination | 21 |
| Student Complaint/Grievance Procedure | 22 |
| Policy and Program Changes | 22 |
| Financial Information..... | 23 |
| Tuition and Fees | 23 |
| Additional Fees and Expenses | 23 |
| Cancellation/Refund Policy | 23 |
| Cancellations | 23 |
| Refunds | 24 |
| Refund Policies | 24 |
| Textbook and Equipment Return/Refund Policy | 24 |
| Federal Return of Title IV Funds Policy | 25 |
| Return of Unearned SFA Program Funds | 25 |
| Remittance to the Federal Government | 25 |
| Nonpublic Postsecondary Education Commission Refund Policy (For All Students) | 26 |
| Institutional Refund Calculation | 26 |
| Financial Assistance | 27 |
| High School Scholarship Program | 27 |
| Imagine America Scholarships | 27 |
| Student Services..... | 28 |
| Placement Assistance | 28 |
| Student Activities | 28 |
| Transportation Assistance | 28 |
| Field Trips | 28 |
| Special Lectures | 28 |
| Drug Abuse Prevention | 28 |
| Advising | 28 |

Georgia Medical Institute

Educational Philosophy

The Georgia Medical Institute 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, 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

School History and Facilities

The school is conveniently located just off the Highway 378 exit from Interstate 85 in the City of Norcross Georgia. The attractive facility includes computer, massage, dental, and medical assisting laboratories, lecture rooms, library, student lounge, 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 modern air-conditioned facility is designed for training students for the working world. The facility has over 19,000 square feet containing classrooms, administrative offices, student lounge, restrooms, and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Approvals and Memberships

School approvals and memberships are displayed in the lobby. The School

President can provide additional information.

AUTHORIZED BY:

- Nonpublic Postsecondary Educational Commission (NPEC)

School Staff

Christine M. Knouff, School President
 Open, Education Director
 Open, Admissions Director
 Open, Finance Director
 Open, Placement Director

Faculty

Open

Hours of Operation

Office

| | | |
|---------|---------|-------------------------|
| 7:30 AM | 7:00 PM | Monday through Thursday |
| 7:30 AM | 5:00 PM | Friday |

School

| Morning | Afternoon | Evening |
|---------------|-------------|-------------|
| 8:30 - 9:20 | 1:00 - 1:50 | 6:00 - 6:50 |
| 9:30 - 10:20 | 2:00 - 2:50 | 7:00 - 7:50 |
| 10:40 - 11:30 | 3:10 - 4:00 | 8:00 - 8:50 |
| 11:40 - 12:30 | 4:10 - 5:00 | 9:00 - 9:50 |
| Breaks: | Breaks: | Breaks: |
| 9:20 - 9:30 | 1:50 - 2:00 | 6:50 - 7:00 |
| 10:20 - 10:40 | 2:50 - 3:10 | 7:50 - 8:00 |
| 11:30 - 11:40 | 4:00 - 4:10 | 8:50 - 9:00 |

Academic Calendar

| Five Day Week (Monday through Friday) | |
|---------------------------------------|----------------|
| 2003 | |
| Start Dates | End Dates |
| Mar 27 (Thu) | Apr 23 (Wed) |
| Apr 28 (Mon) | May 23 (Fri) |
| May 27 (Tue) | Jun 23 (Mon) |
| Jun 25 (Wed) | Jul 23 (Wed) |
| Jul 28 (Mon) | Aug 22 (Fri) |
| Aug 25 (Mon) | Sep 22 (Mon) |
| Sep 24 (Wed) | Oct 21 (Tue) |
| Oct 23 (Thu) | Nov 19 (Wed) |
| Nov 24 (Mon) | Jan 6'04 (Tue) |

| Student Holidays | 2003 |
|-----------------------------|--------|
| Martin Luther King, Jr. Day | Jan 20 |

| | |
|------------------|----------------------|
| President's Day | Feb 17 |
| Spring Recess | Apr 24-25 |
| Memorial Day | May 26 |
| Independence Day | Jul 4 |
| Labor Day | Sep 1 |
| Thanksgiving | Nov 27-28 |
| Winter Recess | Dec 22 - Jan 2'04 |

Corinthian Schools, Inc.

Georgia Medical Institute 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.

Statement of Ownership

Each campus is 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.

