



# Springfield

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COLLEGE

## 2004-2005 CATALOG

Springfield 1104

1010 W. Sunshine  
Springfield, Missouri 65807  
(417) 864-7220  
(800) 475-2669

Accredited by the Accrediting Council for Independent Colleges and Schools to  
award bachelor's and associate's degrees and diplomas.

2004-2005 CATALOG

**Springfield** COLLEGE  
Springfield 1104

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*The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.*

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## FROM THE COLLEGE PRESIDENT

I am delighted with the opportunity to introduce you to Springfield College. Obtaining a college education can give you the advanced training and skills necessary to open innumerable doors in the business and professional worlds. A college degree will give you a competitive edge in your career field and will make the difference when you are considered for professional advancement.

National statistics indicate that as a college graduate you are likely to be a healthier, happier individual who is better able to enjoy family relationships and friendships. You are also likely to have a richer appreciation of the world around you and a keener ability to solve the problems life may present to you.

Springfield College wants to help you. Our experienced admissions department will help you choose the best program for your talents and goals.

Explore the opportunities afforded you through the excellent educational offerings at Springfield College. Read about the services we provide. Exercise the courage to broaden your horizons, take action now!

Consider Springfield College ... because you deserve more.

Gerald F. Terrebrood  
President

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## TABLE OF CONTENTS

|  |          |
|--|----------|
| <b>ABOUT SPRINGFIELD COLLEGE</b> .....                             | <b>1</b> |
| MISSION STATEMENT AND OBJECTIVES.....                              | 1        |
| PHILOSOPHY.....  | 1        |
| HISTORY .....  | 1        |
| LOCATION AND FACILITIES .....                                      | 2        |
| ACCREDITATION .....  | 2        |
| PROFESSIONAL RECOGNITIONS.....                                     | 2        |
| STATEMENT OF NON-DISCRIMINATION .....                              | 2        |
| <b>ADMINISTRATIVE POLICIES</b> .....                               | <b>3</b> |
| OFFICE HOURS .....   | 3        |
| CLASS HOURS .....  | 3        |
| CONDUCT CODE.....  | 3        |
| STUDENT CONDUCT CODE.....  | 3        |
| STUDENT CONDUCT CODE VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE..... | 3        |
| FIRST OFFENSE.....   | 4        |
| SECOND OFFENSE.....  | 4        |
| THREATS TO HEALTH/SAFETY .....                                     | 4        |
| APPEALS.....   | 4        |
| DRESS CODE .....   | 4        |
| SEXUAL HARASSMENT POLICY .....                                     | 4        |
| TELEPHONES .....   | 4        |
| SMOKING .....  | 4        |
| FOOD AND BEVERAGE .....  | 5        |
| CHILDREN ON CAMPUS.....  | 5        |
| LABORATORY USE .....   | 5        |
| <b>ADMISSIONS INFORMATION</b> .....                                | <b>5</b> |
| ADMISSIONS POLICY .....  | 5        |
| ENTRANCE STANDARDS, PLACEMENT TESTS AND PROCEDURES.....            | 5        |
| ADMISSIONS PROCEDURES.....   | 5        |
| NEW STUDENTS.....  | 5        |
| MEDICAL ASSISTING STUDENTS.....                                    | 6        |
| CONTINUING STUDENTS .....  | 6        |
| RE-ENTERING STUDENTS .....   | 6        |
| BACHELOR'S DEGREE STUDENTS .....                                   | 6        |
| TRANSFER STUDENTS.....   | 6        |
| ADMINISTRATIVE PREROGATIVES .....                                  | 6        |
| <b>ACADEMIC POLICIES AND PROCEDURES</b> .....                      | <b>7</b> |
| STATEMENT OF ACADEMIC FREEDOM.....                                 | 7        |
| DEFINITION OF CREDIT .....   | 7        |
| TRANSFER OF CREDITS .....  | 7        |
| PROFICIENCY EXAMINATION.....                                       | 8        |
| EXPERIENTIAL CREDIT .....  | 8        |
| TERMS .....  | 8        |
| MINI-TERMS .....   | 8        |
| CLASS SCHEDULES/SCHEDULE CHANGES .....                             | 9        |
| ACADEMIC LOAD.....   | 9        |
| ORIENTATION .....  | 9        |
| ATTENDANCE POLICY.....   | 9        |
| MODULAR PROGRAMS .....   | 9        |
| TARDINESS/EARLY DEPARTURE .....                                    | 10       |

---

|   |    |
|---|----|
| RE-ENTRY POLICY.....  | 10 |
| MAKE-UP WORK.....   | 10 |
| QUARTER PROGRAMS.....   | 10 |
| GRADING SYSTEM.....   | 10 |
| GPA AND CGPA CALCULATIONS.....  | 11 |
| INCOMPLETES.....  | 11 |
| COURSE SUBSTITUTION.....  | 11 |
| REPEATING A CLASS.....  | 11 |
| DIRECTED STUDY.....   | 12 |
| ONLINE LEARNING.....  | 12 |
| ACADEMIC HONORS.....  | 12 |
| PRESIDENT'S LIST AWARD.....   | 12 |
| DEAN'S LIST AWARD.....  | 13 |
| GRADUATION HONORS.....  | 13 |
| ACADEMIC PROBATION.....   | 13 |
| DROP/ADD PERIOD.....  | 13 |
| WITHDRAWAL POLICY.....  | 13 |
| GENERAL EDUCATION REQUIREMENTS.....                                     | 14 |
| ASSOCIATE DEGREES.....  | 14 |
| BACCALAUREATE DEGREES.....  | 14 |
| GRADUATION REQUIREMENTS.....  | 15 |
| OUT-PROCESSING UPON GRADUATION.....                                     | 15 |
| GRADUATION CEREMONY.....  | 15 |
| SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS.....                | 15 |
| REQUIREMENTS.....   | 15 |
| ACADEMIC PROBATION.....   | 16 |
| REINSTATEMENT POLICY.....   | 16 |
| INCOMPLETES.....  | 16 |
| WITHDRAWALS.....  | 16 |
| EXIT INTERVIEWS.....  | 17 |
| REPEAT POLICY.....  | 17 |
| MAXIMUM PROGRAM COMPLETION TIME.....                                    | 17 |
| ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS.....           | 18 |
| STUDENT APPEAL PROCESS.....   | 18 |
| SATISFACTORY ACADEMIC PROGRESS FOR QUARTER PROGRAMS.....                | 18 |
| CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS.....                 | 18 |
| RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS.....                    | 18 |
| MAXIMUM TIME IN WHICH TO COMPLETE.....                                  | 18 |
| GRADUATION.....   | 18 |
| ACADEMIC PROBATION.....   | 19 |
| ACADEMIC SUSPENSION.....  | 19 |
| READMITTANCE FOLLOWING SUSPENSION.....                                  | 19 |
| ACADEMIC DISMISSAL.....   | 19 |
| APPEALS PROCEDURES.....   | 19 |
| APPLICATION OF GRADES AND CREDITS.....                                  | 20 |
| CONTINUATION AS A NON-REGULAR STUDENT.....                              | 20 |
| REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:.....        | 20 |
| SATISFACTORY PROGRESS AND FINANCIAL AID.....                            | 20 |
| SATISFACTORY PROGRESS REQUIREMENTS.....                                 | 21 |
| ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS.....                        | 22 |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED.....      | 22 |
| STUDENT GRIEVANCE POLICY.....   | 23 |
| DUE PROCESS AND THE RIGHTS AND RESPONSIBILITIES OF JUDICIAL APPEAL..... | 23 |

---

---

|   |           |
|---|-----------|
| POLICY AND PROGRAM CHANGES.....                                 | 24        |
| <b>FINANCIAL INFORMATION.....</b>                               | <b>25</b> |
| TUITION AND FEES .....  | 25        |
| QUARTER PROGRAMS .....  | 25        |
| TUITION PER CREDIT HOUR PER TERM .....                          | 25        |
| MODULAR PROGRAMS .....  | 25        |
| ADDITIONAL FEES .....   | 25        |
| STATEMENT OF FINANCIAL OBLIGATIONS .....                        | 25        |
| FINANCIAL AID INFORMATION.....                                  | 26        |
| CONSUMER INFORMATION.....                                       | 26        |
| APPLICATION.....  | 26        |
| STUDENT RIGHTS AND RESPONSIBILITIES .....                       | 27        |
| VERIFICATION.....   | 27        |
| ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING.....                | 28        |
| ADDITIONAL INFORMATION.....                                     | 28        |
| FINANCIAL AID PROGRAMS.....                                     | 28        |
| GENERAL .....   | 28        |
| FEDERAL PELL GRANT .....  | 28        |
| FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)..... | 28        |
| FEDERAL WORK-STUDY (FWS).....                                   | 29        |
| FEDERAL STAFFORD LOANS .....                                    | 29        |
| FEDERAL SUBSIDIZED STAFFORD LOANS.....                          | 29        |
| FEDERAL UNSUBSIDIZED STAFFORD LOANS.....                        | 29        |
| FEDERAL PLUS LOANS .....  | 29        |
| ALTERNATIVE FINANCING PROGRAM.....                              | 30        |
| VETERANS BENEFITS.....  | 30        |
| SCHOLARSHIPS.....   | 30        |
| CANCELLATION & REFUND POLICY.....                               | 30        |
| CANCELLATIONS.....  | 30        |
| REFUNDS.....  | 30        |
| REFUND POLICIES.....  | 31        |
| FEDERAL RETURN OF TITLE IV FUNDS POLICY .....                   | 31        |
| RETURN OF UNEARNED SFA PROGRAM FUNDS .....                      | 31        |
| REMITTANCE TO THE FEDERAL GOVERNMENT .....                      | 32        |
| INSTITUTIONAL REFUND POLICY (FIRST-TIME STUDENTS).....          | 32        |
| INSTITUTIONAL REFUND POLICY (FOR CONTINUING STUDENTS).....      | 32        |
| <b>STUDENT SERVICES .....</b>                                   | <b>33</b> |
| ADVISING.....   | 33        |
| CAREER SERVICES ASSISTANCE .....                                | 33        |
| TUTORIAL ASSISTANCE .....                                       | 33        |
| LIBRARY.....  | 33        |
| LOST AND FOUND .....  | 33        |
| HEALTH SERVICES .....   | 33        |
| HOUSING.....  | 34        |
| STUDENT ACTIVITIES.....   | 34        |
| CLUBS AND ORGANIZATIONS.....                                    | 34        |
| STUDENT PUBLICATIONS.....                                       | 34        |
| STUDENT DISABILITY SERVICES/ ACCOMMODATIONS.....                | 34        |
| <b>DEGREE PROGRAMS .....</b>                                    | <b>35</b> |
| ACCOUNTING .....  | 36        |
| BUSINESS ADMINISTRATION.....                                    | 38        |
| BUSINESS ADMINISTRATION.....                                    | 39        |

---

---

|   |           |
|---|-----------|
| COMPUTER INFORMATION SCIENCE .....      | 41        |
| MEDICAL ASSISTANT .....                 | 43        |
| PARALEGAL .....                         | 44        |
| <b>DIPLOMA PROGRAMS.....</b>            | <b>46</b> |
| BUSINESS ACCOUNTING.....                | 47        |
| DENTAL ASSISTING .....                  | 48        |
| MEDICAL INSURANCE BILLING/ CODING ..... | 50        |
| MEDICAL OFFICE ASSISTANT.....           | 52        |
| MEDICAL TRANSCRIPTION.....              | 53        |
| <b>COURSE OFFERINGS .....</b>           | <b>54</b> |
| COURSE NUMBERING SYSTEM.....            | 54        |
| COURSE DESCRIPTIONS .....               | 54        |
| <b>ADMINISTRATION .....</b>             | <b>67</b> |
| STAFF .....                             | 67        |
| <b>FACULTY .....</b>                    | <b>67</b> |
| <b>ACADEMIC CALENDARS .....</b>         | <b>69</b> |
| MODULAR PROGRAMS.....                   | 69        |
| QUARTER PROGRAMS .....                  | 70        |
| <b>RHODES COLLEGES, INC. ....</b>       | <b>72</b> |
| STATEMENT OF OWNERSHIP .....            | 72        |

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## ABOUT SPRINGFIELD COLLEGE

### MISSION STATEMENT AND OBJECTIVES

The mission of Springfield College is to provide career-oriented programs of study in selected disciplines responsive both to the needs of employers and to those seeking career preparation. Therefore, Springfield College has established the following objectives:

1. The primary goal is to offer quality applications oriented curricula. Curricula are designed to prepare graduates to fulfill current employment needs, to adapt to change in their chosen fields, and to be lifelong learners.
2. Springfield College strives to develop mature citizens who make contributions to their communities. This is accomplished by providing positive role models, emotional support, and opportunities to develop new and beneficial relationships. Students are also provided with opportunities to experience success in the classroom and to participate in extracurricular activities.
3. Springfield College assists graduates in securing career related employment.
4. Springfield College seeks to contribute to the Springfield community by exercising fiscal responsibility in institutional operations and by offering assistance to public schools and area businesses through seminars and internship programs. Faculty, staff, and students also participate in volunteer activities.
5. The final goal is to assure academic integrity by achieving and maintaining institutional and program accreditation with the appropriate accrediting agencies.

### PHILOSOPHY

Springfield College is dedicated to the ideal that every student should have the encouragement and opportunity to develop to their full potential. We believe that most students will succeed in a collegiate environment when they receive the proper motivation. We are dedicated to providing that motivation and assisting students in the achievement of personal, career, and economic goals.

The College offers specific and practical educational services designed to meet the demands of business and technology in the Springfield area. Programs of study provide a quality occupational education and prepare the student for immediate job entry. In addition, the College provides general education courses in an effort to aid students in becoming socially aware members of their respective communities.

Thus, the College seeks to provide a meaningful, quality education that will prepare its graduates for a successful and rewarding career.

### HISTORY

This school is a part of Rhodes Colleges, Inc. (RCi). Springfield College is a senior level college that serves the purpose of offering Bachelor of Science degrees in Accounting, Computer Information Science, Paralegal and a Bachelor of Business Administration, Associate of Applied Science Degrees and Diploma Programs. RCi was formed in 1996 to own and operate colleges across the nation that focus on high demand and specialized skills. RCi is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry.

Springfield College first opened its doors as Springfield Business School. The College was acquired by RCi on October 17, 1996 and the name of the College was changed to Springfield College. In October 2000, the name was changed to Rhodes College. In April of 2002, the name of the College was change back to Springfield College in order to return to its roots as a community based institution.

With headquarters in Santa Ana, California and colleges in various states, RCi is dedicated to continuing this college's tradition of excellence in providing education and training to its community.



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## LOCATION AND FACILITIES

Springfield College is located in Springfield, Missouri, at 1010 W. Sunshine. The campus is located close to the heart of the city with easy access from the north and south via Kansas Expressway. The College is located on Sunshine Street, a main east and west artery of the city. There are adequate parking facilities for staff, faculty, and students in front of the College. All physical plant facilities are easily accessible to both day and evening division students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include seven computer labs, fully equipped dental and medical laboratories, a classroom/medical office simulation room, and eleven standard classrooms. The main level includes a student lounge and student restrooms. A bookstore with service counter is also available for students' convenience. The library is of adequate size with the collection appropriate and relevant to the educational programs offered by the College. The Library's resources include FIRSTSEARCH, a database of articles on a variety of subjects from respected serials. In addition, the law library resources include Westlaw, a computerized database for legal research, along with other recommended legal resources.

In addition to the educational facilities, the physical plant includes an academic office area, student finance office area, Academic Dean's office, placement office, registrar office area, business office, admissions offices, administrative support area, President's office with an adjoining conference room, and reception area. Those areas offering direct daily contact with students have been carefully planned with customer service counters. The remaining space is allocated to a faculty and staff lounge, restrooms, elevator access, and storage.

