

# Bryman

---

## INSTITUTE

2004 - 2005 Catalog

Eagan 1104.doc

1000 Blue Gentian Road  
Suite 250  
Eagan, MN 55121  
651.688.2145

A Branch of  
National Institute of Technology  
5514 Big Tyler Road  
Cross Lanes, WV 25313  
304.776.6290

Publishing Date October 2004

Copyright © 2004 by Corinthian Colleges, Inc., Santa Ana, California

Effective November 9, 2004 through December 31, 2005

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.

A handwritten signature in black ink, reading "Kevin L. Sanderson". The signature is written in a cursive, flowing style.

Kevin L. Sanderson  
School President

## Table of Contents

---

<b>Bryman Institute .....</b>	<b>4</b>
Educational Philosophy.....	4
School History and Description.....	4
Accreditation, Approvals, and Licensure .....	4
<b>Corinthian Schools, Inc. ....</b>	<b>5</b>
Statement of Ownership .....	5
<b>Program Outlines.....</b>	<b>6</b>
Massage Therapy Program .....	6
Program Outline.....	6
Major Equipment .....	6
Module Descriptions.....	7
Medical Assisting Program.....	10
Program Outline.....	10
Major Equipment .....	10
Module Descriptions.....	10
Medical Insurance Billing/Coding Program.....	13
Program Outline.....	13
Major Equipment .....	13
Module Descriptions.....	14
<b>Admissions .....</b>	<b>16</b>
Requirements and Procedures.....	16
Credit for Previous Education or Training .....	16
<b>Administrative Policies .....</b>	<b>17</b>
Grading .....	17
Student Awards .....	17
Graduation Requirements.....	17
Modular Programs .....	17
Satisfactory Academic Progress .....	17
Academic Probation.....	18
Reinstatement Policy .....	18
Incompletes .....	18
Withdrawals.....	18
Exit Interviews.....	18
Repeat Policy .....	19
Maximum Program Completion Time.....	19
Additional Information on Satisfactory Academic Progress .....	20
Student Appeal Process.....	20
Required Study Time.....	20
Unit of Academic Credit.....	20
Class Size .....	20
Attendance Requirements.....	20
Tardiness/Early Departure .....	21
Reentry Policy .....	21
Make-up Work.....	21
Leave of Absence Policy .....	21
Re-admission Following a Leave of Absence.....	21
Failure to Return from a Leave of Absence .....	21
Activation of Military Reservist .....	22
Weather Emergencies .....	22
Clothing and Personal Property.....	22

Conduct Code .....	22
Student Conduct Code .....	22
Student Conduct Code Violations/Formal Disciplinary Procedure.....	22
First Offense .....	23
Second Offense .....	23
Threats to Health/safety .....	23
Appeals.....	23
Dress Code.....	23
Academic Advisement and Tutoring .....	23
Student Disability Services/ Accommodations .....	23
Health/Medical Care .....	23
Termination Procedures .....	24
Transferability of Credits .....	24
Student Complaint/Grievance Procedure.....	24
Transcripts and Diplomas .....	24
Family Educational Rights and Privacy Act.....	25
Policy and Program Changes.....	25
<b>Financial Information .....</b>	<b>26</b>
Tuition and Fees .....	26
Voluntary Prepayment Plan .....	26
Individual Course Instruction .....	26
Additional Fees and Expenses .....	26
Cancellation/Refund Policy/Buyers Right to Cancel Pursuant to Minnesota Statutes Chapter 141 .....	26
Refunds.....	26
Financial Assistance .....	28
<b>Student Services.....</b>	<b>30</b>
Placement Assistance .....	30
Student Activities .....	30
Transportation Assistance.....	30
Field Trips.....	30
Special Lectures .....	30
Drug and Alcohol Abuse Prevention .....	30
Advising .....	30
<b>Campus Information .....</b>	<b>31</b>
Tuition and Fees .....	31
Hours of Operation - Office .....	31
Academic Calendar .....	31
Administration and Faculty.....	32

## **Bryman Institute**

### **Educational Philosophy**

The Bryman Institute philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the School will:

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

### **School History and Description**

The Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. Corinthian Schools, Inc acquired several of the original Bryman Schools in September 1995. The Bryman Institute in Eagan, Minnesota started its first classes in June 2004.

