Everest

INSTITUTE

SILVER SPRING CATALOG
2013 - 2015

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The information contained herein is official as of July 1, 2013. Everest Institute reserves the right at any time to make changes deemed advisable in the regulations, tuition and fees, curricula and course offerings upon approval by the school's accrediting agency and state's approval agency. This information will be distributed through the issuance of an addendum to the catalog, updated information in the Institute's student handbook, Student Financial Aid Brochure and/or other institutional publications.

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

Edward Connolly
President, Silver Spring Campus

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ABOUT EVEREST INSTITUTE

MISSION STATEMENT

Everest is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on adults seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods.
- The presentation of relevant career focused educational programs.
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs.
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

EDUCATIONAL PHILOSOPHY

Everest Institute's philosophy is to provide a quality program of training that is sound in concept, implemented by a competent and dedicated faculty, and geared to serve those seeking a solid foundation of knowledge and skills required to obtain employment in their chosen fields. The program emphasizes hands-on training, is relevant to the needs of employers, and focuses on areas that offer strong employment opportunities. To offer students the training and skills that will lead to successful employment, the school will

- Continually evaluate and update its educational program;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach, with 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

The Silver Spring campus was opened as an additional location of Everest College, Portland Oregon on May 24, 2005, when it began instruction of its first class of Medical Assistants. This campus and its main campus are owned and operated by Rhodes Colleges, Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc., headquartered in Santa Ana, California.

ACCREDITATION AND APPROVALS

- Everest Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223, (202) 336-6780, www.acics.org
- Approval to operate a private career school is granted by the Maryland Higher Education Commission.

Copies of this information are available for inspection at the campus. Please contact the campus president to review this material.

PHYSICAL FACILITIES

The school is conveniently located in downtown Silver Spring, Maryland, in the center of the city's business district. It is conveniently located to all major public transportation lines. The modern, air-conditioned facility is designed for training students for the working world. The attractive facility has approximately 31,000 square feet that includes administrative offices, several lecture rooms, four PC labs, medical labs for our program, and a student lounge with bookstore. The facility also offers a student resource center equipped with computers with internet access (including LIRN system) for its students. 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.

ADMISSIONS INFORMATION

Students are encouraged to apply for admission as soon as possible in order to be officially accepted for a specific program and starting dates. To apply, students should call the school for an appointment to meet with an admissions representative. For the Hours of Operation, please refer to page 32 of the catalog.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- Applicants are required to complete the Wonderlic Scholastic Level Exam (SLE). The approved passing score is a 12. Applicants must achieve a passing score in a single testing session to be considered passing. Applicants may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution. For further information on the SLE, please check with the Director of Admissions at the campus.
- Applicants are informed of their acceptance status shortly after all required information is received and their qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the school catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog at the time of re-entry. All re-entering students must sign a new enrollment agreement.

HEALTH NOTICE

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

ACADEMIC POLICIES

EVEREST REGULATIONS

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state's approval agency.

CLASS SIZE

In order to provide an environment which promotes meaningful instruction and training, classes are limited in size. Standard class sizes do not exceed 23 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 time and attention required to acquire the necessary experience and build confidence, the maximum student-teacher ratio for laboratory classes is 23:1.

DEFINITION OF CREDIT

A clock hour is 50 minutes of instruction in a 60-minute period. 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. Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferrable to another private career school or to a collegiate institution.

OUT OF CLASS ASSIGNMENTS

Students will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi.

TRANSFER OF CREDIT INTO EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth and breadth of the course to be transferred; and

- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit. Due to certain programmatic accreditation criteria, health science courses must be transferred within five years of completion.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits students earn at Everest is at the complete discretion of the institution to which students seek to transfer. Acceptance of the diploma students earn in the program in which students are enrolling is also at the complete discretion of the institution to which students seek to transfer. The credits or diploma that students earn at Everest will probably not be transferable to any other institution. In addition, if a student earns a diploma in our program, in most cases it will probably not serve as a basis for obtaining a higher-level credential at another institution, and the student may be required to repeat some or all of the coursework at that institution. For this reason, a student should make certain that the attendance of Everest will meet his/her educational goals. This may include - before the student's enrollment with Everest - contacting the institution to which the student seeks to transfer after attending Everest to determine if the credits or diploma will transfer.