## ACCREDITATION

Springfield College is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor's degrees, associate's degrees, diplomas and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

## PROFESSIONAL RECOGNITIONS

- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education. \*
- Approval to operate granted by the Missouri Coordinating Board of Higher Education.
- Approved by the Missouri Department of Elementary & Secondary Education to provide services to persons eligible for Veteran's Education, Vocational Rehabilitation, and the Workforce Investment Act (WIA).
- Springfield College is a tax-paying, non-subsidized institution of higher learning dedicated to the principle of free enterprise.
- The Paralegal program is affiliated with NALA (National Association of Legal Assistants).

\*aka The Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE)

## STATEMENT OF NON-DISCRIMINATION

Springfield College does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

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## **ADMINISTRATIVE POLICIES**

### **OFFICE HOURS**

The Springfield College administrative offices are open from 8:00 a.m. until 7:00 p.m. each school day and until 5:00 p.m. on Friday. Admission appointments can be made on selected Saturday morning from 9:00 a.m. to 1:00 p.m. One member of management administration will be available Monday through Thursday from 7:00 p.m. to 9:50 p.m. when evening classes end and during class hours on Friday and Saturday. We suggest calling for an appointment prior to visiting the College for information.

### **CLASS HOURS**

Springfield College classes meet on Monday through Saturday. Monday through Thursday classes begin at 8:00 a.m., 10:00 a.m., 12:30 p.m. and 2:30 p.m. Night classes begin at 6:00 p.m. and are dismissed at 9:50 p.m. Friday and Saturday classes begin at 8:00a.m. and 12:30 p.m.

### **CONDUCT CODE**

The College 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 College and to prepare for what the student might later expect to find in a professional level work environment. The College maintains the right to discipline students found in violation of College policies.

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

### **STUDENT CONDUCT CODE**

Students must show respect toward and be cooperative with College 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 College property.

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

### **STUDENT CONDUCT CODE VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE**

If the College has reason to believe that a student has violated the Student Conduct Code, the College 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 college.

Other Student Conduct violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the College 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 College deems appropriate. The College 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 college.

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## **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 Campus 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 are expected to dress in an appropriate manner that would not be construed as detrimental to the student body and the educational process at Springfield College. Students are reminded that the College promotes a business atmosphere where instructors and guests present a professional appearance to potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

## **SEXUAL HARASSMENT POLICY**

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President, or College Director. The College President or Director will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

## **TELEPHONES**

No student will be called out of class for a telephone call, except in case of emergency. We suggest that family and friends be informed of this policy. There are two public telephones available in the student lounge.

## **SMOKING**

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building. Smoking outside the building is restricted to a designated area located at the rear of the building. The smoking area is covered and fenced to protect the users from the elements.

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## **FOOD AND BEVERAGE**

Students may partake of food and non-alcoholic beverage in the Student Lounge of Springfield College. No food may be taken into the laboratories, library, academic or administrative corridors without prior approval of the Dean. All students are encouraged to help keep the campus free of litter.

## **CHILDREN ON CAMPUS**

Children are always welcomed at special events of the College whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the College that children shall not be brought to classrooms or labs, or left in the library, lounges or offices.

## **LABORATORY USE**

Springfield College students may use the laboratory facilities of the College during regular office hours.

# **ADMISSIONS INFORMATION**

## **ADMISSIONS POLICY**

All applicants must have a high school diploma or equivalent. However, the educational requirement may also be met if the applicant is at least 21 years of age and can demonstrate the "Ability to Benefit" from the training. The "Ability to Benefit" will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills.

Springfield College accepts students only after a personal interview. This interview is designed to help the student select the program of study best suited to his/her needs and future goals.

Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission.

The administrative unit designated as responsible for implementation of the Admissions Policy is designated as the Admissions Department. The chief administrative officer of this department is the Director of Admissions. He/She is responsible to the College President, who has the final authority to admit students to the institution based upon the admissions criteria established by this catalog.

## **ENTRANCE STANDARDS, PLACEMENT TESTS AND PROCEDURES**

All students entering Springfield College will be required to meet the Standards of Evaluation for admission into degree and diploma programs. Successful completion of the assessment examination is a prerequisite for admission. This standardized, nationally-normed test is administered by the College, and is designed to further ensure that the applicant has the skills necessary to pursue a college level program. A high school or GED graduate requires a score of 120 on the CPAt examination for admission to the College. Ability Benefit students must meet the approved Department of Education minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills of the CPAt tests. Applicants who provide an official transcript showing they have completed one academic year of credits at another postsecondary institution (24 semester credit or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who provide an official ACT or SAT score result report indicating they have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

## **ADMISSIONS PROCEDURES**

### **NEW STUDENTS**

Applicants are advised that Springfield College accepts students only after a personal interview with an Admissions Officer. They are further advised to discuss any pending enrollment with their family.

After the interviews, if there is continuing mutual interest, an application for enrollment is completed pending final acceptance by the College.

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If the applicant is accepted by the College, the application for enrollment will be processed. Times and places of orientation will be given to the applicant by mail or telephone. If the applicant is not accepted, he/she will be notified promptly.

### **MEDICAL ASSISTING STUDENTS**

Students enrolling in the Medical Assisting program must have a physical examination and TB test completed within the first six months of enrollment in the program. A prior physical examination which was performed within the preceding twelve month period will also be accepted. **Although it is not a requirement of the college, medical assisting students need to be aware that they must have a current hepatitis shot before the medical sites will accept them for their externship.**

### **CONTINUING STUDENTS**

Prior to the end of the term, students will have had the opportunity to register for the next term. **All students will be expected to register on time unless previous arrangements have been made.**

If a student pre-registers, he/she will not need to return to register between terms but will report back on the first day of classes.

### **RE-ENTERING STUDENTS**

Readmission to Springfield College following withdrawal will be at the discretion of the Readmissions Policy Committee. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at the discretion of the Committee. A student will be allowed only two re-entries into the College. Re-entry in certain programs may be prohibited. Readmission to Springfield College is granted in accordance with currently accepted admissions guidelines.

The applicant must submit a written application to the Readmission Committee. All committee recommendations will be approved or disapproved by the College President. The College President has final authority for all decisions concerning re-entry to the College.

### **BACHELOR'S DEGREE STUDENTS**

The Springfield College Bachelor degrees are evening and weekend programs that accept students twice a year in July and January. In order to enroll in a bachelor's degree program a student must matriculate with an associate degree from Springfield College or have equivalent courses and credit hours if transferring from another college.

### **TRANSFER STUDENTS**

Students who have attended another accredited institution and wish to transfer to Springfield College may be admitted if the admission requirements are met.

### **ADMINISTRATIVE PREROGATIVES**

The Academic Dean and/or College President, after a review of the academic record and test scores of an incoming student, has the prerogative to refuse entry into a program that the Academic Dean and/or College President deems to be too rigorous for the student.

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## ACADEMIC POLICIES AND PROCEDURES

### STATEMENT OF ACADEMIC FREEDOM

Springfield College endorses and adheres to the concept of academic freedom and supports the instructor's privilege to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. Liberty, however, is to be distinguished from license, and the College recognizes that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

### DEFINITION OF CREDIT

Academic credit is granted by Springfield College in credit hours (credit hours referred to in this catalog are quarter credit hours). A credit hour is given for a minimum of 10 lecture hours of instruction, a minimum of 20 hours of developmental studies or laboratory instruction, or a minimum of 30 hours externship practice. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

### TRANSFER OF CREDITS

#### *From Other Colleges*

Springfield College may grant full academic and financial credit to students who have successfully completed the same or substantially the same subject as required in the College curriculum from other accredited institutions of higher learning provided:

1. The credits must have been earned at an institution that is or was at the time the credits were earned accredited by an accrediting agency that held recognition from the U.S. Secretary of Education under the provisions of Public Law 82-550 and subsequent legislation.
2. A grade must be designated to each course completed. Only courses completed in which credit has been designated with grades assigned can be considered for transfer.
3. Final determination on credits accepted for transfer to Springfield College shall be made by the Registrar and/or Department Chairpersons of the College under the authority of the Academic Dean.
4. Only those credits with a minimum grade of "C" or its equivalent will be considered for transfer. The credits will be transferred as earned credits only and will have no effect on the student's grade point average.
5. Students who wish to receive credit from Springfield College for work completed at other accredited institutions of higher learning must furnish an official transcript from that institution in a timely manner to ensure evaluation prior to taking any classes for which transfer credit would apply.
6. In order to be granted an undergraduate degree or diploma from the college the student must complete a minimum of 50% of the program's credit hours through the college. Experiential Learning/ Portfolio, proficiency examination and directed study do not count toward satisfying the residency requirement. Online courses are considered to be taken in residence.

Consideration for transfer of credit hours that were earned over 7 years prior to admission to Springfield College would require a review and evaluation by the Department Chairperson and/or Academic Dean as to the acceptability of the credits to the current curricula of the College.

#### *To Other Colleges*

Since every institution has its own policy regarding transfer of credit, it is not possible to guarantee transferability of any particular course offered at Springfield College. Students who anticipate the necessity of transferring quarter credits earned at Springfield College are encouraged to contact the Admissions or Academic Department of the institution to which they desire to transfer in regard to acceptance of credits earned at this College. Transfer of credits is an institutional matter. Therefore, Springfield College cannot and does not guarantee the transferability of credits. Likewise, Springfield College is not obligated to accept credits from all other collegiate institutions.

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### *Within the College*

If a student desires to transfer from day to night classes, or vice versa, it can be done with no loss of credits in most situations.

A student desiring to change programs must contact their Department to re-enroll in the new program. A student must be in good academic standing to change programs, and must have the approval of the Department Chairperson of the current program, new program Chairperson, and the Academic Dean. A waiver of this requirement may be made by the College President. All course and cost adjustments will be calculated at that time. A new enrollment agreement must be completed and signed prior to starting classes in the new program.

### **PROFICIENCY EXAMINATION**

Students may attempt to challenge certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair and the Academic Dean. Administrative fees for Proficiency Examinations are \$20 per credit unit. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of "C" will be posted to the academic transcript as a "PE" .

### **EXPERIENTIAL CREDIT**

For associate degree and diploma programs, Springfield College will consider the acceptance of a maximum of 16 credit hours in transfer of credit for experiential learning for courses required in the published curricula of the College catalog based on the conversion suggested by the following published guides and programs or as determined by the Registrar, Academic Dean or College President:

1. Guide to the Evaluation of Education Experiences in the Armed Services by the American Council on Education.
2. National Guide to Credit Recommendation for Non-Collegiate Courses by the American Council on Education.
3. College Level Entrance Program (CLEP).
4. An "Experience Portfolio" submitted by the student and approved by the Department Chairperson.
5. The DANTE Program.

For bachelor's degree programs, the College will consider the acceptance of a maximum of 32 credit hours in transfer of credit for experiential learning.

### **TERMS**

The College is on the term system. Classes are held twelve months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately twelve weeks and normally begin in the following months each year:

- Winter Term            January
- Spring Term            April
- Summer Term           July
- Fall Term                October

### **MINI-TERMS**

Six weeks into each of the four full terms listed above, a six-week Mini-Term begins to give new and returning students the opportunity to get a "head start" on the next full term. During the mini-term, a student will take two courses that will meet two to four times weekly for six weeks. This helps many students phase into their return

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to college with a smaller load. It also enables many students to start their class earlier than if they waited until the next full term. At the end of the Mini-Term, the student would then enter the next scheduled full term.

## **CLASS SCHEDULES/SCHEDULE CHANGES**

Springfield College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Four weeks per year are set aside for breaks.

All students will be issued class schedules at the beginning of the term indicating day and time of class meeting. Pre-scheduling times are available for students to meet with faculty advisors and academic officials each term. All changes in a student's schedule must be approved by the Academic Advisor or Academic Dean.

All full-time students are required to maintain a minimum load of twelve (12) credit hours (8 credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List and Dean's List each term.

## **ACADEMIC LOAD**

All students at the College must be in full-time attendance unless they have approval to take less than a full load. A full-time student at Springfield College is one who is enrolled in 12 credit hours per term. Students who have permission to take less than a full load must understand that any Financial Aid previously awarded may be reduced. Should students desire to accelerate their program, they are encouraged to increase their credit hours per quarter.

## **ORIENTATION**

Orientation is mandatory and is held for all applicants accepted for admission. Notification of time and place of orientation is delivered by mail or telephone to all applicants accepted for admission.

During orientation, students will be acquainted with the rules and regulations of the College, informed of student services available, familiarized with the College facilities, and introduced to various College personnel. Students may not continue classes without attending an orientation.

## **ATTENDANCE POLICY**

### **MODULAR PROGRAMS**

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) 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 or practicum to ensure that the required extern or practicum hours are completed prior to graduation.

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



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## **TARDINESS/EARLY DEPARTURE**

Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

## **RE-ENTRY 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.

## **QUARTER PROGRAMS**

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent attendance in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer assisted instruction
- Completion of a course assignment, including research, projects and journalizing
- Participation in a field trip
- Simulations
- Viewing of instructional media
- A survey evaluating the course material/text instructor performance
- Presentation of material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress.

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Importance is placed on mirroring the model of the workplace to begin reinforcing the importance of consistent attendance/participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

## **GRADING SYSTEM**

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

| <b>GRADE</b> | <b>EVALUATION</b>                           | <b>QUALITY POINTS<br/>PER QTR HOUR</b> |
|--------------|---|--|
| A            | Excellent                                   | 4                                      |
| B            | Good  | 3                                      |
| C            | Average                                     | 2                                      |
| D            | Below Average*                              | 1                                      |
| F            | Failed to Meet Course Objectives            | 0                                      |
| I            | Incomplete                                  | 0                                      |
| P            | Pass  | Not Calculated                         |
| PE           | Proficiency Exam                            | Not Calculated                         |
| PL           | Prior Learning/Experiential Learning Credit | Not Calculated                         |
| TR           | Transfer                                    | Not Calculated                         |
| W            | Withdrawal                                  | Not Calculated                         |
| WZ           | Withdrawal Military                         | Not Calculated                         |

\*(Not used in Modular Allied Health Programs)

| <b>Course Repeat Codes</b> |  |
|----------------------------|--|
| REXC                       | Class has repeated, grade excluded from statistics |
| RINC                       | Class repeated, grade included in statistics       |

### **GPA AND CGPA CALCULATIONS**

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on courses taken at the College and online course. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Each student's report card at the end of the term should indicate that student's grade point average for the most recent term and overall. The Registrar will calculate the GPA or CGPA for any student upon written request.

### **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" for the course. The "F" will be averaged in with the students' other grades to determine the cumulative GPA.

### **COURSE SUBSTITUTION**

Any substitution of courses not included in the published curriculum of a course of study must be approved by the Academic Advisor and Academic Dean. Because the College curriculum has been designed to specifically prepare the student for his or her chosen field of study, substitution of courses is discouraged and will be approved only in cases where such substitution can be shown to advance the student's career preparation or educational achievement. Course substitution may be allowed to assist a student in meeting required credit hours for graduation if, at the discretion of the Academic Advisor, Academic Dean and/or College President, it would advance the student's educational objectives.

### **REPEATING A CLASS**

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's

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transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count the last attempt only. All repeats will be charged at the student's current tuition rate. Students may repeat any given class except Medical Externship. Externships, while not normally subject to being repeated, may be repeated only with the permission of the Department Chair and/or the Academic Dean.

## **DIRECTED STUDY**

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. Directed Study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any associate degree. No more than sixteen (16) quarter credit hours may be applied to the major core of any bachelor's degree program. In addition, students may not take more than one Directed Study course in a single academic term.