The school is conveniently located in the Spectrum Commerce Center at the intersection of Blue Gentian Road and Highway 55 and is near the intersection of I35E and I494. The school facility has been designed for training students in the health care field. The modern building is carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment.

The facility has approximately 23,740 square feet containing twelve classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

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.

### **Student Disability Services/Accommodations**

This school has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the Institute will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Director of Education.

### **Accreditation, Approvals, and Licensure**

- The Bryman Institute is licensed by the Minnesota Higher Education Services Office as a Private Career School.
- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology as a branch of the National Institute of Technology – Cross Lanes West Virginia.

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

## **Corinthian Schools, Inc.**

---

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

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

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

### **Statement of Ownership**

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

#### **Directors**

David G. Moore

Dennis L. Devereux

#### **Officers**

David G. Moore, Chairman of the Board and Chief Executive Officer

Dave Ruggieri, President and Chief Operating Officer

Dennis N. Beal, Executive Vice President, Chief Financial Officer and Treasurer

Bruce Deyong Executive Vice President, Administrative Services and Assistant Secretary

Beth Wilson, Executive Vice President, Operations

Stan A. Mortensen, Vice President, General Counsel, Human Resources and Corporate Secretary

## Program Outlines

---

### Massage Therapy Program

Diploma Program - 9 Months

720 Clock Hours/57.0 Credit Units

DOT: Massage Therapist 334.374 010

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

This 720-hour program consists of nine self-contained 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapists may be employed in urban, suburban, and rural areas.

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

Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.

Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.

Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.

Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

### Program Outline

Course Number	Course Title	ClockHours	CreditUnits
<b>Module A</b>	Introduction to Massage Therapy	80	6.0
<b>Module B</b>	Massage Fundamentals	80	7.0
<b>Module C</b>	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6.0
<b>Module D</b>	Sports Massage, Reflexology, and Shiatsu Massage	80	6.0
<b>Module E</b>	Polarity and Non-Traditional Massage Therapies	80	6.0
<b>Module F</b>	Anatomy and Physiology for the Massage Therapist	80	6.0
<b>Module G</b>	Clinical Massage Therapy	80	6.0
<b>Module H</b>	Business and Success Skills	80	7.0
<b>Module I</b>	Health and Wellness	80	7.0
	<b>Program Total</b>	<b>720</b>	<b>57.0</b>

### Major Equipment

Massage Tables

Skeleton

Massage Chairs

## Module Descriptions

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

### Module A - Introduction to Massage Therapy

40/40/6.0

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

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

### Module B - Massage Fundamentals

60/20/7.0

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

- Basic massage fundamentals
- Contemporary therapeutic massage applications

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

40/40/6.0

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

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

### Module D - Sports Massage, Reflexology, and Shiatsu Massage

40/40/6.0

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

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



**Module E - Polarity and Non-Traditional Massage Therapies****40/40/6.0**

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

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

**Module F - Anatomy and Physiology for the Massage Therapist****40/40/6.0**

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

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

**Module G - Clinical Massage Therapy****40/40/6.0**

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

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

**Module H - Business and Success Skills****60/20/7.0**

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

- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization

- Computer skills and the Internet
- Anger and obstacle management
- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change

### **Module I - Health and Wellness**

60/20/7.0

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

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

## Medical Assisting Program

Diploma Program

8 Months

720 Clock Hours/47.0 Credit Units

DOT: 079.367-010 Medical Assistant

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

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

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

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

### Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

### Major Equipment

Anatomy Models	Scales (Adult - Infant)
Autoclave	Skeletons
Centrifuges	Sphygmomanometers
Electrocardiography Machine	Surgical Instruments
Examination Tables	Training Manikins
Microscopes	Transcribing Machine
Personal Computers	10 Key Adding Machine