TRANSFER TO OTHER EVEREST LOCATIONS

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their credential at another Everest campus location through the Consortium Agreement (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

GRADING SYSTEMS AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are recorded in the computer database at the completion of each grading module and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning
A	4.0	Excellent
B	3.0	Very Good
C	2.0	Good
F	0.0	Failing
Fail	Not Calculated	Fail (Externship)
Pass	Not Calculated	Pass (Externship)
L	Not Calculated	Leave of Absence (allowed in modular programs only)
PE	Not Calculated	Proficiency Exam
W	Not Calculated	Withdrawal
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress
TR	Not Calculated	Transfer Credit

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
L	N	N	N
PE	N	Y	Y
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each module and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest.
- The Grade Point Average for each module is calculated at the end of each evaluation period by dividing the quality points earned that module by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA);
- The student's rate of progress toward completion (ROP); and
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF).

MARYLAND HIGHER EDUCATION COMMISSION SATISFACTORY ACADEMIC PROGRESS

Besides the CGPA and ROP's satisfactory academic progress requirements listed in the previous paragraph, Maryland Higher Education Commission also requires students to maintain at least an 80% attendance rate to remain in compliance with satisfactory academic progress.

Evaluation Periods for SAP

Satisfactory academic progress is measured at the end of each academic module, which includes the 25% point, the midpoint and the end of the normal program length. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

Rate of Progress Toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

Maximum Timeframe to Complete

The maximum time frame for completion of the program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

SATISFACTORY ACADEMIC PROGRESS TABLE

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
48 Quarter Credit Hour Program Total credits that may be attempted: 72 (150% of 48).				
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP chart) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- Since the school only offers one program of study, a student is not able to transfer from or complete one program and enroll in another program. Therefore, there is no effect on SAP.
- Non-punitive grades are not used and non-credit and remedial courses are not offered.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the module. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file. The Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- Students must receive the notification by the third (3) calendar day of the subsequent module; and
- Must be advised within ten (10) calendar days after the module start.

Financial Aid Warning

SAP is evaluated at the end of each module and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

Notification of Financial Aid Warning

The Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

- Students must receive the notification by the third (3) calendar day of the next module; and
- Must be advised within ten (10) calendar days after the module start.

Financial Aid Probation

At the end of each module following a SAP evaluation, students with a previous SAP NOT MET status and who are still SAP NOT MET according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur. The Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

- Students must receive the notification by the third (3) calendar day of the next module;
- If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and/or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on in the Plan.

Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple modules. At the end of the first evaluation period on the APP, the student will meet with the Director of Education (or designee) for an evaluation of progress of the plan's requirements. If on a single-module plan and the student has met the requirement(s) of the plan, the student will move into SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-modules plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed on FA Probation status again and will continue to adhere to the requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2nd) calendar day of the module.

SAP Advising or Sap Met Status

If the student has met the requirements of a one-module plan, the student will move into a SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible. The Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- Students must receive the notification by the third (3) calendar day of the subsequent module; and
- Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-module plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will remain in FA Probation and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form. The Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- Students must receive the notification by the third (3) calendar day of the subsequent module; and
- Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module). The student must be notified of dismissal no later than the second calendar day of module.

Note: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod-end), or the student must be dropped with the correct DOD.

SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

Retaking Passed Coursework

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

ATTENDANCE POLICY

Regular attendance at class is considered essential. The technical nature of the training offered requires that students be present for instruction. Students should plan on attending school as close to 100% as possible. The Institute recognizes achievement in attendance by awarding a Perfect Attendance Certificates upon graduation. An Outstanding Attendance Certificate is awarded for 95% attendance or better. The following attendance policy has been developed for the benefit of all. Students must attend a minimum of 80% of the program in which they are enrolled and complete 100% of the required externship hours. Students who incur excessive absences will be placed on attendance warning. "Excessive absences" is defined as falling below an 80% attendance rate for any course. Should a student be on attendance warning for more than three consecutive modules, the student will be terminated from the program. A student will be terminated from the program once absences greater than 20% of the entire program have been reached.