If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

## **ONLINE LEARNING**

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Students will be required to complete the application only once but must check quarterly to make sure they are maintaining the correct systems profile.
- Have Internet access and an established email account.
- Students are required to verify their email account/address with their online coordinator at the time of registration each quarter.
- Commence online course work within the first few days of the registration.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

## **ACADEMIC HONORS**

### **PRESIDENT'S LIST AWARD**

Springfield College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (full quarter must carry at least 12 credit hours during the term) who earn a 4.0 or 90 percent (A) grade point average for the term. Springfield College also recognizes those students who, during a mini-term six week session, who excel in their academic performance (mini-term must carry at least 8 credit hours during the term) who earn a 4.0 or 90 percent (A) grade point average for the term. A certificate of award is prepared by the College.

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## DEAN'S LIST AWARD

Springfield College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 3.5 or 85 percent or higher grade point average for the term and have earned no grade lower than a C (70 percent) in any course that term. Springfield College also recognizes those students who, during a mini-term six week session, who excel in their academic performance (mini-term must carry at least 8 credit hours during the term) who earn a 3.5 or 85 percent or (A) grade point average for the term. A certificate of award is prepared by the College.

## GRADUATION HONORS

### *Degree Programs*

Students who graduate with outstanding academic achievement from the degree programs are entitled to the following honors based upon cumulative grade point average.

- Cum laude 3.50 - 3.75
- Magna cum laude 3.76 - 3.89
- Summa cum laude 3.90 - 4.00

### *Diploma and Certificate Programs*

Students who graduate with outstanding academic achievement from the diploma and certificate programs are entitled to the following honors based upon cumulative grade point average:

- |          | <b>Cumulative Grade Point Average</b> | <b>Percent Grade</b> |
|----------|---------------------------------------|----------------------|
| • Honors | 3.76 - 4.00                           | 95 - 100%            |

## ACADEMIC PROBATION

Any student not maintaining the minimum required overall grade point average is placed on Academic Probation. Academic Probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection. If a student on academic probation fails to meet the grade point average required, that student may be suspended from the College for a period of one term. A student returning to the College after suspension will be on academic probation during the first term of return.

## DROP/ADD PERIOD

The first fourteen calendar days of each academic quarter are designated as the drop/add period. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

## WITHDRAWAL POLICY

Students who must withdraw from the College are requested to notify the Academic Dean's office in person or in writing to provide official notification of their intent to withdraw. Students will be asked to provide the reason for withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

Timely notification by the students will result in the students being charged tuition and fees only for the portion of the payment period of enrollment that they attended as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the College of the intent to withdraw means that the students will continue to be obligated for the tuition and fees for the effected term and

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it will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the College, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The institution will also calculate the amount of tuition and fees for which the student is obligated based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or may be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100 percent of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may even owe back 50 percent of his or her grant funds back to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The College's Finance Department is available to provide assistance to students in order to determine the exact impact of early withdrawal on their repayment obligations as well as schedule an exit interview and prepare financial exit paperwork for the student's signature.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the school can document a later date of the student's attendance at an academically-related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

## **GENERAL EDUCATION REQUIREMENTS**

### **ASSOCIATE DEGREES**

To qualify for the Associate in Applied Science Degree, students are required to accomplish the following:

1. Complete a minimum of 96 quarter credit hours, or 97 quarter credit hours in the case of the Medical Assisting program, with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. A minimum of forty-eight (48) hours must be completed through the College. These credits may include online courses taken through the College as well as on ground classes held at the College.
2. Meet the specified graduation requirements, thirty-six (36) of which must be in the 2000 or above level, with a minimum of 24 quarter credit hours in General Education, and the remainder as specified in the program descriptions.
3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the College.

### **BACCALAUREATE DEGREES**

To qualify for the Bachelor of Business Administration or Bachelor of Science Degrees students are required to accomplish the following:

1. Complete a minimum of 192 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of sixty-four (64) hours in the 3000 or 4000 series or higher. A minimum of forty-eight (48) hours must be completed through the College. These credits may include online courses taken through the College as well as on ground classes held at the College.

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2. Meet the specified graduation requirements with a minimum of 56 quarter credit hours in General Education, and a minimum of 96 Quarter Credit Hour in the major and college core, as indicated in the section on program descriptions.
  3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the College.

## **GRADUATION REQUIREMENTS**

Students at Springfield College must have a minimum 2.0 overall grade point average and the required hours of the program they are pursuing to be eligible to graduate. All financial obligations must be fulfilled before graduation. **Formal out-processing is also required prior to graduation.**

In order to maintain satisfactory status leading to graduation, a student must meet the following:

1. A minimum cumulative grade point average of 2.0,
2. Adherence to all college rules and regulations,
3. Adherence to the attendance policies, and standards of conduct, as well as settling all financial obligations to the College,
4. Completion of the minimum course work and hours of credit required in the program in which the student is enrolled,
5. Completion of the minimum hours of credit in General Education courses required in the program of enrollment,
6. Achievement of specified measurable objectives, as identified in the catalog.

## **OUT-PROCESSING UPON GRADUATION**

1. A graduating student must contact the Placement Director's office during the last term before completion of the student's degree or diploma requirements. This office will assist the student in applying for employment assistance.
2. Students receiving an associate of applied science degree may be required to take a comprehensive examination in their respective programs.
3. The student must see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Upon completion of these requirements, the student may become an official graduate of Springfield College.

## **GRADUATION CEREMONY**

Students officially graduate from Springfield College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better, (assuming all financial requirements have been met). The College holds one graduation ceremony each year. It is held in the spring. All graduates from the preceding quarters are eligible to participate in the ceremony. Graduates will be assessed a graduation fee as noted in the Tuition and Fees section of this catalog.

## **SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS REQUIREMENTS**

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

- Achieve a cumulative grade percent average (GPA) of at least a "C" average (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 "C" (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.

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Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent and a rate of progress of at least 55 percent will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

### **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 "C" (70 percent) or 2.0 and a rate of progress of at least 60 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least "C" (70 percent) or 2.0 and a rate of progress of at least 60 percent, but have achieved a GPA of at least "C" (70 percent) or 2.0 and a rate of progress of at least 60 percent for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of "C" (70 percent) or 2.0 and a rate of progress of at least 60 percent for the term 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 "C" (70 percent) or 2.0 and a rate of progress of at least 60 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 "C" (70 percent) or 2.0 and a rate of progress of at least 60 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 "C" (70 percent) or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

### **INCOMPLETES**

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the 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, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. 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.

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## EXIT INTERVIEWS

Students who want to discontinue their training for any reason are required to schedule an exit interview with the Student Success Coordinator or Academic Dean. 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: Springfield College 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 or practicum to ensure that the required extern or practicum 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 units/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 twenty-five percent (25 percent) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit units/units attempted. Students whose rate of progress is less than 55 percent at the twenty five percent (25 percent) point of the maximum program completion time will be placed on probation.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit units/units attempted or they will be withdrawn from training by the school.

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.

### *Externship/ Practicum Training*

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

Students who interrupt their externship/practicum 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.



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Students who will not complete their externship/practicum 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/practicum 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 Academic Dean and approved by the College 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 Academic Dean.

#### **STUDENT APPEAL 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 by submitting a written request for re-admittance to the College President.

Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the program of study.

#### **SATISFACTORY ACADEMIC PROGRESS FOR QUARTER PROGRAMS**

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

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

#### **CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

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

#### **RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS**

(Percentage Successfully Completed)

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

#### **MAXIMUM TIME IN WHICH TO COMPLETE**

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

#### **GRADUATION**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum time frame specified above. These graduation requirements,

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along with any other specific requirements, are also outlined under the graduation requirements section of the College catalog.

### **ACADEMIC PROBATION**

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

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

### **ACADEMIC SUSPENSION**

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

### **READMITTANCE FOLLOWING SUSPENSION**

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

### **ACADEMIC DISMISSAL**

Students who have been readmitted following Academic Suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an Academic Dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

### **APPEALS PROCEDURES**

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

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

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

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## **APPLICATION OF GRADES AND CREDITS**

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress. For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program.

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

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

## **CONTINUATION AS A NON-REGULAR STUDENT**

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

- The student is allowed to continue in a non-regular Student status for a period of time not greater than 25 percent of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

## **REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:**

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

## **SATISFACTORY PROGRESS AND FINANCIAL AID**

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

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

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid

eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

### SATISFACTORY PROGRESS REQUIREMENTS

In addition to the standards described below, students are evaluated at 25 percent of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55 percent or will be placed on probation. Students are also evaluated at 50 percent of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60 percent or they will face academic suspension and must be withdrawn from the College.

#### 192 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 288 (150 percent of 192).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 32                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 33 - 48                 | 2.00                       | 1.20                        | 66%                                    | 50%                                     |
| 49 - 60                 | 2.00                       | 1.30                        | 66%                                    | 60%                                     |
| 61 - 72                 | 2.00                       | 1.50                        | 66%                                    | 65%                                     |
| 73 - 95                 | 2.00                       | 1.75                        | N/A                                    | 66%                                     |
| 96 - 288                | N/A                        | 2.00                        | N/A                                    | 66%                                     |

#### 97 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 145 (150 percent of 97).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 32                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 33 - 48                 | 2.00                       | 1.20                        | 66%                                    | 50%                                     |
| 49 - 60                 | 2.00                       | 1.30                        | 66%                                    | 60%                                     |
| 61 - 72                 | 2.00                       | 1.50                        | 66%                                    | 65%                                     |
| 73 - 95                 | 2.00                       | 1.75                        | N/A                                    | 66%                                     |
| 96 - 145                | N/A                        | 2.00                        | N/A                                    | 66%                                     |

#### 96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150 percent of 96).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 32                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 33 - 48                 | 2.00                       | 1.20                        | 66%                                    | 50%                                     |
| 49 - 60                 | 2.00                       | 1.30                        | 66%                                    | 60%                                     |
| 61 - 72                 | 2.00                       | 1.50                        | 66%                                    | 65%                                     |
| 73 - 95                 | 2.00                       | 1.75                        | N/A                                    | 66%                                     |
| 96 - 144                | N/A                        | 2.00                        | N/A                                    | 66%                                     |

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### 60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150 percent of 60).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 28                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 29 - 40                 | 2.00                       | 1.25                        | 66%                                    | 50%                                     |
| 41 - 52                 | 2.00                       | 1.50                        | 66%                                    | 60%                                     |
| 53 - 64                 | 2.00                       | 1.75                        | 66%                                    | 65%                                     |
| 65 - 90                 | N/A                        | 2.00                        | N/A                                    | 66%                                     |

### 48 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 72 (150 percent of 48).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 28                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 29 - 40                 | 2.00                       | 1.50                        | 66%                                    | 60%                                     |
| 41 - 54                 | 2.00                       | 1.75                        | 66%                                    | 65%                                     |
| 55 - 72                 | N/A                        | 2.00                        | N/A                                    | 66%                                     |

## ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state and federal regulations. All student record information is maintained on the College computer system. Permanent records including grades, attendance, prior education and training, and awards received are kept in paper form, microfiche, or microfilm indefinitely.

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

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

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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

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

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or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

## **STUDENT GRIEVANCE POLICY**

Persons seeking to resolve problems or complaints should first contact their instructor or academic program director. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College 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.

Schools accredited by the Accrediting Council for Independent Colleges and Schools 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 Council. Please direct all inquiries to:

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

## **DUE PROCESS AND THE RIGHTS AND RESPONSIBILITIES OF JUDICIAL APPEAL**

Springfield College recognizes the rights of students as they relate to due process in matters of alleged violations of policies, procedures, and guidelines of this institution that might result in suspension or termination.

Any student may be suspended by the College President from Springfield College as a result of willful and flagrant disregard of institutional policies, procedures, and guidelines. Such disciplinary action shall be documented and placed in the student's academic file. Should the student desire to appeal his or her suspension,

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the student may request a hearing before an Appeals Committee. This committee shall be authorized to act as a review panel and their decision shall be final.

In all disciplinary matters determined by any official of Springfield College, due process shall be afforded the student and his rights and responsibilities explained to him. All disciplinary actions shall be documented in the student's academic file.

## **POLICY AND PROGRAM CHANGES**

The College reserves the right to change any provision or requirements in this catalog at any time without notice. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President. The student is entitled to due process in all instances. The College also reserves the right to cancel any scheduled class in which there are an insufficient number of students enrolled. Normally, a minimum of ten students will be required for a class to be scheduled.

Information contained herein shall not constitute a binding agreement on the part of Springfield College. Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

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## FINANCIAL INFORMATION

### TUITION AND FEES

Arrangements for payment of tuition, fees, and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

### QUARTER PROGRAMS

Tuition will be charged on a quarterly basis. The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered, however the average has been \$300 to \$350 per quarter. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the current tuition rate.

### TUITION PER CREDIT HOUR PER TERM

| Program      | Tuition per Credit Hour |
|--------------|-------------------------|
| All Programs | \$241                   |

### MODULAR PROGRAMS

| Program                          | Program Length (Modules) | Credit Units | Tuition  | Computer Lab Fees | Textbooks |
|----------------------------------|--------------------------|--------------|----------|-------------------|-----------|
| Dental Assisting                 | 9                        | 53.0         | \$14,045 | \$0               | \$405     |
| Medical Insurance Billing/Coding | 6                        | 35.0         | \$8,435  | \$150             | \$195     |

### ADDITIONAL FEES

Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

|  |            |
|--|------------|
| Registration Fee (each quarter)                        | \$25       |
| Proficiency Challenge Exam (per credit hour)           | \$ 20      |
| Graduation Fee   | \$ 25      |
| Medical Lab Fees: (Maximum of \$300)                   |            |
| - MLS2328 Basic Clinical Procedures Lab                | \$100      |
| - MLS2329 Exams and Specialty Procedures Lab           | \$100      |
| - MLS2750 Diagnostic Procedures Lab                    | \$100      |
| Technology Fee (each quarter)                          | \$75       |
| <b>Transcript Fee*</b>                                 | <b>\$5</b> |
| Online Learning Fee (per course)                       | \$100      |
| Experiential Credit Folder Evaluation Fee (per course) | \$25       |

**\*Exception: Students are provided one official transcript free of charge upon completing graduation requirements.**

### STATEMENT OF FINANCIAL OBLIGATIONS

A student who has applied, is accepted, and has begun classes at the College assumes a definite financial obligation. Each student is legally responsible for his or her own college expenses for the contract period in which the student is attending.



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A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, having official transcripts sent, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the College including damages to the College and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the College. A student will not be allowed to re-enroll in the College, nor will grades or transcripts be released as long as the student owes the College a balance for any past terms.

It is the goal of Springfield College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work-Study (FWS), Federal Stafford Loan (formerly called the Guaranteed Student Loan), and the Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

## **FINANCIAL AID INFORMATION**

### **CONSUMER INFORMATION**

Most of the information dissemination activities required by the Higher Education Amendments have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, the student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis; with the exception of Pell. Beginning with the 1993-94 funding year, a student may receive Federal Pell Grant if he/she is enrolled on less than half-time basis;
- Have a high school diploma, G.E.D., or be admitted under the "Ability-to-Benefit" provision;
- Be a United States citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Not owe a refund on a Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for Selective Service, if a male born after December 31, 1959.

### **APPLICATION**

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce a Student Aid Report (SAR) with an Expected Family Contribution (EFC) which will determine eligibility.

**Financial aid from federal programs is not guaranteed from one year to the next.** Each student must reapply every year. Also, if the student changes colleges, their aid does not automatically go with them. Students should

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check with their new college to find out what steps to take.

### ***Need and Cost of Education***

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education. For Springfield College the cost of education includes tuition, fees and books.