Officers

- David G. Moore, Chairman and Chief Executive Officer
- Bruce Deyong, President and Chief Operating Officer
- Paul St. Pierre, Executive Vice President, Marketing and Admissions
- Dennis N. Beal, Executive Vice President, Chief Financial Officer and Treasurer
- Dennis Devereux, Executive Vice President, Human Resources and Assistant Secretary
- Beth A. Wilson, Executive Vice President, Operations
- Mary H. Barry, Senior Vice President, Education

- Nolan Miura, Senior Vice President, Strategic Planning and Assistant Treasurer
- Stan A. Mortensen, Vice President, General Counsel and Corporate Secretary

Locations

| | |
|--|------------------------|
| The following schools are owned and operated by Corinthian Schools, Inc. | |
| Bryman College | |
| Anaheim, CA | El Monte, CA |
| Gardena, CA | Hayward, CA |
| Los Angeles, CA | Lynnwood, WA |
| New Orleans, LA | Ontario, CA |
| Renton, WA | Reseda, CA |
| San Francisco, CA | San Jose, CA |
| West Los Angeles, CA | Whittier, CA |
| Bryman Institute | Brighton, MA |
| Computer Training Academy San Jose, CA | |
| Georgia Medical Institute | |
| Atlanta, GA | Dekalb, GA |
| Jonesboro, GA | Marietta, GA |
| Norcross, GA | |
| Kee Business College | |
| Chesapeake, VA | Newport News, VA |
| National Institute of Technology | |
| Austin, TX | Cross Lanes, WV |
| Dearborn, MI | Houston (Galleria), TX |
| Houston (Greenspoint), TX | Houston (Hobby), TX |
| Long Beach, CA | San Antonio, TX |
| Southfield, MI | Wyoming, MI |
| Olympia Career Training Institute | |
| Grand Rapids, MI | Kalamazoo, MI |
| Olympia College | |
| Merrillville, IN | Burr Ridge, IL |
| | Skokie, IL |
| Skadron College | San Bernardino, CA |

Program Outlines

Dental Assisting Program

Diploma Program - 8 Months
720 Clock Hours/47.0 Credit Units
DOT: Dental Assistant 079-371.010

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assisting program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G 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 G and the comprehensive written and laboratory skills examination, students participate in a 160-clock-hour externship.

Upon successful completion of the Dental Assisting program students will receive a diploma, a Radiation Safety Certificate and verification of coronal polish completion.

Major Equipment

| | |
|---|---------------------------|
| Amalgamators | Model Vibrators |
| Autoclave | Oral Evacuation Equipment |
| Automatic and Manual Processing Equipment | Oxygen Tank |
| Dental Unit and Chairs | Personal Computers |
| DXTTR and Typodont Manikins | Ultrasonic Units |
| Handpieces | X-Ray Units |

Program Outline

| Course Number | Course Title | Clock Hours | Credit Units | Course Number | Course Title | Clock Hours | Credit Units |
|---------------|---------------------------|-------------|--------------|----------------------|---------------------------------|-------------|--------------|
| Module A | Administrative Procedures | 80 | 6.0 | Module F | Dental Anatomy and Orthodontics | 80 | 6.0 |
| Module B | Dental Radiography | 80 | 6.0 | Module G | Dental Health | 80 | 6.0 |
| Module C | Dental Sciences | 80 | 6.0 | Module X | Externship | 160 | 5.0 |
| Module D | Operative Dentistry | 80 | 6.0 | Program Total | | 720 | 47.0 |
| Module E | Laboratory Procedures | 80 | 6.0 | | | | |

Massage Therapy Program

Diploma Program - 9 Months
 720 Clock Hours/57.0 Credit Units
 DOT: Massage Therapist 334.374 010

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 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, 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. With the tools of a well-trained massage therapist, 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. 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:

- Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
- 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.
- 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.
- Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

MAJOR EQUIPMENT

| | | | |
|----------------|-------------|----------|--------------------|
| Massage Tables | Television | VCR | Overhead Projector |
| CPR Dummy | Massage Oil | Skeleton | Charts |