Student attendance/grade reports are distributed at the end of each module to all students. Any discrepancies must be appealed in writing within five calendar days from the end of the module. At that time, no further adjustments/changes will be made to a student's attendance. All student appeals will be reviewed by an appeals committee. Detailed attendance will be available for review in the Education Department, Student Services, and in the Registrar's Office.

Any student who is not in attendance for at least 51% of the scheduled class time will be considered absent for the day. The student will be responsible for the course material missed during that class. It is the student's responsibility to contact the instructor to get all assignments and coursework missed during that scheduled class.

Students may not leave school early without permission of their instructor. Permission will be granted only for emergencies, illnesses, and similar conditions.

Consecutive Absence Rule

When a student's absences from any module exceed 14 consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines

shall be followed:
- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  - Attend their next scheduled class session;
  - File an appeal within five (5) calendar days of violation;
  - Have perfect attendance while the appeal is pending; and
  - Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

Date of Withdrawal
The date of the student's withdrawal shall be the student's last date of attendance (LDA).

Date of Determination (DOD)
The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following two dates:
- The date the student notifies the school (verbally or in writing) that s/he is not returning to class. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.
- The date the student has violated an academic standard. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class.

Attendance Records
The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five calendar days following the end of a module. Without an appeal, after the 14th calendar day following the end of the module, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY
Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days through the length of the program, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Students requesting an LOA must submit a completed **Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:
a) the school documents the unforeseen circumstances, and
b) the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

Re-Admission Following a Leave of Absence
- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of Leave of Absence
A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:
- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days through the length of the program calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

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 refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from an LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of return.
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify any Director, Dean or Faculty member by telephone, in person, or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about re-entry.

REPEATING COURSES

Students may repeat a course taken to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course.

MAKE-UP TRAINING

Missed training assignments, quizzes, exams, and lab work may be made up at the discretion of the instructor in order to complete training proficiencies. Making up missed training/assignments due to absence does not, however, erase the absence.

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

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 the student with his or her future plans. In many cases, the problem hindering the successful completion of the student's educational objective can be resolved during the exit interview.

GRADUATION REQUIREMENTS

Graduates are awarded a certificate/diploma upon meeting the following requirements:
1. Successfully complete all of the required modules with a grade of 2.0 or higher.
2. Successfully complete 100% of the Externship requirements (including successful evaluations).
3. Achieve an overall classroom attendance rate of at least 80%.
4. Meet all financial obligations to the school.

Graduation

Commencement exercises are held at least once a year. Graduates must be current on all financial obligations, including tuition charges, fees and other expenses, before the credential is granted.

APPEALS POLICY

Student Academic Appeals Policy

Academic appeals include those appeals related to Satisfactory Academic Progress, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
    - Modular - The date the grade(s) are mailed from the school
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term);
    - Modular – third calendar day of the subsequent module

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g. papers, doctor notes, tests syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignments/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made by the fifth calendar day after the date the grades are mailed from the school. After that date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

Attendance Violations

Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
   – The next scheduled class period (Consecutive Absence Rule violations).
2. Have perfect attendance while the appeal is pending.
3. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
1. The death of a family member.
2. An illness or injury suffered by the student.
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

Satisfactory Academic Progress (SAP) Appeals

In modular program, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start.

Provided that the student can complete his/her program within the maximum timeframe with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that the failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:
1. The death of a family member.
2. An illness or injury suffered by the student.
3. Special circumstances of an unusual nature which are not likely to recur.

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

DISABILITY ACCOMMODATION PROCEDURE

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

DISABILITY GRIEVANCE PROCEDURES

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCi Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCi Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, the following Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

Conduct Affecting the Safety of the Campus Community

Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises.
- Theft.
- Vandalism or misuse of school or another's property.
- Harassment or intimidation of others.
- Endangerment, assault, or infliction of physical harm.

Other Prohibited Conduct

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Forgery, falsification, alteration or misuse of documents, funds, or property.
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor.
  - The inappropriate use of electronic or other devices to make an audio, video, or photo- graphic record of

any person while on school premises without his/her prior knowledge or effective consent.
- Failure to comply with school policies or directives.
- Any other action(s) that interfere with the learning environment or the rights of others.
- Violations of local, state, provincial, or federal law.