### ***Selection of Eligible Applicants***

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how financial aid recipients are selected from the pool of eligible applicants.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The borrower has a right to:

- Written information on loan obligations, including consolidation and refinancing, and information on borrower rights and responsibilities; a copy of the promissory note, and return of the note when the loan is paid in full;
- Before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- Notification, if the loan is sold or transferred to a loan servicer;
- Federal interest benefits, if qualified;
- A grace period, if applicable, and an explanation of what that means;
- Prepayment of deferment, if the borrower qualifies; and
- Request forbearance.

The borrower has a responsibility to:

- Repay the loan in accordance with the repayment schedule, and notify both the College and lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- Notify the lender if he or she graduates, withdraws from college, drops below half-time status, transfers to another college, changes name, address, or Social Security number or fails to enroll for the period covered by the loan;
- Notify the College of a change of address; and
- Attend an exit interview before leaving college.

## **VERIFICATION**

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. This college verifies all selected applicants. The selected applicant must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's U.S. tax return(s). Married students must submit spouse's U.S. tax return, if filed.

### ***Policies and Procedures for Verification***

1. All selected applicants will be verified (except students that are receiving only PLUS or Unsubsidized Stafford funds).
2. Selected applicants must submit required verification documents within (14) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.

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8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
  9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
  10. The College will assist the student in correcting erroneous information.
  11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
  12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

#### **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Perkins Loan and/or a Federal Stafford Loan be notified concerning their loans. The College counsels each student regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

#### **ADDITIONAL INFORMATION**

For more detailed information about the federal student financial aid programs, please refer to the booklet "The Student Guide: Financial Aid from the U.S. Department of Education". This booklet contains additional information pertaining to student rights and responsibilities, state aid in your home state, grant and loan limits, loan repayments, loan deferments and provides telephone numbers and addresses to contact if you have questions.

The booklet is available through the Student Finance Office.

### **FINANCIAL AID PROGRAMS**

#### **GENERAL**

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

#### **FEDERAL PELL GRANT**

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC).

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure a Free Application for Federal Student Aid (FAFSA) to participate in the Federal Pell Grant program from the Student Finance Office of the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system that will determine the applicants' Expected Family Contribution (EFC).

#### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

This grant is available to students with exceptional financial need, with priority given to Federal Pell Grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest Expected Family Contribution (EFC) who will also receive Federal Pell

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Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

### **FEDERAL WORK-STUDY (FWS)**

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public or private organization, provided the work involves community service and is directly related to the student's course of study.

Application for the FWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

### **FEDERAL STAFFORD LOANS**

The Federal Family Education Loan (FFEL) Programs includes the Federal Subsidized Stafford Loan, the Federal Unsubsidized Stafford Loan and the Parent Loan for Undergraduate Students (PLUS). FFEL loan funds come from private lenders that participate in the FFEL Program. You repay a FFEL Loan to the private lender that made you the loan or to its designated agency.

For the Stafford Loan program, the interest rate is variable but cannot exceed 8.25 percent. For July 1, 2004 to June 30 2005, the interest rate is 2.77 percent. Interest rates are adjusted each year on July 1. Students are charged a fee of up to 4 percent of the loan, deducted proportionally from each loan disbursement.

For the PLUS Loan program, the interest rate is variable but cannot exceed 9 percent. For July 1, 2004 to June 30 2005, the interest rate for loans in repayment is 4.17 percent. Interest rates are adjusted each year on July 1. Interest is charged on the loan from the date the first disbursement is made until the loan is paid in full. Parents are charged a fee of up to 4 percent of the loan, deducted proportionally from each loan disbursement.

### **FEDERAL SUBSIDIZED STAFFORD LOANS**

Federal Subsidized Loans are available to undergraduate and graduate students, on the basis of financial need. Repayment of the Subsidized Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period, the interest is paid by the Federal government, as long as the student remains in college on at least a half-time basis. Loans are not automatically deferred. For additional information concerning deferment or forbearance, contact the Student Finance Office or your lender.

### **FEDERAL UNSUBSIDIZED STAFFORD LOANS**

Federal Unsubsidized Stafford Loans are available to undergraduate and graduate students and are not based on financial need. The term "unsubsidized" means that interest is not paid by the Federal government for the students during the enrollment period. Students have the option of paying interest while in school. Any unpaid interest that accrues will be capitalized (added to the principal amount of your loan).

### **FEDERAL PLUS LOANS**

The Federal PLUS Loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS Loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education. Repayment begins 60 days after the loan is fully disbursed. There is no grace period for these loans. Parents must begin repaying both principal and interest while the student is in school.

| <b>Federal Stafford Student Loan Limits<br/>(Undergraduate)</b> |                   |                               |                                  |
|---|-------------------|-------------------------------|----------------------------------|
| <b>Total Hours Completed</b>                                    | <b>Loan Level</b> | <b>Subsidized Loan Amount</b> | <b>Unsubsidized Loan Amount*</b> |
| 0 to 36   | 1                 | \$2,625                       | \$4,000                          |
| 37 to 72  | 2                 | \$3,500                       | \$4,000                          |
| 73 to 108   | 3                 | \$5,500                       | \$5,000                          |
| 109+  | 4                 | \$5,500                       | \$5,000                          |

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## **ALTERNATIVE FINANCING PROGRAM**

The College offers alternative financing programs as a supplement to Title IV Federal Family Education Loans. Students qualify for the alternative financing program on the basis of need for financial aid, the Expected Family Contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. Students interested in alternative financing programs should see the Student Finance Office for more information.

## **VETERANS BENEFITS**

The College is approved for Veterans training. Applications for Veterans benefits may be picked up at the College or by visiting the Veterans Administration website at [www.gibill.va.gov](http://www.gibill.va.gov). Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

## **SCHOLARSHIPS**

### *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, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31<sup>st</sup> of the year in which they are awarded.

## **CANCELLATION & REFUND POLICY**

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

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

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

### **CANCELLATIONS**

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the College. If the agreement is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days (excluding weekends and holidays) after signing this agreement and receive a full refund of all moneys paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

### **REFUNDS**

This College 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 (HEA) of 1965, 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

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is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

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

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

### **REFUND POLICIES**

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

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.

### **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 ceased to attend, based on the period of time the student was in attendance.

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

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

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

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (numerator) and the number of calendar days completed in that period (denominator).

### **RETURN OF UNEARNED SFA PROGRAM FUNDS**

The College 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 College 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 Finance Department

will counsel the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) 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) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

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

**INSTITUTIONAL REFUND POLICY (FIRST-TIME STUDENTS)**

For first-time students who terminate their training before completing more than 60 percent of their first enrollment period (their first term), the Institution will perform a pro rata refund calculation. Under a pro rata refund calculation, the Institution is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the withdrawal date/last date of attendance, whichever is applicable). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund. The school may retain the entire contract price for the period of enrollment - including tuition, fees, and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

**INSTITUTIONAL REFUND POLICY (FOR CONTINUING STUDENTS)**

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

| <b>A Student Who Withdraws or Is Terminated...</b> | <b>Is Entitled to a Refund of...</b> | <b>The Institution Is Eligible to Retain...</b> |
|--|--------------------------------------|---|
| First 7 calendar days of the Period                | 100%                                 | 0   |
| First 10% of the Period                            | 90%                                  | 10%   |
| Between 10% and 20% of the Period                  | 50%                                  | 50%   |
| Between 20% and 50% of the Period                  | 25%                                  | 75%   |
| Beyond the Midpoint of the Period                  | 0                                    | 100%  |

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## STUDENT SERVICES

### ADVISING

Advising encompasses several important areas of student life. The primary responsibility for academic advising rests with the Academic Program Directors and includes attendance, satisfactory academic progress, course selection, dropping or adding courses, changing majors, registration and the meeting of graduation requirements. The Student Success Coordinator provides non-academic advising and assists in academic advising, especially in the areas of attendance and satisfactory academic progress.

### CAREER SERVICES ASSISTANCE

Springfield College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing employment is a cooperative effort.

The College Career Placement Director promotes, through personal contact, media advertising, announcement letters, and employment surveys, the availability of Springfield College graduates for employment. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Students must aid the employment effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, the student will not be considered for subsequent employment interviews.

Springfield College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

### TUTORIAL ASSISTANCE

Springfield College offers tutorial assistance at no charge to its students provided any student requesting such tutorial assistance meets the following criteria:

1. Is a student in regular attendance at the College,
2. Arranges for tutorial assistance through the office of the Student Success Coordinator or Department Chairperson, and
3. Schedules tutoring sessions on campus.

### LIBRARY

Springfield College maintains an up-to-date library for use by our students and faculty. Any registered student in regular attendance may make use of the library facilities in accordance with established library policy.

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition the library has computers dedicated to Internet research available for student, faculty and staff use. FIRSTSEARCH provides access to more than 400 journals. The library also utilizes the Athena Library Management System. The library resources include Westlaw a computerized database for legal research along with other recommended legal resources.

### LOST AND FOUND

A Lost and Found is maintained in the library. The College cannot assume responsibility for any student's property. Any property turned into the library will be kept for a period of 30 days.

### HEALTH SERVICES

Springfield College serves commuter students and is centrally located within a city which has numerous hospitals. For this reason, extensive health care services are not available on campus. A first aid kit is maintained for minor injuries, and emergency care will be summoned when necessary. Springfield College



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accepts no responsibility for the provision of health care, or for charges incurred for emergency care requested. The College does provide access for the handicapped.

## **HOUSING**

Springfield College does not provide housing of any kind but may be able to assist students in locating appropriate facilities.

## **STUDENT ACTIVITIES**

Students are the reason for Springfield College. Their needs for development in academics, social and psychological enhancement, self-esteem, and interpersonal relationships, as related to future career opportunities must be developed positively during their time at Springfield College. This is the basis for successful business and technical career training.

## **CLUBS AND ORGANIZATIONS**

Springfield College encourages the establishment of clubs and organizations on campus to strengthen students socially, physically, spiritually, politically, and psychologically as they prepare to face career decisions after graduation. Students desiring to participate in existing campus organizations, or those students who desire to establish new organizations, should contact the Academic Dean for further information.

Student organizations include:

1. American Association of Medical Assistants - Springfield Chapter
2. A.I.T.P. - Association of Information Technology Professionals
3. Legal Assistant Club
4. Medical Club
5. Phi Beta Lambda

## **STUDENT PUBLICATIONS**

Periodically, Springfield College publishes a newspaper. This newspaper includes important information from the administration, but primarily serves as an instrument of student news and interest. A Student Newspaper Staff works to prepare the Student Section of the paper. All students are encouraged to submit items of interest to the Newspaper Staff. The Student Services Office coordinates the activities of the Student Newspaper Staff through the Student Services Office in accordance with the following approved policy:

"Springfield College recognizes the need for student publications to be available to assist students in their awareness of college and community life. A Publications Committee, with student, faculty, and administrative staff membership, shall be a standing committee with the responsibility of encouraging and supporting viable student publications, including, but not necessarily limited to, student newspaper, student handbooks, etc. This Committee shall also have oversight authority over such publications to insure that they accurately reflect the policies and procedures of Springfield College."

## **STUDENT DISABILITY SERVICES/ACCOMMODATIONS**

The College 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 College 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.

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## DEGREE PROGRAMS

### BACHELOR'S DEGREE PROGRAM

192 Credit Hours Required for Graduation

56 Hours must be in General Education

- **Bachelor of Business Administration**
- **Bachelor of Science in Accounting**
- **Bachelor of Science in Computer Information Science**
- **Bachelor of Science in Paralegal**

### ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

96 to 97 Credit Hours Required for Graduation

24 Hours must be in General Education

- **Accounting**
- **Business Administration**
- **Computer Information Science**
- **Medical Assistant**
- **Paralegal**

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**ACCOUNTING**

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise and provide advice on taxation, management services, and the analysis of information systems.

|   |                                       |   | Associate Degree<br>Quarter Credit Hrs. | Bachelor's Degree<br>Quarter Credit Hrs. |
|---|---------------------------------------|---|---|--|
| <b>COLLEGE CORE REQUIREMENTS</b>  |                                       |   |   |  |
| SLS   | 1130                                  | Strategies for Success                      | 4.0                                     | 4.0                                      |
| CGS   | 2110                                  | Computer Applications                       | 4.0                                     | 4.0                                      |
| SLS   | 1320                                  | Career Skills                               | 2.0                                     | 2.0                                      |
| <b>Choose appropriate credits from the following list:</b>  |                                       |   | <b>Associate 8 credits</b>              | <b>Bachelor's 10 credits</b>             |
| LIS   | 2004                                  | Introduction to Internet Research           | 2.0                                     | 2.0                                      |
| MAN   | 2031                                  | Let's Talk Business                         | 2.0                                     | 2.0                                      |
| OST   | 2335                                  | Business Communications                     | 4.0                                     | 4.0                                      |
| BUS   | 1000                                  | Business Math                               | 4.0                                     | 4.0                                      |
| OFT   | 1141                                  | Keyboarding                                 | 2.0                                     | 2.0                                      |
| CGS   | 2080                                  | Applied Spreadsheets                        | 4.0                                     | 4.0                                      |
| <b>Total College Core Requirements</b>  |                                       |   | <b>18.0</b>                             | <b>20.0</b>                              |
| <b>MAJOR CORE REQUIREMENTS</b>  |                                       |   |   |  |
| APA   | 2111                                  | Principles of Accounting I                  | 4.0                                     | 4.0                                      |
| APA   | 2121                                  | Principles of Accounting II                 | 4.0                                     | 4.0                                      |
| APA   | 2161                                  | Introductory Cost/Managerial Accounting     | 4.0                                     | 4.0                                      |
| ACG   | 2021                                  | Introduction to Corporate Accounting        | 4.0                                     | 4.0                                      |
| APA   | 2141                                  | Computerized Accounting                     | 4.0                                     | 4.0                                      |
| ACO   | 1806                                  | Payroll Accounting                          | 4.0                                     | 4.0                                      |
| ACG   | 2551                                  | Non-Profit Accounting                       | 4.0                                     | 4.0                                      |
| TAX   | 2000                                  | Tax Accounting                              | 4.0                                     | 4.0                                      |
| SLS   | 1392                                  | Workplace Relationships                     |   | 2.0                                      |
| MAN   | 1030                                  | Introduction to Business Enterprise         | 4.0                                     | 4.0                                      |
| BUL   | 2131                                  | Applied Business Law                        | 4.0                                     |  |
| <b>Choose 2 of the following courses:</b>   |                                       |   |   |  |
| CGS   | 2080                                  | Applied Spreadsheets                        | 4.0                                     | 4.0                                      |
| FIN   | 1103                                  | Introduction to Finance                     | 4.0                                     | 4.0                                      |
| ACG   | 2542                                  | Financial Statement Analysis                | 4.0                                     | 4.0                                      |
| MAN   | 2021                                  | Principles of Management                    | 4.0                                     | 4.0                                      |
| <b>Total Major Core Requirements</b>  |                                       |   | <b>48.0</b>                             | <b>46.0</b>                              |
| <b>ADDITIONAL REQUIRED COURSES</b>  |                                       |   |   |  |
| ACG   | 3103                                  | Intermediate Accounting I                   |   | 4.0                                      |
| ACG   | 3113                                  | Intermediate Accounting II                  |   | 4.0                                      |
| ACG   | 3123                                  | Intermediate Accounting III                 |   | 4.0                                      |
| ACG   | 3341                                  | Cost Accounting I                           |   | 4.0                                      |
| ACG   | 3351                                  | Cost Accounting II                          |   | 4.0                                      |
| ACG   | 4201                                  | Consolidation Accounting                    |   | 4.0                                      |
| ACG   | 4632                                  | Auditing I                                  |   | 4.0                                      |
| TAX   | 4001                                  | Federal Taxation I                          |   | 4.0                                      |
| TAX   | 4011                                  | Federal Taxation II                         |   | 4.0                                      |
| BUL   | 2131                                  | Applied Business Law                        |   | 4.0                                      |
| MAN   | 3200                                  | Workplace Contingency & Continuity Planning |   | 4.0                                      |
| <i>Electives</i>  | <i>(Lecture &amp; Lab Hours vary)</i> |   |   | 20.0                                     |
| <b>Additional Requirements</b>  |                                       |   |   | <b>64.0</b>                              |
| <p>In consultation with the Academic Advisor, Registrar, or Academic Dean, the Bachelor's student will select 20 elective credits to achieve a balanced educational program. A minimum of 8 credits must be selected from general business or accounting courses.</p> |                                       |   |   |  |