Program Outline

| Course Number | Course Title | Clock Hours | Credit Units | Module E | Module F | Module G | Module H |
|-----------------|--|-------------|--------------|--|--|--------------------------|-----------------------------|
| | | | | Polarity and Non-Traditional Massage Therapies | | | |
| | | 80 | 6.0 | | | | |
| Module A | Introduction to Massage Therapy | 80 | 6.0 | | | | |
| Module B | Massage Fundamentals | 80 | 7.0 | | | | |
| Module C | Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques | 80 | 6.0 | | Anatomy and Physiology for the Massage Therapist | | |
| | | | | | | | |
| Module D | Sports Massage, Reflexology, and Shiatsu Massage | 80 | 6.0 | | | Clinical Massage Therapy | |
| | | | | | | | |
| | | | | | | | Business and Success Skills |
| | | | | | | | 80 7.0 |

| | | | |
|----------------------|---------------------|------------|-------------|
| Module I | Health and Wellness | 80 | 7.0 |
| Program Total | | 720 | 57.0 |

Medical Assisting Program

Diploma Program - 8 Months
 720 Clock Hours/47.0 Credit Units
 DOT: Medical Assistant 079.367-010

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer and electric typewriter. Completion of the Medical Assisting program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Major Equipment

| | |
|-----------------------------|----------------------|
| Autoclave | Microscopes |
| Blood Chemistry Analyzer | Personal Computers |
| Calculators | Sphygmomanometers |
| Electrocardiography Machine | Stethoscopes |
| Examination Tables | Surgical Instruments |
| Mayo Stands | Training Manikins |

Program Outline

| Course Number | Course Title | Clock Hours | Credit Units | Module | Health Sciences | | |
|----------------------|------------------------------------|--------------------|---------------------|-----------------|---|----|-----|
| Module A | Patient Care and Communication | 80 | 6.0 | | Cardiopulmonary and Electrocardiography | 80 | 6.0 |
| Module B | Clinical Assisting, Pharmacology | 80 | 6.0 | Module E | Laboratory Procedures | 80 | 6.0 |
| Module C | Medical Insurance, Bookkeeping and | 80 | 6.0 | Module F | Endocrinology and Reproduction | 80 | 6.0 |

| Course Number | Course Title | Cloc k Hour s | Cred it Unit s |
|--------------------------|---|----------------------------------|-----------------------------------|
| Module G | Medical Law, Ethics, and Psychology | 80 | 6.0 |
| Module X | Externship | 160 | 5.0 |
| | Program Total | 720 | 47.0 |

Course Descriptions

Course descriptions include the course or module number, title, synopsis, a listing of lecture/theory hours, laboratory/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/externship and provides a total of 6.0 credit units.

Dental Assisting Program

Module A Administrative Procedures

40/40/6.0

This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information to complete dental records. They also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and coding and billing procedures is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction focuses on identifying skills necessary for employment. Essential dental terminology is also studied.

Module B Dental Radiography

40/40/6.0

Module B introduces the anatomy of the head and teeth in order to familiarize students with the structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. The coursework emphasizes maintaining radiation safety while obtaining the best possible diagnostic quality. Theory, laboratory skills and clinical practice meet California state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques (including bitewing, bisecting and parallel) are performed on a patient simulator manikin (Typodont). Upon successful completion of practice, students

produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality. Professional responsibilities regarding the state Radiation Safety Certificate are introduced. Related dental terminology is also taught. In order to receive the Radiation Safety Certificate, the student must complete all course requirements and pass the Dental Radiography Final Examination with a score of 75 percent or higher. The Radiation Safety Certificate allows the graduate to take diagnostic x-rays.

Module C Dental Sciences

40/40/6.0

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases, universal precautions, barrier techniques and hazardous chemicals. Students practice step-by-step instrument decontamination and operator disinfection using approved sterilization agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals), including administration of topical and local anesthetics, are presented. Students practice placing instruments and materials on Typodont manikins. Career development instruction focuses on interview techniques. Related dental terminology is studied.

Module D Operative Dentistry

40/40/6.0

This module introduces students to chairside assisting duties and techniques practiced in general dentistry, with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials (including amalgam, composites, glass ionomers and sealants) are presented. Students practice Registered Dental Assistant (RDA) procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Students

learn basic concepts of psychology and communication, with emphasis on helping patients overcome anxieties related to dental treatment. Special considerations for disabled and abused patients are presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

Module E Laboratory Procedures

40/40/6.0

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students learn to use a variety of impression and gypsum materials. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. Prosthodontics as a specialty is presented, with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and various mouth guards, such as night guards, sport guards and bleaching trays. Laboratory safety and infection control are presented. Instruction in career development focuses on starting a new job. Related dental terminology is studied.