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:
- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school.
- Graduate or participate in graduation ceremonies.
- Engage in any other activities proscribed by the Campus President.

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school prior to resolving the outstanding disciplinary issue.

Inquiry by the Campus President

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

Conduct which does not Warrant a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct which Warrants a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:
- the conduct for which the sanction is being imposed.
- the specific sanction being imposed.
- the right to appeal if a written request is filed by the student within five calendar days of the date of the written notice.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school or likely to subject the school to liability. Impermissible uses include, but are not limited to:
- Harassment
- Libel or slander
- Fraud or misrepresentation
- Any use that violates local, state, or federal law and regulation
- Disruption or unauthorized monitoring of electronic communications
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music
- Violations of licensing agreements
- Accessing another person's account without permission
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization
- Providing information about or lists of CCi users or students to parties outside CCi without expressed written permission

- Downloading or storing company or student private information on portable computers or mobile storage devices
- Making computing resources available to any person or entity not affiliated with the school
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material
- Academic dishonesty as defined in the Code of Student Conduct
- Use of CCi logos, trademarks, or copyrights without prior approval
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

SEXUAL HARASSMENT POLICY

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCi school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from the Campus Support Center or Division Human Resources.

The Committee Chair shall schedule a timely hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two calendar days prior to the scheduled hearing date and include notice that the student may:
- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded. The Student Conduct Committee shall:
- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee).
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense.
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious.

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT COMPLAINT PROCEDURE

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the Campus President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at studentservices@cci.edu.

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 Council must be in written form, with permission from the complainant(s) for the Council 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 Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

Students may also contact and file a complaint with the Secretary of Higher Education at the Maryland Higher Education Commission and the state's Attorney General's office at the following mailing addresses:

Maryland Higher Education Commission	Office of the Attorney General
6 North Liberty Street	Consumer Protection Division
Baltimore, MD 21201	200 St. Paul Place
(410) 767-3301	Baltimore, MD 21202
	Main Phone: 410-576-6300 or 888-743-0023
	Consumer Complaint Hotline: 410-528-8662
	E-mail: consumer@oag.state.md.us
	Website: http://www.oag.state.md.us/index.htm

DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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.

   A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar 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, misleading or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

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

   From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

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, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

   *Note: The school does not publish a directory of education records.

STUDENT RECORDS
All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received.

TRANSCRIPT AND DIPLOMA RELEASE
Student academic transcripts are available upon written request by the student. Student records may be released only 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 to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest has established policies regarding campus security.

Everest strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus President (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee) in a timely manner. The Campus President (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.fbi.gov/hq/cid/cac/registry.htm

DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

SCHOOL PROGRAM PERFORMANCE

A student or prospective student may obtain information regarding the performance of the approved program from the Maryland Higher Education Commission located at 6 North Liberty Street, Baltimore, MD 21201, (410) 767-3301. This information includes but is not limited to information regarding the program's enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination.

WEATHER EMERGENCIES-CLOSING POLICY

The school reserves the right to close during weather emergencies or due to 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 and any missed class hours will be rescheduled. The decision to close the school during weather emergencies will be made by the campus president. Students should contact the school to determine if the school has made a decision to close during a weather emergency. If staff members are unable to remain at the school, an outgoing voice mail message, and when possible, a sign on the school's door will notify students that the school is closed.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest Institute assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to Everest Institute, or any educational financial obligation to any third party, including damage to Everest Institute property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of Everest Institute. Everest Institute may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in the **Tuition and Fees** section of the catalog.

MODULAR PROGRAM

Modular program is offered throughout the year on a schedule. When a student begins enrollment in a modular program, the student is charged for tuition by academic year.

TEXTBOOK

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted, all monies paid will be refunded.

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within seven (7) calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school may retain the application fee or registration fee, or both. After the 7-day cancellation period, the Institutional Refund Policy shall be followed. Cancellation will occur when the student gives a notice of cancellation to any Director, Dean or Faculty member at the campus that the student no longer wishes to be bound by the Enrollment Agreement.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the date that the student provides to the school official notification of his or her intent to withdraw. Students who must withdraw from the school are requested to notify any Director, Dean or Faculty member by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The

date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

REFUND POLICIES
If a state refund policy can provide a larger refund to the student than The School's Institutional Pro Rata Refund Calculation and Policy, the student will be given the benefit of the refund policy that results in the larger refund to the student.

INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY
When a student withdraws, the school must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned in Title IV funds) to the school.

The school will perform a Pro Rata Refund calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, 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 calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular program is the academic year. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY
A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked and unopened textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The school shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked and unopened textbooks, unworn uniforms or new equipment within 30 days, the school may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to the school.

EFFECT OF LEAVES OF ABSENCE ON REFUNDS
If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS
Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by the school, whichever is applicable.

FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)
The school 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 (Title IV programs). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or module.

Return of Title IV Funds Calculation and Policy
The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or module completed equal the number of days completed up to

the withdrawal date divided by the total days in the payment period or module. (Any break of five days or more is not counted as part of the days in the module.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or module.

The school must return the lesser of:
1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges 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 the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50. (Note: if the student cannot repay the grant overpayment in full, the student must make satisfactory agreements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied).

The school must return the Title IV funds for which it is responsible in the following order:
1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Credit Balances

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date the school performs the Return calculation and will be paid in one of the following manners:
1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Effect of Leaves of Absence on Returns

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in the school catalog.

Time Frame within which Institution is to Return Unearned Title IV Funds

The school must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

CONTINUING MODULAR DIPLOMA STUDENTS CALLED TO ACTIVE MILITARY DUTY

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict institutional pro rata refund.

STUDENT FINANCING OPTIONS

Everest offers a variety of student financing options to help students finance their educational costs. Detailed

information regarding financing options availability and the Student Financial Planning process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

Student Eligibility
To receive financial assistance, you must have the following:
1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making satisfactory academic progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, or have completed homeschooling at the secondary level as defined by state law.

Federal Financial Aid Programs
The following is a list of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the Student Financial Planning Brochure, the Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Alternative Financing Options
If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.
- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

Workforce Scholarships and Grants, Including Youth, Adult and Displaced Workers
Everest is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. Therefore, if you are unemployed, under employed, or an otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see if you qualify.

Dream Award Program and Scholarships
Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferable nor can they be exchanged for cash.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

- A scholarship worth $2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated,
- A plaque, and
- $100 Visa gift card.

Regional and National Dream Award: Following the close of the nomination period for the Campus Dream Award, the Regional and National recipients will be selected from the campus nominees by the divisional leadership and the executive management team.

The Regional winners will be selected from the pool of campus winners and will receive:
- A regional trophy, and
- $1,000 Visa gift card.

The National award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCi Presidents' Meeting. The award will include:
- A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
- An all-expenses paid trip to the Fall Presidents' Meeting,
- $2,500 Visa gift card,
- A trophy,
- A letter of recognition, and
- A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

STUDENT SERVICES

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES

Everest does not provide health services.

HOUSING

Everest does not provide on campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

EVEREST CARE PROGRAM

The Everest CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website www.everestcares.com or call (888)852-6238.

PLACEMENT ASSISTANCE

Everest maintains an active Career Services Department to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Department works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Department to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Office.

PROGRAM OFFERED

MEDICAL ASSISTANT
Diploma Program
33 weeks / 760 Clock Hours / 48 Quarter Credit Units

V 1.2

The Medical Assistant 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, ambulatory care providers, clinics, urgent care centers and insurance providers. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant and medical receptionist.

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 200-hour externship.

Completion of the Medical Assistant program is acknowledged by the awarding of a diploma.

Note: Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Module	Module Title	Clock Hours	Quarter 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	200	6.0
	Program Total	**760**	**48.0**

EQUIPMENT
Students in the Medical Assistant program will use medical office equipment and supplies as appropriate to the module in which they are enrolled. A completed list of equipment may be obtained from the Academic Dean/Director of Education.