|   |      |                                     | Associate Degree<br>Quarter Credit Hrs. | Bachelor's Degree<br>Quarter Credit Hrs. |
|---|------|-------------------------------------|---|--|
| <b>GENERAL EDUCATION CORE REQUIREMENTS</b>                |      |                                     |   |  |
| ENC   | 1106 | Composition I                       | 4.0                                     | 4.0                                      |
| ENC   | 1107 | Composition II                      | 4.0                                     | 4.0                                      |
| SCI   | 1001 | Environmental Science               | 4.0                                     | 4.0                                      |
| PHI   | 1001 | Basic Critical Thinking             | 2.0                                     | 2.0                                      |
| MAC   | 2104 | College Algebra                     | 4.0                                     | 4.0                                      |
| PSY   | 2012 | General Psychology                  | 4.0                                     | 4.0                                      |
| SPC   | 2016 | Oral Communications                 | 4.0                                     | 4.0                                      |
| AFL   | 2010 | Introduction to American Literature | 4.0                                     | 4.0                                      |
| ECO   | 3013 | Macroeconomics                      |   | 4.0                                      |
| ECO   | 3028 | Microeconomics                      |   | 4.0                                      |
| AMH   | 2270 | 20th Century American History       |   | 4.0                                      |
| SYG   | 2000 | Principles of Sociology             |   | 4.0                                      |
| CPO   | 4820 | Global Politics                     |   | 4.0                                      |
| SOP   | 4005 | Social Psychology                   |   | 4.0                                      |
| STA   | 3014 | Statistics                          |   | 4.0                                      |
| ENC   | 3211 | Report Writing                      |   | 4.0                                      |
| <b>Total General Education Requirements</b>               |      |                                     | <b>30.0</b>                             | <b>62.0</b>                              |
| <b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b> |      |                                     | <b>96.0</b>                             | <b>192.0</b>                             |

ASSOCIATE OF APPLIED SCIENCE

**BUSINESS ADMINISTRATION**

Business Administration is offered for those students whose career goals require a broad knowledge of the functional areas of business. Students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. The Business Administration program focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

|   |      |                                      | Associate Degree<br>Quarter Credit Hrs. |
|---|------|--------------------------------------|---|
| <b>COLLEGE CORE REQUIREMENTS</b>  |      |                                      |   |
| SLS   | 1130 | Strategies for Success               | 4.0                                     |
| CGS   | 2110 | Computer Applications                | 4.0                                     |
| SLS   | 1320 | Career Skills                        | 2.0                                     |
| <b>College Core Continuation: Select 8 credits from the following courses</b> |      |                                      |   |
| LIS   | 2004 | Introduction to Internet Research    | 2.0                                     |
| MAN   | 2031 | Let's Talk Business                  | 2.0                                     |
| OFT   | 1141 | Keyboarding                          | 2.0                                     |
| OST   | 2335 | Business Communication               | 4.0                                     |
| BUS   | 1000 | Business Math                        | 4.0                                     |
| CGS   | 2080 | Applied Spreadsheets                 | 4.0                                     |
| OST   | 2725 | Applied Word Processing              | 4.0                                     |
| <b>Total College Core Requirements</b>  |      |                                      | <b>18.0</b>                             |
| <b>MAJOR CORE REQUIREMENTS</b>  |      |                                      |   |
| APA   | 2111 | Principles of Accounting I           | 4.0                                     |
| APA   | 2121 | Principles of Accounting II          | 4.0                                     |
| MAN   | 1030 | Introduction to Business Enterprise  | 4.0                                     |
| MAN   | 2021 | Principles of Management             | 4.0                                     |
| MAN   | 2300 | Introduction to Human Resources      | 4.0                                     |
| MAR   | 1011 | Introduction to Marketing            | 4.0                                     |
| BUL   | 2131 | Applied Business Law                 | 4.0                                     |
| MAN   | 2727 | Strategic Planning for Business      | 4.0                                     |
| FIN   | 1103 | Introduction to Finance              | 4.0                                     |
| MAR   | 2305 | Customer Relations & Servicing       | 4.0                                     |
| <b>Choose 2 of the following courses:</b>                                     |      |                                      |   |
| ACG   | 2021 | Introduction to Corporate Accounting | 4.0                                     |
| ACG   | 2542 | Financial Statement Analysis         | 4.0                                     |
| APA   | 2161 | Intro Cost/Managerial Accounting     | 4.0                                     |
| MAN   | 2800 | Small Business Management            | 4.0                                     |
| <b>Total Major Core Requirements</b>  |      |                                      | <b>48.0</b>                             |
| <b>GENERAL EDUCATION CORE REQUIREMENTS</b>                                    |      |                                      |   |
| ENC   | 1106 | Composition I                        | 4.0                                     |
| ENC   | 1107 | Composition II                       | 4.0                                     |
| MAC   | 2104 | College Algebra                      | 4.0                                     |
| PSY   | 2012 | General Psychology                   | 4.0                                     |
| SPC   | 2016 | Oral Communications                  | 4.0                                     |
| AFL   | 2010 | Introduction to American Literature  | 4.0                                     |
| SCI   | 1001 | Environmental Science                | 4.0                                     |
| PHI   | 1001 | Basic Critical Thinking              | 2.0                                     |
| <b>Total General Education Requirements</b>                                   |      |                                      | <b>30.0</b>                             |
| <b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>                     |      |                                      | <b>96.0</b>                             |

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**BACHELOR OF BUSINESS ADMINISTRATION****BUSINESS ADMINISTRATION**

The Bachelor of Business Administration is designed to prepare graduates for employment in middle management positions in business, industry, or government. The program is designed primarily for graduates planning to enter a small business environment or a business environment where specialization is not as appropriate an educational background as is extensive upper division coursework in several functional areas.

Students entering the bachelor's program must have an associate degree in Business Administration - Management Emphasis from Springfield College or have equivalent courses and credit hours if transferring from another college. Students who have an associate degree from another program within Springfield College must take all lower division concentration courses required for the bachelor's degree in Business Administration before attempting the upper division concentration courses.

| Course Number   | Course                                   | Quarter Credit Hours |
|---|--|----------------------|
| <b>COLLEGE REQUIRED COURSES</b>                                       |  |                      |
| SLS 1130  | Strategies for Success                   | 4                    |
| SLS 1320  | Career Skills                            | 2                    |
| <b>Total College Required Courses</b>                                 |  | <b>6</b>             |
| <b>MAJOR CORE REQUIREMENTS</b>  |  |                      |
| APA 2111  | Principles of Accounting I               | 4                    |
| APA 2121  | Principle of Accounting II               | 4                    |
| APA 2161  | Introductory Cost/Managerial Accounting  | 4                    |
| ACG 2021  | Corporate Accounting                     | 4                    |
| BUL 2131  | Applied Business Law                     | 4                    |
| CGS 2110  | Computer Applications                    | 4                    |
| FIN 1103  | Introduction to Finance                  | 4                    |
| FIN 3006  | Principles of Finance                    | 4                    |
| GEB 4361  | Management of International Business     | 4                    |
| MAN 1030  | Introduction to Business Enterprise      | 4                    |
| MAN 2021  | Principles of Management                 | 4                    |
| MAN 2300  | Introduction to Human Resources          | 4                    |
| MAN 4764  | Business Policy and Strategy             | 4                    |
| MAR 1011  | Introduction to Marketing                | 4                    |
| MAR 2305  | Customer Relations and Servicing         | 4                    |
| MAR 3310  | Public Relations                         | 4                    |
| <b>Total Major Core Required Courses</b>                              |  | <b>64</b>            |
| <b>MAJOR CORE ELECTIVES</b>   |  |                      |
| <b>Students will select 6 credits from the following 8 courses:</b>   |  |                      |
| APA 2141  | Computerized Accounting                  | 4                    |
| CGS 2080  | Applied Spreadsheets                     | 4                    |
| MAN 2031  | Let's Talk Business                      | 2                    |
| LIS 2004  | Internet                                 | 2                    |
| MAR 2721  | Marketing on the Internet                | 4                    |
| OFT1141   | Keyboarding                              | 2                    |
| OST2335   | Business Communications                  | 4                    |
| OST2712   | Word Processing                          | 2                    |
| <b>Students will select 20 credits from the following 15 courses:</b> |  |                      |
| FIN 3501  | Investments                              | 4                    |
| MAN 2604  | Introduction to International Management | 4                    |
| MAN 2800  | Small Business Management                | 4                    |
| MAN 3100  | Human Relations in Management            | 4                    |
| MAN 3233  | Principles of Supervision                | 4                    |
| MAN 2940  | Externship in Management I               | 4                    |
| MAN 4302  | Management of Human Resources            | 4                    |
| MAN 4102  | Women Managers                           | 4                    |
| MAN 4060  | Business Ethics                          | 4                    |
| MAN 4734  | Contemporary Management                  | 4                    |
| MAR 2141  | Introduction to International Marketing  | 4                    |
| MAR 2323  | Advertising                              | 4                    |
| MAR 3400  | Salesmanship                             | 4                    |

|   |                              |            |
|---|------------------------------|------------|
| MAR 4630  | Marketing Research           | 4          |
| MAN 4940  | Externship in Management II  | 4          |
| <b>Total Electives Required Courses</b>   |                              | <b>26</b>  |
| <b>GENERAL EDUCATION REQUIRED COURSES</b>   |                              |            |
| ECO 3013  | Macroeconomics               | 4          |
| ECO 3028  | Microeconomics               | 4          |
| ENC 1106  | Composition I                | 4          |
| ENC 1107  | Composition II               | 4          |
| MAC 2104  | College Algebra              | 4          |
| PSY 2012  | General Psychology           | 4          |
| SCI 1001  | Environmental Science        | 4          |
| SPC 2016  | Oral Communications          | 4          |
| STA 3014  | Statistics                   | 4          |
| <b>Total General Education Required Courses</b>   |                              | <b>36</b>  |
| <b>GENERAL EDUCATION ELECTIVES</b>  |                              |            |
| <b>Students will select 20 credits from the following courses:</b>  |                              |            |
| CPO 4820  | Global Politics              | 4          |
| ENC 2010  | English Literature           | 4          |
| ENC 3211  | Report Writing               | 4          |
| POS 2041  | American National Government | 4          |
| QMB 3314  | Quantitative Methods         | 4          |
| SOP 4005  | Social Psychology            | 4          |
| SPC 4400  | Conference Techniques        | 4          |
| SYG 2000  | Principles of Sociology      | 4          |
| <b>Students will select an additional 40 credits of electives from any of the College's course offerings.</b> |                              |            |
| <b>Total General Education Electives Courses</b>  |                              | <b>60</b>  |
| <b>TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION</b>  |                              | <b>192</b> |

**BACHELOR OF SCIENCE AND ASSOCIATE IN APPLIED SCIENCE**

**COMPUTER INFORMATION SCIENCE**

The Associate in Applied Science Degree provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

|  |      |  | Associate Degree<br>Quarter Credit Hrs. | Bachelor's Degree<br>Quarter Credit Hrs. |
|--|------|--|---|--|
| <b>COLLEGE CORE REQUIREMENTS</b>   |      |  |   |  |
| SLS  | 1130 | Strategies for Success                             | 4.0                                     | 4.0                                      |
| CGS  | 2110 | Computer Applications                              | 4.0                                     | 4.0                                      |
| SLS  | 1320 | Career Skills                                      | 2.0                                     | 2.0                                      |
| <i>Choose one of the following courses:</i>  |      |  |   |  |
| CEN  | 1056 | Project Development                                | 2.0                                     | 2.0                                      |
| OFT  | 1141 | Keyboarding  | 2.0                                     | 2.0                                      |
| MAN  | 2031 | Let's Talk Business                                | 2.0                                     | 2.0                                      |
| <b>Total College Core Requirements</b>   |      |  | <b>12.0</b>                             | <b>12.0</b>                              |
| <b>MAJOR CORE REQUIREMENTS</b>   |      |  |   |  |
| APA  | 2111 | Principles of Accounting I                         | 4.0                                     | 4.0                                      |
| APA  | 2121 | Principles of Accounting II                        | 4.0                                     | 4.0                                      |
| BUL  | 2131 | Applied Business Law                               | 4.0                                     | 4.0                                      |
| CEN  | 1500 | Computer Networking Fundamentals                   | 4.0                                     | 4.0                                      |
| CGS  | 1275 | Computer Operating Systems                         | 4.0                                     | 4.0                                      |
| CGS  | 1280 | Computer Hardware Concepts                         | 4.0                                     | 4.0                                      |
| COP  | 2010 | Programming Concepts                               | 4.0                                     | 4.0                                      |
| COP  | 2011 | Fundamental Programming Techniques                 | 4.0                                     | 4.0                                      |
| CIS  | 2340 | Introduction to the Systems Development Life Cycle | 4.0                                     | 4.0                                      |
| Approved IT Electives*   |      |  | 8.0                                     | 8.0                                      |
| <i>*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS or COP prefixes).</i> |      |  |   |  |
| <b>Associate Students</b>  |      |  |   |  |
| <i>Choose one of the two-course language sequences(4 credits each):</i>  |      |  | 8.0                                     |  |
| COP  | 2241 | Computer Programming - Visual Basic I              |   |  |
| COP  | 2247 | Computer Programming - Visual Basic II             |   |  |
| COP  | 2251 | Computer Programming - C++ I                       |   |  |
| COP  | 2257 | Computer Programming - C++ II                      |   |  |
| <b>Bachelor's Students</b>   |      |  |   |  |
| <i>Choose two of the two-course language sequences (4 credits each):</i>   |      |  |   | 16.0                                     |
| COP  | 2241 | Computer Programming - Visual Basic I              |   |  |
| COP  | 2247 | Computer Programming - Visual Basic II             |   |  |
| COP  | 2251 | Computer Programming - C++ I                       |   |  |
| COP  | 2257 | Computer Programming - C++ II                      |   |  |
| COP  | 2261 | Computer Programming - Java I                      |   |  |
| COP  | 2267 | Computer Programming - Java II                     |   |  |
| <b>REQUIRED UPPER DIVISION COURSES</b>   |      |  |   |  |
| CIS  | 3200 | Database Concepts I                                |   | 4.0                                      |
| COP  | 3500 | Structured Query Language                          |   | 4.0                                      |
| COP  | 4320 | Database Application Development                   |   | 4.0                                      |
| CIS  | 3610 | Designing Secure Software                          |   | 4.0                                      |
| CIS  | 3110 | Object-Oriented Analysis and Design                |   | 4.0                                      |



|   |      |   | Associate Degree<br>Quarter Credit Hrs. | Bachelor's Degree<br>Quarter Credit Hrs. |
|---|------|---|---|--|
| CIS   | 4220 | Survey of Operating Systems                           |   | 4.0                                      |
| CIS   | 4840 | Senior Project - Systems Analysis and Design          |   | 4.0                                      |
| CIS   | 4860 | Senior Project - Systems Implementation & Integration |   | 4.0                                      |
| <b>Total Major Core Requirements</b>  |      |   | <b>52.0</b>                             | <b>92.0</b>                              |
| <b>Approved electives to be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. 8 credits of the Approved Electives must be upper-division courses.</b> |      |   |   |  |
| <i>Approved Electives</i>   |      |   | <i>8.0</i>                              | <i>32.0</i>                              |
| <b>GENERAL EDUCATION CORE REQUIREMENTS</b>  |      |   |   |  |
| ENC   | 1106 | Composition I   | 4.0                                     | 4.0                                      |
| ENC   | 1107 | Composition II  | 4.0                                     | 4.0                                      |
| SCI   | 1001 | Environmental Science                                 | 4.0                                     | 4.0                                      |
| SPC   | 2016 | Oral Communications                                   | 4.0                                     | 4.0                                      |
| MAC   | 2104 | College Algebra                                       | 4.0                                     | 4.0                                      |
| PSY   | 2012 | General Psychology                                    | 4.0                                     | 4.0                                      |
| ECO   | 3013 | Macroeconomics  |   | 4.0                                      |
| ECO   | 3028 | Microeconomics  |   | 4.0                                      |
| AMH   | 2270 | 20th Century American History                         |   | 4.0                                      |
| SYG   | 2000 | Principles of Sociology                               |   | 4.0                                      |
| CPO   | 4820 | Global Politics                                       |   | 4.0                                      |
| SOP   | 4005 | Social Psychology                                     |   | 4.0                                      |
| STA   | 3014 | Statistics  |   | 4.0                                      |
| ENC   | 3211 | Report Writing  |   | 4.0                                      |
| <b>Total General Education Core Requirements</b>  |      |   | <b>24.0</b>                             | <b>56.0</b>                              |
| <b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>   |      |   | <b>96.0</b>                             | <b>192.0</b>                             |