Module F Dental Anatomy and Orthodontics

40/40/6.0

In this module, students focus on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students will chart oral conditions of other students and patients in compliance with state guidelines for mouth mirror inspection.

Module G Dental Health

40/40/6.0

This module focuses on oral pathology and periodontics. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according RDA criteria. Preventive dentistry is also emphasized. Related areas of nutrition and fluorides are presented. Students are also taught resume preparation and completion of employment applications. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical

patients under the direct supervision of a licensed dentist. Completion of these coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only).

Module X Externship

0/160/5.0

Upon successful completion of classroom training, dental assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply 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. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Massage Therapy Program

Module A Introduction to Massage Therapy

40/40/6.0

In this module, students will be introduced to the basic principles and practices of massage therapy. Subjects covered include:

- Effects and benefits of massage
- Introduction to massage therapy
- Requirements for the practice of therapeutic massage
- Equipment and products
- Sanitary and safety practices
- The consultation

Module B Massage Fundamentals

60/20/7.0

In this module, students will gain an understanding of massage fundamentals. Subjects covered include:

- Basic massage fundamentals
- Contemporary therapeutic massage applications

Module C Swedish Massage, Deep Tissue Massage, And Neuromuscular Therapeutic Techniques

40/40/6.0

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Swedish massage

- Joint mobilization and range of motion (ROM)
- Joint mobilization testing and utilization
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

Module D Sports Massage, Reflexology, and Shiatsu Massage

40/40/6.0

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Sports massage
- Sports pre-event massage
- Sports post-event massage
- Active stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Understanding the concept of pain
- Chair massage
- Intuitive massage
- Reflexology
- Theories and practices of Eastern modalities of massage
- Shiatsu

Module E Polarity and Non-Traditional Massage Therapies

40/40/6.0

In this module, students learn about and practice different types of therapeutic massage. Subjects covered include:

- Polarity
- Combining polarity with other massage therapies
- Advanced therapeutic massage strategies (ATMS)
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

Module F Anatomy and Physiology for the Massage Therapist

40/40/6.0

In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects covered include:

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems
- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

Module G Clinical Massage Therapy

40/40/6.0

In this module students will gain an overall understanding of the skills involved in clinical massage therapy. Subjects covered include:

- Review of applied anatomy and physiology of the muscular and skeletal systems
- Rehabilitative assessment
- Range of motion
- Swiss ball exercises
- Ultrasound exercises
- Ultrasound therapy
- Hydrotherapy and Cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy

Module H Business and Success Skills

60/20/7.0

In this module, students will gain an overall understanding of the skills involved in being both a successful business owner and a massage therapist. Subjects covered include:

- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization
- Computer skills and the internet
- Anger and obstacle management
- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change

Module I Health and Wellness

60/20/7.0

In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment
- Spa treatments and services
- Spot treatments and cellulite treatments
- Aromatherapy, lubricants, oils, and tropical applications
- Exercises, stretching, and breathing and relaxation techniques
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

Medical Assisting Program

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. Terminology related to these systems is also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with

the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process

Module C Medical Insurance, Bookkeeping, and Health Sciences

40/40/6.0

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures that are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

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. 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 also teaches students how 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 upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module E Laboratory Procedures

40/40/6.0

Module E introduces laboratory procedures commonly performed in a physician's office. 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. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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 assisting in a pediatric office. 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 computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module G Medical Law, Ethics, and

Psychology

40/40/6.0

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered are office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module X Externship

0/160/5.0

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship at an

approved facility. This provides externs an opportunity to work with patients and apply 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. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation.

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 monies 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 by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a 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 standardized test. The re-test(s) will be administered within the period specified by the Education Director. Should the applicant fail the test a second time, the applicant must wait at least 24 hours before their next attempt.

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.

Due to regulations regarding X-rays, applicants to the Dental Assisting program must be at least 17 years old.

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.

Academic Policies

Academic Unit of Credit

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into quarter 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.