### Module Descriptions

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

**Module A - Patient Care and Communication****40/40/6.0**

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

**Module B - Clinical Assisting and Pharmacology****40/40/6.0**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

**Module C - Medical Insurance, Bookkeeping, and Health Sciences****40/40/6.0**

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

**Module D - Cardiopulmonary and Electrocardiography****40/40/6.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course also teaches students how to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

**Module G – Medical Law, Ethics, and Psychology****40/40/6.0**

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

**Module X – Externship****0/160/5.0**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation.

## Medical Insurance Billing/Coding Program

Diploma Program - 6 Months

560 Clock Hours/35.0 Credit Units

DOT: Health Claims Examiner/Medical Billing 214.362-022

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

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

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

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

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

### Program Outline

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

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

### Major Equipment

Personal Computers

## **Module Descriptions**

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

### **Module A – Introduction to Medical Insurance and Managed Care**

**40/40/6.0**

Module A introduces student to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. No prerequisites.

### **Module B – Government Programs**

**40/40/6.0**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. No prerequisites.

### **Module C – Electronic Data Interchange and Collection Strategies**

**40/40/6.0**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. No prerequisites.

### **Module D – Medical Documentation, Evaluation, and Management**

**40/40/6.0**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. No prerequisites.

**Module E – Health Insurance Claim Forms****40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. No prerequisites.

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

**Module F – Practicum 0/160/5.0**

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

**Module X – Externship****0/160/5.0**

Upon successful completion of classroom training, Medical Insurance Billing/Coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: Modules A through E.



## **Admissions**

### **Requirements and Procedures**

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

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

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

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

- Administration and successful completion of applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

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

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

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student's file.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date.

### **Credit for Previous Education or Training**

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

## **Administrative Policies**

### **Grading**

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

<b>Grade</b>	<b>Meaning</b>	<b>Percentage</b>
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	
WZ	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.	Not Calculated

### **Student Awards**

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

### **Graduation Requirements**

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

To be eligible for graduation, students must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Successfully complete a total of 160 clock hours in an approved externship, if applicable;
- Have their account current;
- Receive satisfactory evaluations from the externship facility, if applicable; and
- Complete all program requirements.

### **Modular Programs**

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

### **Satisfactory Academic Progress**

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

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

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

## **Academic Probation**

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

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

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

## **Reinstatement Policy**

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

## **Incompletes**

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

## **Withdrawals**

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

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

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

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

## **Exit Interviews**

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

## **Repeat Policy**

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

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

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

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

## **Maximum Program Completion Time**

### **Classroom Training**

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

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

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

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

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

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

### **Externship Training**

Upon successful completion of all classroom requirements, students in MA and MIBC programs are expected to begin the externship portion of their program. The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. All students must be available for externship assignment during daytime hours.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

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

### **Additional Information on Satisfactory Academic Progress**

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the education director.

### **Student Appeal Process**

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

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process within three school days or as soon as reasonably practicable as determined by school administration. Students must initiate the process by submitting a written request for re-admittance to the School President. The written request must address the reason(s) for termination and make a substantial showing of good cause of justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time.

### **Required Study Time**

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

### **Unit of Academic Credit**

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

### **Class Size**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size for lecture classes is 34 students.

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

### **Attendance Requirements**

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program. However, if a student returns on the eleventh day, he/she may appeal the drop.

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

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

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

### **Tardiness/Early Departure**

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

### **Reentry Policy**

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

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

### **Make-up Work**

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

### **Leave of Absence Policy**

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

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

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

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

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request.

However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

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

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

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

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

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy

LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

### **Activation of Military Reservist**

Students who are called to active military duty which will cause an interruption of training will be accommodated by the school. Upon receipt of a copy of official military orders, the school will freeze all charges and grades during the period of activation. All charges and fees required to resume training will be waived. Lenders servicing student loans will maintain the loans in an in-school status for a period of up to three years as provided in the U.S. Department of Education Dear Colleague letter GEN-01-13. Students who are activated prior to their first disbursement of aid will have that aid returned by the school. Copies of the governing regulations cited above are available by contacting the Finance Director.