ASSOCIATE IN APPLIED SCIENCE

**MEDICAL ASSISTANT**

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

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

|   |                                      | Associate Degree<br>Quarter Credit Hrs. |
|---|--------------------------------------|---|
| <b>COLLEGE REQUIRED CLASSES</b>                           |                                      |   |
| SLS 1130  | Strategies for Success               | 4                                       |
| SLS 1320  | Career Skills                        | 2                                       |
| CGS 2110  | Computer Applications                | 4                                       |
| OFT 1141  | Keyboarding                          | 2                                       |
| <b>Total College Core Requirements</b>                    |                                      | <b>12</b>                               |
| <b>MAJOR CORE REQUIREMENTS</b>                            |                                      |   |
| APB 1121  | Anatomy & Pathophysiology I          | <b>4</b>                                |
| APB 1131  | Anatomy & Pathophysiology II         | 4                                       |
| APB 1151  | Diseases of the Human Body           | 4                                       |
| MEA1239   | Medical Terminology                  | 4                                       |
| MEA1385   | Medical Law & Ethics                 | 2                                       |
| MEA 1210  | Basic Clinical Procedures            | 4                                       |
| MLS 2328  | Basic Clinical Procedures (lab)      | 2                                       |
| MEA 1500  | Exams and Specialty Procedures       | 4                                       |
| MLS 2329  | Exams and Specialty Procedures (lab) | 2                                       |
| MEA 2712  | Diagnostic Procedures                | 4                                       |
| MLS 2750  | Diagnostic Procedures (lab)          | 2                                       |
| MEA 2244  | Pharmacology                         | 4                                       |
| MLS 2700  | Pharmacology (lab)                   | 2                                       |
| MEA 2350  | Medical Office Procedures            | 4                                       |
| MEA 2602  | Medical Finance and Insurance        | 4                                       |
| MEA 2801  | Professional Procedures              | 2                                       |
| MEA 2802  | Externship                           | 5                                       |
| MEA 2245L   | Phlebotomy                           | 2                                       |
| MEA 1695  | Therapeutic Communication            | 2                                       |
| <b>Total Major Core Requirements</b>                      |                                      | <b>61</b>                               |
| <b>GENERAL EDUCATION REQUIREMENTS</b>                     |                                      |   |
| ENC 1106  | Composition I                        | 4                                       |
| ENC 1107  | Composition II                       | 4                                       |
| MAC 2104  | College Algebra                      | 4                                       |
| SCI1001   | Environmental Science                | 4                                       |
| PSY2014   | General Psychology                   | 4                                       |
| SPC 2016  | Oral Communications                  | 4                                       |
| <b>Total General Education Requirements</b>               |                                      | <b>24</b>                               |
| <b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b> |                                      | <b>97</b>                               |

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**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**PARALEGAL**

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit the graduates to further their legal knowledge while enhancing their opportunity for career advancement.

|  |      |  | <b>Associate's Degree<br/>Quarter Credit Hrs</b> | <b>Bachelor's Degree<br/>Quarter Credit Hrs</b> |
|--|------|--|--|---|
| <b>COLLEGE CORE REQUIREMENTS</b>       |      |  |  |   |
| CGS                                    | 2110 | Computer Applications                            | 4.0  | 4.0   |
| SLS                                    | 1130 | Strategies for Success                           | 4.0  | 4.0   |
| SLS                                    | 1320 | Career Skills                                    | 2.0  | 2.0   |
| LIS                                    | 2004 | Introduction to Internet Research                |  | 2.0   |
| OST                                    | 2725 | Applied Word Processing                          | 4.0  | 4.0   |
| HSS                                    | 4400 | Communications and Technology Security           |  | 4.0   |
| SLS                                    | 1392 | Workplace Relationships                          |  | 2.0   |
| <b>Total College Core Requirements</b> |      |  | <b>14.0</b>                                      | <b>22.0</b>                                     |
| <b>MAJOR CORE REQUIREMENTS</b>         |      |  |  |   |
| PLA                                    | 1003 | Introduction to Paralegal                        | 4.0  | 4.0   |
| PLA                                    | 2160 | Criminal Procedure and the Constitution          | 4.0  | 4.0   |
| PLA                                    | 1105 | Legal Research and Writing I                     | 4.0  | 4.0   |
| PLA                                    | 2106 | Legal Research and Writing II                    | 4.0  | 4.0   |
| PLA                                    | 2223 | Civil Litigation I                               |  | 4.0   |
| PLA                                    | 2224 | Civil Litigation II                              |  | 4.0   |
| PLA                                    | 2273 | Torts  | 4.0  | 4.0   |
| PLA                                    | 2423 | Contract Law                                     | 4.0  | 4.0   |
| PLA                                    | 2600 | Wills, Trusts, and Probate                       | 4.0  | 4.0   |
| PLA                                    | 2800 | Family Law                                       | 4.0  | 4.0   |
| PLA                                    | 2763 | Law Office Management                            | 4.0  | 4.0   |
| PLA                                    | 2203 | Civil Procedure                                  | 4.0  | 4.0   |
| PLA                                    | 3115 | Legal Research and Writing III                   |  | 4.0   |
| PLA                                    | 3570 | International Law                                |  | 4.0   |
| PLA                                    | 4471 | Worker's Compensation and Employment Benefit Law |  | 4.0   |
| PLA                                    | 4116 | Legal Research and Writing IV                    |  | 4.0   |
| PLA                                    | 4263 | Rules of Evidence                                |  | 4.0   |
| PLA                                    | 4274 | Advanced Tort Law                                |  | 4.0   |
| PLA                                    | 1700 | Legal Ethics and Social Responsibility           |  | 4.0   |
| <b>Total Major Core Requirements</b>   |      |  | <b>40.0</b>                                      | <b>76.0</b>                                     |

| <b>The Associate student will select 8.0 credits from the following list:</b> |      |   |             |              |
|---|------|---|-------------|--------------|
| PLA   | 2460 | Bankruptcy                                | 4.0         |              |
| PLA   | 2941 | Contemporary Issues and Law               | 4.0         |              |
| PLA   | 2433 | Business Organizations                    | 4.0         |              |
| PLA   | 2483 | Introduction to Administrative Law        | 4.0         |              |
| PLA   | 2610 | Real Estate Law                           | 4.0         |              |
| PLA   | 2631 | Environmental Law                         | 4.0         |              |
| <b>The Bachelor student will select 32.0 credits from the following list:</b> |      |   |             |              |
| PLA   | 4018 | Law and Medicine                          |             | 4.0          |
| PLA   | 2460 | Bankruptcy                                |             | 4.0          |
| PLA   | 2941 | Contemporary Issues and Law               |             | 4.0          |
| PLA   | 2433 | Business Organizations                    |             | 4.0          |
| PLA   | 2483 | Introduction to Administrative Law        |             | 4.0          |
| PLA   | 4483 | Administrative Law                        |             | 4.0          |
| PLA   | 2610 | Real Estate Law                           |             | 4.0          |
| PLA   | 2631 | Environmental Law                         |             | 4.0          |
| PLA   | 3210 | Elder Law                                 |             | 4.0          |
| PLA   | 4470 | Employment Law                            |             | 4.0          |
| <b>Total Requirements</b>   |      |   | <b>8.0</b>  | <b>32.0</b>  |
| <b>GENERAL EDUCATION CORE REQUIREMENTS</b>                                    |      |   |             |              |
| ENC   | 1106 | Composition I                             | 4.0         | 4.0          |
| ENC   | 1107 | Composition II                            | 4.0         | 4.0          |
| SPC   | 2016 | Oral Communications                       | 4.0         | 4.0          |
| SYG   | 2000 | Principles of Sociology                   | 4.0         | 4.0          |
| MAC   | 2104 | College Algebra                           | 4.0         | 4.0          |
| PSY   | 2012 | General Psychology                        | 4.0         | 4.0          |
| ECO   | 3013 | Macroeconomics                            |             | 4.0          |
| ECO   | 3028 | Microeconomics                            |             | 4.0          |
| STA   | 3014 | Statistics                                |             | 4.0          |
| SOP   | 4005 | Social Psychology                         |             | 4.0          |
| CPO   | 4820 | Global Politics                           |             | 4.0          |
| ENC   | 3211 | Report Writing                            |             | 4.0          |
| PHI   | 1001 | Basic Critical Thinking                   | 2.0         | 2.0          |
| AFL   | 2010 | Introduction to American Literature       | 4.0         | 4.0          |
| SCI   | 1001 | Environmental Science                     | 4.0         | 4.0          |
| AMH   | 2270 | 20 <sup>th</sup> Century American History |             | 4.0          |
| <b>Total General Education Requirements</b>                                   |      |   | <b>34.0</b> | <b>62.0</b>  |
| <b>Total Quarter Credit Hours Required for Graduation</b>                     |      |   | <b>96.0</b> | <b>192.0</b> |

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## DIPLOMA PROGRAMS

### Modular Programs

- Dental Assistant
- Medical Insurance Billing and Coding

### Quarter Programs

- Business Accounting
- Medical Office Assistant
- Medical Transcription

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DIPLOMA PROGRAM

**BUSINESS ACCOUNTING**

**Diploma Program-12 Months**

**48.0 Quarter Credit Hours**

The accounting field offers a variety of challenging career opportunities. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications and Corporate Accounting

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

Upon successful completion of the 48 quarter credit hour program, students are awarded a diploma.

| <b>Course Number</b>                                      | <b>Course</b>                        | <b>Quarter Credit Hours</b> |
|---|--------------------------------------|-----------------------------|
| SLS 1130  | Strategies for Success               | 4                           |
| CGS 2110  | Computer Applications                | 4                           |
| CGS 2080  | Applied Spreadsheets                 | 4                           |
| BUS 1000  | Business Mathematics                 | 4                           |
| MAN 1030  | Introduction to Business Enterprise  | 4                           |
| SLS 1320  | Career Skills                        | 2                           |
| OFT 1141  | Keyboarding                          | 2                           |
| APA 2111  | Principles of Accounting I           | 4                           |
| APA 2121  | Principles of Accounting II          | 4                           |
| ACG 2021  | Introduction to Corporate Accounting | 4                           |
| APA 2141  | Computerized Accounting              | 4                           |
| ACO 1806  | Payroll Accounting                   | 4                           |
| TAX 2000  | Tax Accounting                       | 4                           |
| <b>Total Quarter Credit Hours Required For Graduation</b> |                                      | <b>48</b>                   |

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## DIPLOMA PROGRAM

### DENTAL ASSISTING

The Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures and daily tasks. The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics.

| Course Number                           | Course   | Credit Hours |
|---|--|--------------|
| Module A                                | Dental Office Emergencies and Compliance             | 6            |
| Module B                                | Dental Radiography                                   | 6            |
| Module C                                | Dental Specialties                                   | 6            |
| Module D                                | Operatory Dentistry                                  | 6            |
| Module E                                | Laboratory Procedures                                | 6            |
| Module F                                | Dental Anatomy and Orthodontics                      | 6            |
| Module G                                | Dental Health  | 6            |
| Module H                                | Administrative Dental Assisting & Career Development | 6            |
| Module X                                | Dental Assisting Externship                          | 5            |
| <b>Total Hours Required For Diploma</b> |  | <b>53</b>    |

#### **Module A: Dental Office Emergencies and Compliance**

**6 Credit Hours**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to management emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Hours: 40

#### **Module B: Dental Radiography**

**6 Credit Hours**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Hours: 40

#### **Module C: Dental Specialties**

**6 Credit Hours**

In this module, student study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins

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(Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Hours: 40

**Module D: Operatory Dentistry**

**6 Credit Hours**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Hours: 40

**Module E: Laboratory Procedures**

**6 Credit Hours**

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as nightguards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Hours: 40

**Module F: Dental Anatomy and Orthodontics**

**6 Credit Hours**

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Students are also introduced to HIPPA compliance and how it relates to the dental office. Related spelling and terminology is studied throughout the module. Prerequisite: None. Hours: 40

**Module G: Dental Health**

**6 Credit Hours**

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Hours: 40

**Module H: Administrative Dental Assisting and Career Development**

**6 Credit Hours**

This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. They also work with a pegboard system to accomplish tasks in daily posting, cash management and reconciliation. An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction is included and focuses on identifying skills necessary for employment, interviewing techniques, self-directed job search and starting a new job. Students are taught resume preparation and completion of employment applications. Essential dental terminology is also studied. Prerequisite: None. Hours: 40

**Module X: Dental Assisting Externship**

**5 Credit Hours**

This course is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-H. Hours: 160



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## CERTIFICATE PROGRAM

### MEDICAL INSURANCE BILLING/ CODING

Total Credit Units Required: 35

Total Hours: 560 (6 Months)

Dot: Health Claims Examiner/Medical Billing 214.362-022

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

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

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

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

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

#### Program Outline

| MODULE NUMBER        | MODULE TITLE  | CREDIT UNITS |
|----------------------|---|--------------|
| Module A             | Introduction to Medical Insurance and Managed Care    | 6.0          |
| Module B             | Government Programs                                   | 6.0          |
| Module C             | Electronic Data Interchange and Collection Strategies | 6.0          |
| Module D             | Medical Documentation, Evaluation, and Management     | 6.0          |
| Module E             | Health Insurance Claim Forms                          | 6.0          |
| Module X             | Practicum   | 5.0          |
| <b>Program Total</b> |   | <b>35</b>    |

**Major Equipment:** Calculators, Personal Computers

#### Module Descriptions

##### Module A - Introduction to Medical Insurance and Managed Care

**6 Credit Hours**

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Hours: 80

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**Module B - Government Programs****6 Credit Hours**

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. Hours: 80

**Module C - Electronic Data Interchange and Collection Strategies****6 Credit Hours**

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 a simulated 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. Hours: 80

**Module D - Health Documentation, Evaluation, and Management****6 Credit Hours**

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. Hours: 80

**Module E - Health Insurance Claims Forms****6 Credit Hours**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also 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. Hours: 80

**Module X - Practicum****5 Credit Hours**

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

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DIPLOMA PROGRAM

**MEDICAL OFFICE ASSISTANT**

The work of a medical office assistant requires both administrative and clerical skills. This program will prepare graduates to function as a bookkeeper, secretary-receptionist, and insurance clerk. Scheduling of appointments with the Doctor and for outside examinations and tests are also possible tasks. The responsibilities will vary with the size of the physician's office or laboratory.