Module A: Patient Care and Communication   **6 Quarter Credit Hours**
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 skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge 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 build on keyboarding and word processing skills and develop 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 their new job so that they can advance in their career. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0, Outside Hrs: 20

Module B: Clinical Assisting and Pharmacology   **6 Quarter Credit Hours**

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 learn 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 working knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills and develop the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0, Outside Hrs: 20

Module C: Medical Insurance, Bookkeeping and Health Sciences   **6 Quarter Credit Hours**

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 learn 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 working knowledge of good health nutrition and weight control and strategies in promoting good health in patients. Students gain working knowledge of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills and develop the self-directed job search process through career networking techniques that will assist them in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0, Outside Hrs: 20

Module D: Cardiopulmonary and Electrocardiography   **6 Quarter Credit Hours**

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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0, Outside Hrs: 20

Module E: Laboratory Procedures   **6 Quarter Credit Hours**

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 working knowledge in radiology and nuclear medicine, in addition to various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems are presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0, Outside Hrs: 20

Module F: Endocrinology and Reproduction   **6 Quarter Credit Hours**

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 hereditary, cultural, and environmental aspects affect behavior. Students gain working knowledge of 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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0, Outside Hrs: 20

Module G: Medical Law, Ethics and Psychology	**6 Quarter Credit Hours**

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 working knowledge of concepts related to patient reception in the medical office and preparing for the day. Students learn 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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning how to dress for success. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0, Outside Hrs: 20

Module X: Externship	**6 Quarter Credit Hours**

Upon successful completion of Modules A through G, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and to utilize entry-level medical assisting skills in working with patients. Medical Assistant Diploma Program 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 100-hour and 200-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. Prerequisite: Modules A-G. Lec Hrs: 0, Lab Hrs: 0, Other Hrs: 200

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Everest College
 Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 Arlington, TX (additional location of Everest Institute, Rochester, NY)
 Aurora, CO (additional location of Everest College, Thornton, CO)
 Atlanta West, GA (branch of Everest College, Reseda, CA)
 Bedford Park, IL (branch of Everest College, Alhambra, CA)
 Bremerton, WA (main campus)
 Burr Ridge, IL (branch of Everest College, Skokie, IL)
 Chesapeake, VA (additional location of Everest College, Newport News, VA)
 City of Industry, CA (branch of WyoTech, Long Beach, CA)
 Colorado Springs, CO (main campus)
 Dallas, TX (additional location of Everest College, Portland, OR)
 Everett, WA (additional location of Everest College, Bremerton, WA)
 Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)
 Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)
 Gardena, CA (main campus)
 Henderson, NV (main campus)
 Kansas City, MO (additional location of Everest University, Pompano Beach)
 McLean, VA (additional location of Everest College, Colorado Springs, CO)
 Melrose Park, IL (branch of Everest College, Skokie, IL)
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
 Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)
 Milwaukee, WI (additional location of Everest University, Tampa, FL)
 Newport News, VA (main campus)
 North Aurora, IL (branch of Everest Institute, Brighton, MA)
 Ontario, CA (main campus)
 Ontario (Metro), CA (additional location of Everest College, Springfield, MO)
 Portland, OR (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 Salt Lake City, UT (main campus)
 San Bernardino, CA (main campus)
 Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)
 Tacoma, WA (additional location of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (additional location of Everest College, Portland, OR)
 West Los Angeles, CA (main campus)
 Woodbridge, VA (additional location of Everest College, Seattle, WA)
Everest College Phoenix
 Phoenix, AZ (main campus)
 Mesa, AZ (branch of Everest College Phoenix, AZ)
Everest Institute
 Austin, TX (branch of Everest Institute, Southfield, MI)
 Brighton, MA (main campus)

 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest College, Ontario, CA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest College, Reseda, CA)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (additional location of Everest College, Portland, OR)
Everest University
 Tampa (Brandon), FL (additional location of Everest University Tampa, FL)
 Jacksonville, FL (additional location of Everest University, Largo, FL)
 Lakeland, FL (additional location of Everest University, Largo, FL)
 Largo, FL (main campus)
 Melbourne, FL (additional location of Everest University, North Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (additional location of Everest University, Tampa, FL)
 Pompano Beach, FL (main campus)
 South Orlando, FL (additional location of Everest University, North Orlando, FL)
 Tampa, FL (main campus)
WyoTech
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
Heald College
 Concord, CA (main campus)
 Fresno, CA (main campus)
 Hayward, CA (main campus)
 Honolulu, HI (branch of Heald College, San Francisco)
 Modesto, CA (branch of Heald College, Hayward)
 Portland, OR (branch of Heald College, San Francisco)
 Rancho Cordova, CA (main campus)
 Roseville, CA (main campus)
 Salinas, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (Milpitas) (main campus)
 Stockton, CA (main campus)

Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI)	
The following schools in Canada are owned by Corinthian Colleges, Inc.:	

Everest College of Business, Technology, and Healthcare
All Canadian locations listed below are branches of Everest
College Canada, Inc.
    Barrie, Ontario
    Brampton, Ontario
    Hamilton City Centre, Ontario
    Hamilton Mountain, Ontario
    Kitchener, Ontario
    London, Ontario
    Mississauga, Ontario
	Nepean, Ontario
	New Market, Ontario
	North York, Ontario
	Ottawa-East, Ontario
	Scarborough, Ontario
	Sudbury, Ontario
	Thunder Bay, Ontario
	Toronto College Park (South), Ontario
	Windsor, Ontario

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, 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.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack Massimino	Jack D. Massimino	Chairman and Chief Executive Officer
Terry Hartshorn	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Paul St. Pierre	Robert Bosic	Executive Vice President, Operations
Linda Arey	Beth A. Wilson	Executive Vice President
Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing and Admissions
Alice Kane	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Robert Lee	Robert C. Owen	Executive Vice President and Chief Financial Officer
Tim Sullivan	Anna Marie Dunlap	Senior Vice President, Investor & Public Relations
John Dionisio	Carmella Cassetta	Senior Vice President and Chief Information Officer
Sharon P.	Jim Wade	Senior Vice President, Human Resources
Robinson	Richard Simpson	Senior Vice President and Chief Academic Officer
Hon. Leon E.	Roger Van Duinen	Senior Vice President, Marketing
Panetta	Kim Dean	Senior Vice President, Student Financial Services
Marc H. Morial	Melissa Flores	Division President, Everest Florida
	David Poldoian	Division President, CCi Online
	Mark Ferguson	Division President, Everest Central
	Nikee Carnagey	Division President, Everest West
	Eeva Deshon	Division President, Heald
	Rupert Altschuler	Division President, Everest Canada
	Michael Stiglich	Division President, WyoTech
RHODES COLLEGES, INC.		
DIRECTORS	**OFFICERS**	**TITLE**
Jack D.	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Massimino	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Kenneth S. Ord	Beth A. Wilson	Executive Vice President
Beth A. Wilson	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary

ADMINISTRATION

Administration	
Edward Connolly	Campus President/Director
Renee Davis	Director of Education
Tamira Thompson	Director of Admissions
Gregory Shinbur	Director of Career Services
Jacob Witt	Director of Finance

CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

TUITION AND FEES

Program	Program Length	Clock Hour	Equipment (Estimated)	Textbooks (Estimated)	Tuition	Estimated Total Cost
Medical Assistant	33 weeks	760	$224	$1,508	$16,960	$18,692
Effective for program starting July 1, 2013						

ACADEMIC CALENDARS

Medical Assistant All Shifts 2013	
Start Dates	**End Dates**
6/19/2013	7/18/2013
7/22/2013	8/16/2013
8/19/2013	9/16/2013
9/18/2013	10/15/2013
10/17/2013	11/13/2013
11/14/2013	12/13/2013
12/16/2013	1/17/2014
1/21/2014	2/18/2014

Holiday / Student Breaks 2013 - 2014		
Holiday/Student Break	**Start Dates**	**End Dates**
Independence Day Weekend	7/4/2013	7/7/2013
Labor Day	8/31/2013	9/2/2013
Thanksgiving Holiday	11/28/2013	12/1/2013
Christmas Break	12/21/2013	12/25/2013
New Year's Eve	12/31/2013	12/31/2013
New Year's Day	1/1/2014	1/1/2014
Martin Luther King Day	1/18/2014	1/20/2014
Presidents Day	2/15/2014	2/17/2014

HOURS OF OPERATION

Office	
8:00 a.m. to 8:00 p.m.	Monday through Thursday
8:00 a.m. to 6:00 p.m.	Friday
9:00 a.m. to 1:00 p.m.	Saturday
Class Schedule	
7:00 a.m. to 11:00 a.m.	Monday through Friday
11:00 a.m. to 3:00 p.m.	Monday through Friday
6.00 p.m. to 10:00 p.m.	Monday through Friday

PROGRAM DISCLOSURES

The following program disclosures are provided pursuant to federal law.