### **Weather Emergencies**

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

### **Clothing and Personal Property**

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

### **Conduct Code**

This school maintains professional level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the Student Conduct Code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the school and to prepare for what the student might later expect to find in a professional level work environment. The Schools maintains the right to discipline students found in violation of school policies.

Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other school-related activity.

#### **Student Conduct Code**

Students must show respect towards and be cooperative with school faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct which may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of school property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the school. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the school or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated school official.

#### **Student Conduct Code Violations/Formal Disciplinary Procedure**

If the School has reason to believe that a student has violated the Student Conduct Code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the school.

Other Student Conduct violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the School may decide to conduct academic advising and issue a verbal

reminder of the Student Conduct Code, or to provide the student with written notice, as the school deems appropriate. The School may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of Student Conduct Code violations or as a form of corrective action short of dismissal from the school.

#### **First Offense**

A written warning. The student shall receive a letter which describes the specific examples of the student's misconduct and the consequences if further violations occur.

#### **Second Offense**

Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

#### **Threats to Health/safety**

Immediate dismissal with dismissal letter

#### **Appeals**

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the School President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

#### **Dress Code**

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

#### **Academic Advisement and Tutoring**

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

#### **Student Disability Services/ Accommodations**

The School has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The School will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

#### **Health/Medical Care**

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

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



## **Termination Procedures**

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

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

Students to be terminated are notified in writing and may appeal to the school president.

## **Transferability of Credits**

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

## **Student Complaint/Grievance Procedure**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the school president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or email at [studentrelations@cci.edu](mailto:studentrelations@cci.edu).

Requests for further action should be made to:

Minnesota Higher Education Services Office  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
(651) 642-0584

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

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

## **Transcripts and Diplomas**

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

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

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

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

## **Family Educational Rights and Privacy Act**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Students should submit to the School President written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility. Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

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

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

## **Policy and Program Changes**

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

## **Financial Information**

### **Tuition and Fees**

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

### **Voluntary Prepayment Plan**

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

### **Individual Course Instruction**

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

### **Additional Fees and Expenses**

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

### **Cancellation/Refund Policy/Buyers Right to Cancel Pursuant to Minnesota Statutes Chapter 141**

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

If a student gives a written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed \$100.00.)

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

### **Refunds**

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

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

Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

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

Refunds for State Aid programs and non-state aid programs are calculated on a proportional basis using the State of Minnesota Refund Policy. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program and other Aid Programs (with the exception of the State Work Study Program) the MHESO Refund Calculation Worksheet is used.

### **Refund Policies**

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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

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

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

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

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

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

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

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

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

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

The institution must return the lesser of:

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

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

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

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

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

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

Unsubsidized Federal Stafford Loan Program;  
Subsidized Stafford Loan Program;  
Unsubsidized Federal Direct Stafford Loan Program;  
Subsidized Federal Direct Stafford Loan Program;  
Federal Perkins Loan Programs;  
Federal PLUS Loan Program;  
Federal Direct PLUS Loan Program;  
Federal Pell Grant Program;  
Federal Supplemental Educational Opportunity Grant (FSEOG) Program;  
Other Title IV Grant or Loan Assistance.

### **Financial Assistance**

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

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

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

This campus does not currently participate in Title IV financial aid programs. Programs currently available at this campus are as follows. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

### **Minnesota State Grant and Loan Programs**

Minnesota grant and loan programs provide assistance to Minnesota residents who meet the eligibility criteria for the program including the utilization of funding from other sources. Non-Minnesota resident students may be eligible for the SELF Loan Program.

### **Sallie Mae Alternative Loan Program (SLM)**

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

### **Student Tuition Assistance Resource Loan (STAR Loan)**

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

### **Imagine America Scholarships**

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

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

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

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

## **Student Services**

---

### **Placement Assistance**

The School assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, resume and cover letter preparation assistance, aid in securing an interview and a list of available jobs.

The School encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the School cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

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

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the School's placement assistance program at no additional cost.