| <b>COURSE NUMBER</b>                    | <b>COURSE</b>                 | <b>CREDIT HOURS</b> |
|---|-------------------------------|---------------------|
| APA 2111                                | Principles of Accounting I    | 4                   |
| CGS 2110                                | Computer Applications         | 4                   |
| MEA 1239                                | Medical Terminology           | 4                   |
| MEA 1385                                | Medical Law & Ethics          | 2                   |
| MEA 1695                                | Therapeutic Communication     | 2                   |
| MEA 2602                                | Medical Finance and Insurance | 4                   |
| BUS 1000                                | College Business Mathematics  | 4                   |
| OFT 1141                                | Keyboarding                   | 2                   |
| OST 2614                                | Medical Transcription         | 2                   |
| OST 2301                                | Medical Office Practice       | 4                   |
| WPR 1301                                | Word Processing               | 4                   |
| SLS 1130                                | Strategies for Success        | 4                   |
| SLS 1320                                | Career Skills                 | 2                   |
| ENC 1106                                | Composition I                 | 4                   |
| ENC 1107                                | Composition II                | 4                   |
| SPC 2016                                | Oral Communications           | 4                   |
| Electives (Lecture and Lab hours vary)  |                               | 6                   |
| <b>TOTAL HOURS REQUIRED FOR DIPLOMA</b> |                               | <b>60</b>           |

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DIPLOMA PROGRAM

**MEDICAL TRANSCRIPTION**

This program prepares the student to function as a medical transcriptionist in a physician's office, hospital, or other medical facility.

| <b>COURSE NUMBER</b>                    | <b>COURSE</b>                 | <b>CREDIT HOURS</b> |
|---|-------------------------------|---------------------|
| CGS 2110                                | Computer Applications         | 4                   |
| MEA 1239                                | Medical Terminology           | 4                   |
| KB 1301                                 | Intermediate Keyboarding      | 3                   |
| BUS 1000                                | College Business Mathematics  | 4                   |
| MEA 2602                                | Medical Finance and Insurance | 4                   |
| OST 2614                                | Medical Transcription         | 2                   |
| MA 136                                  | Medical Transcription II      | 3                   |
| OFT 1141                                | Keyboarding                   | 2                   |
| WPR 1301                                | Word Processing               | 4                   |
| SLS 1130                                | Strategies for Success        | 4                   |
| SLS 1320                                | Career Skills                 | 2                   |
| ENC 1106                                | Composition I                 | 4                   |
| ENC 1107                                | Composition II                | 4                   |
| Electives (Lecture and Lab hours vary)  |                               | 4                   |
| <b>TOTAL HOURS REQUIRED FOR DIPLOMA</b> |                               | <b>48</b>           |

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000 – 099 Preparatory courses
- 100 – 2999 Lower division (first and second year) courses
- 3000 – 4999 Upper division (third and fourth year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division.

### COURSE DESCRIPTIONS

#### **ACG 2021 Corporate Accounting**

**4 Quarter Credit Hours**

This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 2542 Financial Statement Analysis**

**4 Quarter Credit Hours**

The basics of financial statement analysis in directing a firm's operations are covered in the course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 2551 Non-Profit Accounting**

**4 Quarter Credit Hours**

In this course, students explore accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 3103 Intermediate Accounting I**

**4 Quarter Credit Hours**

This is an upper level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 3113 Intermediate Accounting II**

**4 Quarter Credit Hours**

This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisite: ACG 3103. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 3123 Intermediate Accounting III**

**4 Quarter Credit Hours**

This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied. Prerequisite: ACG 3113. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 3341 Cost Accounting I**

**4 Quarter Credit Hours**

This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques Prerequisite: APA 2161. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 3351 Cost Accounting II**

**4 Quarter Credit Hours**

This is a continuation Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisite: ACG 3341. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 4201 Consolidation Accounting**

**4 Quarter Credit Hours**

In this course, students will study the major areas of emphasis in consolidation accounting including business combinations, consolidation procedures, and foreign currency accounting. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 4632 Auditing I**

**4 Quarter Credit Hours**

This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs.000 Other Hrs. 000

#### **ACO 1806 Payroll Accounting**

**4 Quarter Credit Hours**

This course provides the student with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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|---|-------------------------------|
| <b>AFL 2010 Introduction To American Literature</b>   | <b>4 Quarter Credit Hours</b> |
| This course concentrates on the major writers of Modern American literature. Prerequisites: None. Lecture Hrs: 40 Lab Hrs: 0. Other Hrs: 0.   |                               |
| <b>AMH 2270 20th Century American History</b>   | <b>4 Quarter Credit Hours</b> |
| A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0. |                               |
| <b>APA 2111 Principles of Accounting I</b>  | <b>4 Quarter Credit Hours</b> |
| Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>APA 2121 Principles of Accounting II</b>   | <b>4 Quarter Credit Hours</b> |
| This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>APA 2141 Computerized Accounting</b>   | <b>4 Quarter Credit Hours</b> |
| This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2111 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000   |                               |
| <b>APA 2161 Introductory Cost/Managerial Accounting</b>   | <b>4 Quarter Credit Hours</b> |
| This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>APB 1121 Anatomy and Physiology I</b>  | <b>4 Quarter Credit Hours</b> |
| This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>APB 1131 Anatomy and Physiology II</b>   | <b>4 Quarter Credit Hours</b> |
| This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>APB 1151 Diseases of the Human Body</b>  | <b>4 Quarter Credit Hours</b> |
| This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: APB 1121, APB 1131 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>BUS 1000 Business Mathematics</b>  | <b>4 Quarter Credit Hours</b> |
| This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest and payroll functions. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>BUL 2131 Applied Business Law</b>  | <b>4 Quarter Credit Hours</b> |
| This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>CEN 1056 Project Development</b>   | <b>2 Quarter Credit Hours</b> |
| This course prepares the student to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Prerequisites: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000   |                               |

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- CEN 1500 Computer Networking Fundamentals** **4 Quarter Credit Hours**  
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS 2110. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1275 Computer Operating Systems** **4 Quarter Credit Hours**  
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: CGS 2110. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1280 Computer Hardware Concepts** **4 Quarter Credit Hours**  
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: CGS 2110. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2080 Applied Spreadsheets** **4 Quarter Credit Hours**  
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2110. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2110 Computer Applications** **4 Quarter Credit Hours**  
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: COP 2011 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 2340 Introduction to the Systems Development Life Cycle** **4 Quarter Credit Hours**  
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: CGS 2110. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 3110 Object-Oriented Analysis and Design** **4 Quarter Credit Hours**  
This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisite: CIS 2340 and COP 2251 or COP 2261. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 3200 Database Concepts I** **4 Quarter Credit Hours**  
This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisite: CIS 2340. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 3610 Designing Secure Software** **4 Quarter Credit Hours**  
This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS 3110 and COP 2257 or COP 2267. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 4220 Survey of Operating Systems** **4 Quarter Credit Hours**  
This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisite: CGS 1275. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 4840 Senior Project: Systems Analysis & Design** **4 Quarter Credit Hours**  
This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3110 and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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- CIS 4860 Senior Project: Systems Implementation & Integration** **4 Quarter Credit Hours**  
This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher-level programming languages such as C++, Visual Basic, or Java will be used. Prerequisite: CIS 3110 and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 2010 Programming Concepts** **4 Quarter Credit Hours**  
This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: CGS 2110. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COP 2011 Fundamental Programming Techniques** **4 Quarter Credit Hours**  
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 2241 Computer Programming- Visual Basic I** **4 Quarter Credit Hours**  
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: COP 2011. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 2247 Computer Programming- Visual Basic II** **4 Quarter Credit Hours**  
This course is a continuation of COP 2241. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2241. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 2251 Computer Programming - C++ I** **4 Quarter Credit Hours**  
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: COP 2011. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 2257 Computer Programming - C++ II** **4 Quarter Credit Hours**  
This course is a continuation of COP 2251, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2251. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 2261 Programming Languages- Java I** **4 Quarter Credit Hours**  
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: COP 2011.
- COP 2267 Programming Languages- Java II** **4 Quarter Credit Hours**  
This course is a continuation of COP 2261. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2261. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 3500 Structured Query Language** **4 Quarter Credit Hours**  
This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CIS 3200. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COP 4320 Database Application Development** **4 Quarter Credit Hours**  
This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP 2257 or COP 2267. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CPO 4820 Global Politics** **4 Quarter Credit Hours**  
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000



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- ECO 3013 Macroeconomics** **4 Quarter Credit Hours**  
This course is a basic study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 3028 Microeconomics** **4 Quarter Credit Hours**  
This course is the study of economics analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC 1106 Composition I** **4 Quarter Credit Hours**  
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC 1107 Composition II** **4 Quarter Credit Hours**  
This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1106 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC 2010 English Literature** **4 Quarter Credit Hours**  
An extension of skills obtained in ENC 1107, this course is designed to develop reading and writing skills through review, discussion and interpretation of literary materials including, but not limited to, contemporary and classical literature, drama and poetry. The student will develop additional skills including research methods, formal report writing, editing and oral presentation. Prerequisite: ENC 1107 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC 3211 Report Writing** **4 Quarter Credit Hours**  
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENC 1107 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 1103 Introduction to Finance** **4 Quarter Credit Hours**  
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3006 Principles of Finance** **4 Quarter Credit Hours**  
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3501 Investments** **4 Quarter Credit Hours**  
This course is a study of securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 4361 Management of International Business** **4 Quarter Credit Hours**  
This course is a study of the characteristics, operation, and function of business in the global market of the 2000's. The following topics are included in the course: political culture, international trade and investments, the global monetary system, and management and business structures for the international business environment. Prerequisite: MAN 1030 or MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSS 4400 Communications and Technology Security** **4 Quarter Credit Hours**  
This course introduces the students to the world of high technology security. Topics include risk assessment and vulnerability, planning for attacks, responses to attacks, business continuity planning, recovering from attacks, and the dangers from attacks. Network computer security best practices are also covered. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- KB 1301 Intermediate Keyboarding** **3 Quarter Credit Hours**  
Students will learn to format and key-in reports, tables, forms, manuscripts, and bibliographies. The student is given various special problems to meet business office production standards. A concerted effort is made to increase accuracy and speed. Prerequisite: OFT 1141 Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- LIS 2004 Internet** **2 Quarter Credit Hours**  
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Prerequisite: None Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

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| <b>MA 136 Medical Transcription II</b>   | <b>3 Quarter Credit Hours</b> |
| This course is designed to increase the student's proficiency in medical transcription as used in the medical office. Prerequisite: OST 2614 Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000   |                               |
| <b>MAC 2104 College Algebra</b>  | <b>4 Quarter Credit Hours</b> |
| The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 1030 Introduction to Business Enterprise</b>  | <b>4 Quarter Credit Hours</b> |
| This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAN 2021 Principles of Management</b>   | <b>4 Quarter Credit Hours</b> |
| This course covers an analysis of fundamental management principles integrated with concepts of behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 2031 Let's Talk Business</b>  | <b>2 Quarter Credit Hours</b> |
| This course is designed to provide opportunities through reading, discussion, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 2300 Introduction to Human Resources</b>  | <b>4 Quarter Credit Hours</b> |
| This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAN 2604 Introduction to International Management</b>   | <b>4 Quarter Credit Hours</b> |
| A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 2727 Strategic Planning for Business</b>  | <b>4 Quarter Credit Hours</b> |
| This course is designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 2800 Small Business Management</b>  | <b>4 Quarter Credit Hours</b> |
| This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAN 2940 Externship in Management I</b>   | <b>4 Quarter Credit Hours</b> |
| As a part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, Academic Advisor, and the employer. Prerequisite: None Lec. Hrs. 000 Lab Hrs. 120 Other Hrs. 000 |                               |
| <b>MAN 3100 Human Relations in Management</b>  | <b>4 Quarter Credit Hours</b> |
| A study of individual interpersonal, group, and intragroup problems in business organizations. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 3200 Workplace Contingency and Continuity Planning</b>  | <b>4 Quarter Credit Hours</b> |
| This course presents an introduction to workplace community and contingency planning. Topics include the need for planning, analyzing the work site, employee safety and evacuation, risk and threat analysis, operational factors, back-up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisite: TAX 4001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 3233 Principles of Supervision</b>  | <b>4 Quarter Credit Hours</b> |
| A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 4060 Business Ethics</b>  | <b>4 Quarter Credit Hours</b> |
| This course applies an ethical dimension to business decisions in today's complex, political, social, economic, and technological environment. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |

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| <b>MAN 4102 Women Managers</b>  | <b>4 Quarter Credit Hours</b> |
| This course is designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 |                               |
| <b>MAN 4302 Management of Human Resources</b>   | <b>4 Quarter Credit Hours</b> |
| An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary consideration. Prerequisite: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 4734 Contemporary Management</b>   | <b>4 Quarter Credit Hours</b> |
| This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAN 4764 Business Policy and Strategy</b>  | <b>4 Quarter Credit Hours</b> |
| This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisite: MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAN 4940 Externship in Management II</b>   | <b>4 Quarter Credit Hours</b> |
| As a part of the preparation for a career in management, the Senior student is permitted to serve an externship of 120 hours in management functions of financial, business and industrial organizations, or government agencies acceptable to the College. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, Academic Advisor, and the employer. Lec. Hrs. 000 Lab Hrs. 120 Other Hrs. 000   |                               |
| <b>MAR 1011 Introduction to Marketing</b>   | <b>4 Quarter Credit Hours</b> |
| The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAR 2141 Introduction to International Marketing</b>   | <b>4 Quarter Credit Hours</b> |
| This course examines the basic principles of marketing in an international environment. Major areas of the cultural political and economic environment affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAR 2305 Customer Relations and Servicing</b>  | <b>4 Quarter Credit Hours</b> |
| This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAR 2323 Advertising</b>   | <b>4 Quarter Credit Hours</b> |
| A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAR 2721 Marketing on the Internet</b>   | <b>4 Quarter Credit Hours</b> |
| This course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet is discussed. Prerequisite: None Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000   |                               |
| <b>MAR 3310 Public Relations</b>  | <b>4 Quarter Credit Hours</b> |
| This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisite: MAR 1011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |
| <b>MAR 3400 Salesmanship</b>  | <b>4 Quarter Credit Hours</b> |
| A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                               |
| <b>MAR 4630 Marketing Research</b>  | <b>4 Quarter Credit Hours</b> |
| In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  |                               |

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- MEA 1210 Basic Clinical Procedures** **4 Quarter Credit Hours**  
This course, which is designed to be taken concurrently with MLS 2328, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239. Co requisite: MLS 2328. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1239 Medical Terminology** **4 Quarter Credit Hours**  
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1385 Medical Law & Ethics** **2 Quarter Credit Hours**  
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 1500 Exams and Specialty Procedures** **4 Quarter Credit Hours**  
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1210, MLS 2328. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1695 Therapeutic Communications** **2 Quarter Credit Hours**  
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 2244 Pharmacology** **4 Quarter Credit Hours**  
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: APB 1121, APB 1131, and APB 1151. Co requisite: MLS 2700. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2245L Phlebotomy** **2 Quarter Credit Hours**  
This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2712, MLS 2750. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- MLS 2328 Basic Clinical Procedures Lab** **2 Quarter Credit Hours**  
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1239. Co requisite: MEA 1210. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MLS 2329 Exams and Specialty Procedures Lab** **2 Quarter Credit Hours**  
This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1210, MLS 2328. Co requisite: MEA 1500. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MEA 2350 Medical Office Procedures** **4 Quarter Credit Hours**  
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, transcription, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: MEA 1239 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- MEA 2602 Medical Finance and Insurance** **4 Quarter Credit Hours**  
This course will train students in the major medical insurances and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices including patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
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**MEA 2712 Diagnostic Procedures****4 Quarter Credit Hours**