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 |
| W | Withdrawal | |
| CR | Credit for Advanced Placement | |
| TR | Credit for Previous Education | |

| Key to Transcript Symbols | |
|---------------------------|-----------------------------------|
| 1 | May need to repeat class |
| 2 | Class has been repeated |
| R | Class is currently being repeated |
| W | Repeat is waived |

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.

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.

Class Size

To provide meaningful instruction and training, classes are limited in size. Following are the maximum class sizes by

program for both lecture and laboratory classes.

| Program | Maximum Class Size |
|--------------------|--------------------|
| Dental Assisting * | 28 |
| Massage Therapy | 24 |
| Medical Assisting | 30 |

* The maximum size for Dental Assisting laboratory classes is 28 students with 2 instructors.

Graduation Requirements

To be eligible for graduation, students must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Successfully complete all required clinical/externship clock hours, if applicable;
- Receive satisfactory evaluations from the externship/clinical facility, if applicable; and
- Complete all program requirements.

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

Satisfactory Academic Progress

Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students 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 programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent 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.

Academic Probation

The initial probationary period covers the module 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 during the probationary period unless the module is not offered at that time. In that case, the failed module 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, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent but have achieved a GPA of at least 70 percent for the module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent for the module will 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 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 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 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 instructor'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. 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. It will have no effect on the module/course grade or cumulative GPA.

Students who are contemplating withdrawing from a module 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.

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. 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 must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module 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, the last grade received for that module 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 will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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.

Externship/Clinical Training

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within three weeks from the last day of their final classroom module.

Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship/clinical site. Georgia Medical Institute recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 7 scheduled work (extern) days will 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/clinical 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/clinical 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.

Student Appeal Process

Students are required to adhere to all of the policies and procedures of the school. Students who have been terminated for violating school policy and procedures may seek reentry by following the appeals process.

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process within three school days or as soon as reasonably practicable as determined by school

administration. Students must initiate the process by submitting a written request for re-admittance to the School President. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time due to the criteria of the Accrediting Commissions.

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 class work. Students are encouraged to seek academic assistance through the Education Department.

Administrative Policies

Attendance Requirements

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.) 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 7 consecutive school days will be dropped from the training program.

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.

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. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

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 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.
- Financial aid may be affected.

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:

- Theft
- Dishonesty including plagiarism
- Disruptive behavior
- Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
- Vandalism, or threats of actual damage to property or physical harm to others
- Possession, sale, transfer, or use of illegal drugs
- Appearance under the influence of alcohol or illegal drugs
- 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.
- Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
- Unprofessional conduct

Georgia Medical Institute 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

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. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

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.

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.

Disabled Students

Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

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.

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.
- 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 School President.

Transferability of Credits

The School President's office provides information on schools that may accept Georgia Medical Institute course credits toward their programs. However, Georgia Medical Institute 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.

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 College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College 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 College 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 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 which 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.

Statement of Non-Discrimination

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, physical handicap, 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 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 CSI Student Help Line, (800) 874-0255.

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 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.

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. The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. 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.

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 (estimated) | Tuition |
|-------------------|----------------|--------------|-----------------------|----------|
| Dental Assistant | 8 Modules | 47 | \$126 | \$9,800 |
| Massage Therapy | 9 Modules | 57 | \$224 | \$10,500 |
| Medical Assistant | 8 Modules | 47 | \$318 | \$9,500 |

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.

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.

Miscellaneous Fees that the student may encounter after enrollment:

- Linens and Creams \$60 (Massage Therapy only)

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.

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.

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:
 Unsubsidized Federal Stafford Loan Program;
 Subsidized Stafford Loan Program;
 Unsubsidized Federal Direct Stafford Loan Program;
 Subsidized Federal Direct Stafford Loan Program;
 Federal Perkins Loan Programs;
 Federal PLUS Loan Program;
 Federal Direct PLUS Loan Program;
 Federal Pell Grant Program;
 Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
 Other federal, state, private and/or institutional sources of aid; and
 The student.

**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:

| A Student Who Withdraws or Is Terminated... | Is Entitled to a Refund of... | The Institution Is Eligible to Retain... |
|---|-------------------------------|--|
| 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.

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 programs, most of which are based on financial need. The school does not currently participate in Federal Title IV financial aid programs.

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 SRA 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:

- 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. Participation in the placement assistance program includes students actively developing their own job leads from the direction provided by the placement department. 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 regarding community resources that are available.