### **Student Activities**

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

### **Transportation Assistance**

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

### **Field Trips**

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

### **Special Lectures**

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

### **Drug and Alcohol Abuse Prevention**

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

### **Advising**

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

## Campus Information

### Tuition and Fees

Program	Program Length	Credit Units	Textbooks & Equipment (Est.)	Tuition
Medical Assisting	8 Modules	47	\$925	\$9,250
Medical Insurance Billing/Coding	6 Modules	35	\$500	\$7,250
Massage Therapy	9 Modules	57	\$1,200	\$9,950

### Hours of Operation - Office

7:30 am to 7:00 pm Monday through Thursday

7:30 am to 5:00 pm Friday

### Allied Health Classes - All classes meet Monday through Friday

Morning	Mid Morning	Afternoon	Late Afternoon	Evening
8:00 - 11:50	10:00 - 1:50	1:00 - 4:50	4:00 - 4:50	6:00 - 9:50

### Academic Calendar

#### AM & PM Mod Dates for 2005

Start	End	Holiday	Mod Break
12/17/04	01/30/05	Martin Luther 1/17/05	
01/31/05	02/28/05	President's Day 2/21/05	
03/01/05	04/04/05	Spring Recess 3/21 - 3/25/05	04/05/05
04/06/05	05/03/05		05/04/05
05/05/05	06/02/05	Memorial Day 5/30/05	06/03/05
06/06/05	07/01/05	Summer Recess 7/4 -7/8/05	
7/11/05	08/05/05		08/08/05
08/09/05	09/06/05	Labor Day - 9/5/05	09/07/05
09/08/05	10/05/05		10/06/05
10/07/05	11/03/05		11/04/05
11/07/05	12/06/05	Thanksgiving - 11/24/05-11/25/05	12/07/05
12/08/05	01/20/06	Winter recess- 12/19/05- 01/2/06	01/23/06

#### Evening Mod Dates for 2004/2005

Start	End	Holidays
10/21/04	11/29/04	Thanksgiving - 11/24/04-11/25/04
11/30/04	01/18/05	Winter recess- 12/20/04- 01/2/05
		Martin Luther 1/17/05
01/19/05	02/23/05	President's Day 2/21/05
02/24/05	04/06/05	Spring Recess 3/21 - 3/25/05
04/07/05	05/11/05	
05/12/05	06/16/05	Memorial Day 5/30/05
06/20/05	07/28/05	Summer Recess 7/4 -7/8/05
08/01/05	09/01/05	Labor Day - 9/5/05
09/06/05	10/10/05	
10/11/05	11/14/05	
11/15/05	01/05/06	Thanksgiving - 11/23/05-11/24/05
		Winter recess- 12/19/05- 01/2/06



## **Administration and Faculty**

### **Administration**

Kevin L. Sanderson	School President
Douglas G. Lockwood	Director of Admissions
Michele Saucier	Director of Education
Open	Director of Placement
Deidre D. Scherr	Senior Financial Aid Officer
Denielle Bickmeier	Registrar
Dustin Artwohl	Admissions Representative
Jennifer Cook	Admissions Representative
Jeremy MacAdams	Admissions Representative
Nicole Cavalluzzi	Admissions Representative
Tiffany Kees	Admissions Representative
Tracy Olson	Admissions Representative
Nicole Peterson	Financial Aid Representative
Pamela Pieschke	Financial Aid Representative

### **Faculty**

Zoe Vaughter Massage Therapy Program Chair	Diploma, Minnesota School of Massage
Open MIBC Program Chair	Diploma, Rasmussen College, Minnesota
Kristilyn Moses Medical Assisting Program Chair	Certificate, Medical Institute of Minnesota Diploma, Inver Hills Community College, Minnesota
Guy Odishaw Massage Therapy Instructor	Diploma, Minnesota School of Massage
Kelli Tesmar Medical Assisting Instructor	AAS, Minnesota School of Business
LaRae Willis-Halvorsen Massage Therapy Instructor	Certificate, Center for a Balanced Life, Minnesota
Rebecca Guthrie Massage Therapy Instructor	Diploma, Minnesota School of Business Certificate, Hutchinson Community College Certificate, Pine Tech College, Minnesota
Rebecca Smith Massage Therapy Instructor	Diploma, Minnesota School of Massage