"Occupation" data reflects the type of occupations the program generally prepares students to enter. (For government data regarding occupations, please navigate to www.onetonline.org.) To the extent permitted under the standards of the applicable accrediting agency or state agency, the placement rates reported below may reflect students who completed the program and obtained employment in one of the occupations listed in the standard occupational titles below or other occupations that utilize the core skills taught in the program.

"On-Time Completion Rate" reflects the percent of graduates between July 1, 2010, and June 30, 2011, who completed their program within 100 percent of the normal time frame as described in the school catalog or enrollment agreement.

"Costs to Students" reflects the costs of the academic program for students completing the program on time, including tuition and fees, estimated books and supplies, and if applicable, room and board. Costs do not reflect potential increases and are current as of the publication date of this disclosure.

"Placement Rates" reflects the percent of graduates securing employment as calculated pursuant to the required calculation methodologies and time frames of the applicable state agencies, institutional accrediting agencies or programmatic accrediting agencies. Each agency has different criteria in determining what constitutes a placement, and these placements may or may not be listed in the standard occupations listed below. (For more information about calculations and time frames, refer to the descriptions at the end of this disclosure.)

"Median Loan Debt" reflects the median loan debt incurred by students who completed the program, between July 1, 2011, and June 30, 2012, including Title IV program loans, private educational loans and institutional financing plans.

Unless otherwise noted below, the data included in this disclosure are for the entire educational institution as defined by the Department of Education, which may include a number of individual campus locations (even in different states) and both online and physical delivery modalities. See footnotes for a list of the campuses included in the institution. In many cases, the on-time completion rate, the cost to students, the placement rate and the median loan debt may differ (often significantly) between these physical locations and delivery modalities. The data below reflect averages for all students in all locations and delivery modalities (or, in the case of program cost, the ranges of program costs) across all locations and delivery modalities.

Medical Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
Cost to Students		
Institution	Tuition and Fees	$15,697 to $27,288
	Books and Supplies	$1,472 to $2,945
	Room and Board	N/A
Silver Spring Campus	Tuition and Fees	$15,697.00
	Books and Supplies	$1,472.44
	Room and Board	N/A
On-Time Completion Rate		50%
Placement Rates (See footnotes)		
Institution	Institutional Accreditor	32.5% to 63.6%
	Programmatic Accreditor	0% to 37.39%
	State	30.72% to 66.7%

Medical Assistant (Diploma)		
Silver Spring Campus	Institutional Accreditor	32.5%
	State	30.72%
Median Loan Debt	Title IV Program Loans	$9,454
	Private Education Loans	$1,695
	Institutional Financing Plans	$0

Footnotes:

Institutional Accreditor - ACICS uses the following formula to calculate placement for accredited institutions: placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Placed in a field of study involves the direct use of the skills taught in the program. Placed in a field related to study involves an indirect use of the skills taught in the program. Time Frame: July 1, 2009 through June 30, 2010.

Programmatic Accreditor - ABHES uses the following formula to calculate placement for accredited institutions: graduates placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Time Frame: July 1, 2009 through June 30, 2010.

State - Maryland Higher Education Commission calculation for placement rate: number of graduates that have obtained employment in a training related position divided by the number of graduates. Time Frame: July 1, 2010 through June 30, 2011.

State - Texas Workforce Commission calculation for placement rate: number of graduates placed divided by total graduates less exemptions (students continuing their education, in military service, incarcerated or deceased). Time Frame: September 1, 2010 through August 31, 2011.

Placement Rate N/A - There is no data to disclose because this program is too new or is not required to be calculated.

This Institution Includes:
- Everest College, Dallas
- Everest College, Portland
- Everest College, Vancouver (Suite 130)
- Everest Institute, Silver Spring