This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Prerequisite: APB 1121, APB 1131, APB 1151, MEA 1210, MLS 2328. Co requisite: MLS 2750. Lec. Hrs. 040 Lab Hrs. 020 Other Hrs. 000

**MLS 2750 Diagnostic Procedures Lab**

This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: APB 1121, APB 1131, APB 1151, MEA 1210, MLS 2328. Co requisite: MEA 2712. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**MEA 2801 Professional Procedures****2 Quarter Credit Hours**

This course is designed to assist the student as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as methods of obtaining professional credentials. Prerequisite: All Medical Classes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**MEA 2802 Medical Assistant Externship****5 Quarter Credit Hours**

This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All medical classes. Lec. Hrs. 000 Lab Hrs. 160 Other Hrs. 000

**MLS 2700 Pharmacology Lab****2 Quarter Credit Hours**

In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: APB 1121, APB 1131, APB 1151. Co requisite: MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 1141 Keyboarding****2 Quarter Credit Hours**

This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2301 Medical Office Practice****4 Quarter Credit Hours**

This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: None Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**OST 2335 Business Communications****4 Quarter Credit Hours**

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1107 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**OST 2614 Medical Transcription****2 Quarter Credit Hours**

This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: MEA 1239, OFT 1141 and CGS 2110 or the approval of the Program Director or Academic Dean. Lec. Hrs. 010 Lab Hrs. 030 Other Hrs. 000

**OST 2712 Word Processing****2 Quarter Credit Hours**

A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. Prerequisite: None Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**OST 2725 Applied Word Processing****4 Quarter Credit Hours**

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisites: CGS2110. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**PHI 1001 Basic Critical Thinking****2 Quarter Credit Hours**

This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- PLA1003 Introduction to Paralegal** **4 Quarter Credit Hours**  
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA1105 Legal Research and Writing I** **4 Quarter Credit Hours**  
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 1700 Legal Ethics and Social Responsibility** **4 Quarter Credit Hours**  
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA2106 Legal Research and Writing II** **4 Quarter Credit Hours**  
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 2160 Criminal Procedure & the Constitution** **4 Quarter Credit Hours**  
This course provides an overview of the major principles and functions of our legal system and introduces students to various legal fields and special topics. Legal aspects of current topics are discussed to assist students in acquiring an appreciation of the dynamic role and impact of law in our changing society. Legal vocabulary is emphasized. Prerequisites: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2203 Civil Procedures** **4 Quarter Credit Hours**  
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2223 Civil Litigation I** **4 Quarter Credit Hours**  
This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisites: PLA1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2224 Civil Litigation II** **4 Quarter Credit Hours**  
This course follows PLA 2223, providing the student with a more in-depth exploration of the discovery process, including depositions, requests for admissions, request for medical examination, review and selection of expert witnesses, and discovery motions, such as motion to compel. Thus leading into pre-trial preparation, including pre-trial conference, pre-trial motion, jury investigation, trial notebook and exhibit preparation, ending with alternatives to trial, such as settlement, and alternative dispute resolution, and appeal procedures. Prerequisites: PLA 2223. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2273 Torts** **4 Quarter Credit Hours**  
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: PLA1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2423 Contract Law** **4 Quarter Credit Hours**  
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.
- PLA 2433 Business Organizations** **4.0 Quarter Credit Hours**  
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- PLA 2460 Bankruptcy** **4 Quarter Credit Hours**  
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: PLA1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2483 Introduction to Administrative Law** **4 Quarter Credit Hours**  
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: PLA1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2600 Wills, Trusts and Probate** **4 Quarter Credit Hours**  
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2610 Real Estate Law** **4 Quarter Credit Hours**  
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2631 Environmental Law** **4 Quarter Credit Hours**  
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environment law and the procedural and practical skills required of an environmental paralegal. Prerequisite: PLA1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2763 Law Office Management** **4 Quarter Credit Hours**  
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisites: PLA1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2800 Family Law** **4 Quarter Credit Hours**  
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2941 Contemporary Issues and Law** **4 Quarter Credit Hours**  
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 3115 Legal Research and Writing III** **4 Quarter Credit Hours**  
A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memorandum and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisites: PLA2106. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 3210 Elder Law** **4 Quarter Credit Hours**  
Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning, and protection, and consumer protection are covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 3570 International Law** **4 Quarter Credit Hours**  
This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights' sovereign immunity; war and peace; law of the sea; presidential congressional power. Prerequisites: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- PLA 4018 Law and Medicine** **4 Quarter Credit Hours**  
This course addresses the ethical and legal issues in medical law for the paralegal professional. Students will address the issues of malpractice and "standard of care". Students will also develop understanding of legal standards of medical issues such as records, including patient charts, the use of records in courts and the rules regarding mandated reporting of maltreatment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4116 Legal Research and Writing IV** **4 Quarter Credit Hours**  
This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisites: PLA3115 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PLA 4263 Rules of Evidence** **4 Quarter Credit Hours**  
Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Prerequisites: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4274 Advanced Tort Law** **4 Quarter Credit Hours**  
A continuation of PLA2273. This is an advanced course in the complexities of tort law in the area of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisites: PLA2273. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4470 Employment Law** **4 Quarter Credit Hours**  
State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4471 Workmen's Compensation & Benefit Law** **4 Quarter Credit Hours**  
This course will identify the concepts of workman's compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Workman's Compensation, Occupational Safety and Health Act, functions of the Occupational Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4483 Administrative Law** **4 Quarter Credit Hours**  
Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POS 2041 American National Government** **4 Quarter Credit Hours**  
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2012 General Psychology** **4 Quarter Credit Hours**  
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMB 3314 Quantitative Methods** **4 Quarter Credit Hours**  
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisite: STA 3014 or MAC 2104 or approval of Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SCI 1001 Environmental Science** **4 Quarter Credit Hours**  
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS 1130 Strategies for Success** **4 Quarter Credit Hours**  
This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS 1320 Career Skills** **2 Quarter Credit Hours**  
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. This course is normally completed during the student's final quarter of enrollment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000



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**SLS 1392 Workplace Relationships****2 Quarter Credit Hours**

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**SOP 4005 Social Psychology****4 Quarter Credit Hours**

Many aspects of human interaction are investigated in this course, including such topics as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPC 2016 Oral Communications****4 Quarter Credit Hours**

This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPC 4400 Conference Techniques****4 Quarter Credit Hours**

Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership and group dynamic skills are analyzed and applied in simulated classroom experience. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**STA 3014 Statistics****4 Quarter Credit Hours**

This course introduces the student to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAC 2104 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYG 2000 Principles of Sociology****4 Quarter Credit Hours**

A study of cultural heritage, of the cultural influences of human nature and personality, and social interaction. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 2000 Tax Accounting****4 Quarter Credit Hours**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**TAX 4001 Federal Taxation I****4 Quarter Credit Hours**

A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 4011 Federal Taxation II****4 Quarter Credit Hours**

A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisites: TAX 4001 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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## ADMINISTRATION

|                   |                                    |
|-------------------|------------------------------------|
| Gerald Terrebrood | College President                  |
| John Hamilton     | Academic Dean                      |
| Michelle Buchman  | Associate Academic Dean            |
| Scott Lester      | Director of Admissions             |
| Rose Horton       | Director of Planning and Placement |
| Brenda Smith      | Director of Student Financial Aid  |
| Beth Hawley       | Business Manager                   |

## STAFF

|                    |  |
|--------------------|--|
| Steve Marshall     | Registrar                                |
| Annette Thomas     | Assistant to the Registrar               |
| Susan Pratt        | Assistant to the Registrar               |
| Angela Gannon      | Career Services Representative           |
| Nicole Adams       | Admissions Representative                |
| Crystal Hudson     | Admissions Representative                |
| Melanie Perry      | Admissions Representative                |
| Shawna Tasker      | Training Services Representative         |
| Thomas Holoman     | Admissions Representative                |
| Wendy Whisner      | Admissions Representative                |
| Andrea Hackenwerth | Associate Campus High School Coordinator |
| Jill Drennan       | Student Services Counselor               |
| Sally Conlan       | Campus Collection Coordinator            |
| Jennifer Goodnight | Sr. Financial Aid Officer                |
| Angela Christman   | Financial Aid Officer                    |
| Terry Perrigo      | Financial Aid Officer                    |
| Rebecca Spradling  | Receptionist                             |
| Doug Simmons       | Receptionist - Evening                   |
| Eugene Buyan       | Librarian                                |
| John Weaver        | Student Success Coordinator              |
| Lori Castle        | Administrative Assistant                 |

## FACULTY

|                |                   |   |
|----------------|-------------------|---|
| Matt Awad*     | Psychology        | M.S., Southwest Missouri State University<br>B.S., Southwest Missouri State University                      |
| Melissa Teal*  | Medical           | B.S., Eastern Kentucky University<br>A.A.S. Rhodes College  |
| Sharon Bailey  | Business          | M.S., Pittsburg State University<br>B.S., Pittsburg State University  |
| Eugene Buyan   | General Education | M.L.T, University of Missouri<br>M.Ed., University of Missouri<br>B.S., Southwest Missouri State University |
| Patricia Click | General Education | M.Ed., Teachers College Columbia University<br>B.S. Southwest Missouri State University                     |
| Margery Ellis  | Paralegal         | B. A., Columbia College<br>A.A.S, Rhodes College  |
| Wendy Eno      | General Education | M.S., Southwest Missouri State University<br>B.S., Southwest Missouri State University                      |

|                    |                       |  |
|--------------------|-----------------------|--|
| Dr. Phillis Fox    | Mathematics           | Ph.D., Northwestern University<br>B.A., University of Chicago<br>California State University - Hayward |
| Marie Gould        | Accounting, Business  | M.B.A., University of Phoenix<br>B.S., University of Phoenix   |
| Richard Guilliams  | Business              | B.S., Little Rock University<br>M.B.A., Christian Brothers College                                     |
| David Hesford      | Business              | M.B.A., Southwest Missouri State University<br>B.S., Christian Brothers University                     |
| Misty Hess         | Medical Insurance     | B.S., Southwest Missouri State University<br>Certified Coding Specialist AHMIA                         |
| Rose Horton        | Career Skills         | B.S., Southwest Missouri State University  |
| Joy Hubbs          | Medical Insurance     | LPN, Tulsa Technology Center   |
| Jacob Inkelaar*    | Computer Science      | B.S., University of Maryland<br>M.S., Webster University   |
| Patricia Inkelaar* | Business              | M.P.A., Southwest Missouri State University<br>B.S., University of Maryland                            |
| Jean LeJeune       | Medical               | B.S. Drury University<br>A.A.S., Rutledge College<br>Certified Medical Assistant                       |
| Larry Maroney      | Computer Science      | B.S., Southwest Missouri State University  |
| Terry Ozley        | Medical               | R.N., St. John's School of Nursing   |
| Nina Rouse         | Dental Assisting      | Dental Assisting Diploma, United Health Care Institute   |
| Lory Lee Serrato   | Medical Insurance     | Golden West College<br>Larson Training Center<br>Certified Coding Specialist AHMIA                     |
| Carol Smith        | English               | M.A., Webster University<br>B.S., Southwest Missouri State University                                  |
| Deborah Smith      | Dental Assisting      | Dental Assistant   |
| Tommy Soutee*      | Paralegal, Accounting | J.D., University of Arkansas<br>B.S., Southwest Missouri State University                              |
| Duane Stief        | Computer Science      | B.S., University of North Texas  |
| Stephanie Taylor   | English               | M.A., Oklahoma State University<br>B.S., Southwest Missouri State University                           |
| Linda Williams     | General Education     | B.S., Southwest Missouri State University<br>M.B.A., American Intercontinental University              |
| Margaret Wilson    | Medical Assistant     | L.P.N., Ozark Technical College  |

\* Academic Program Director

# ACADEMIC CALENDARS

## MODULAR PROGRAMS

| 2004<br>Day Dental/ MIBC |               |
|--------------------------|---------------|
| Start Dates              | End Dates     |
| Jan 15 Thu               | Feb 12 Thu    |
| Feb 13 Fri               | Mar 12 Fri    |
| Mar 15 Mon               | Apr 12 Mon    |
| Apr 13 Tue               | May 10 Mon    |
| May 11 Tue               | Jun 8 Tue     |
| Jun 9 Wed                | Jul 7 Wed     |
| Jul 8 Thu                | Aug 4 Wed     |
| Aug 5 Thu                | Sep 1 Wed     |
| Sep 2 Thu                | Sep 30 Thu    |
| Oct 1 Fri                | Oct 28 Thu    |
| Oct 29 Fri               | Nov 29 Mon    |
| Nov 30 Tue               | Jan 6 '05 Wed |

| 2004<br>Night Dental/ MIBC |            |
|----------------------------|------------|
| Start Dates                | End Dates  |
| Jan 15 Thu                 | Feb 12 Thu |
| Feb 17 Mon                 | Mar 15 Mon |
| Mar 16 Tue                 | Apr 12 Mon |
| Apr 13 Tue                 | May 10 Mon |
| May 11 Tue                 | Jun 8 Tue  |
| Jun 9 Wed                  | July 7 Wed |
| July 8 Thu                 | Aug 4 Wed  |
| Aug 5 Thu                  | Sep 1 Wed  |
| Sep 2 Thu                  | Sep 30 Thu |
| Oct 4 Mon                  | Oct 28 Thu |
| Nov 1 Mon                  | Nov 29 Mon |
| Nov 30 Tue                 | Jan 5 Wed  |

| 2005<br>Day Dental/ MIBC |            |
|--------------------------|------------|
| Start Dates              | End Dates  |
| Jan 10 Mon               | Feb 7 Mon  |
| Feb 9 Wed                | Mar 9 Wed  |
| Mar 14 Mon               | Apr 8 Fri  |
| Apr 18 Mon               | May 13 Fri |
| May 16 Mon               | Jun 13 Mon |
| Jun 15 Wed               | Jul 13 Wed |
| Jul 18 Mon               | Aug 12 Fri |
| Aug 15 Mon               | Sep 12 Mon |
| Sep 13 Tue               | Oct 10 Mon |
| Oct 17 Mon               | Nov 11 Fri |
| Nov 14 Mon               | Dec 13 Tue |
| Dec 14 Wed               | Jan 13 Fri |

| 2005<br>Night Dental/ MIBC |            |
|----------------------------|------------|
| Start Dates                | End Dates  |
| Jan 10 Mon                 | Feb 7 Mon  |
| Feb 9 Wed                  | Mar 9 Wed  |
| Mar 14 Mon                 | Apr 7 Thu  |
| Apr 18 Mon                 | May 12 Thu |
| May 16 Mon                 | Jun 13 Mon |
| Jun 15 Wed                 | Jul 13 Wed |
| Jul 18 Mon                 | Aug 11 Thu |
| Aug 15 Mon                 | Sep 12 Mon |
| Sep 13 Tue                 | Oct 10 Mon |
| Oct 17 Mon                 | Nov 10 Thu |
| Nov 14 Mon                 | Dec 12 Mon |
| Dec 14 Wed                 | Jan 12 Thu |

### Student Holidays

|                             | 2004     | 2005     |
|-----------------------------|----------|----------|
| New Year's Day              | 1/1/04   | 1/02/05  |
| Martin Luther King, Jr. Day | /19/04   | 1/17/05  |
| President's Day             | 2/16/04  | 2/25/05  |
| Memorial Day                | 5/31/04  | 5/31/05  |
| Independence Day            | 7/4/04   | 7/4/05   |
| Labor Day                   | 9/6/04   | 9/5/05   |
| Thanksgiving                | 11/25/04 | 11/24/05 |
| Christmas Break             | 12/25/04 | 12/26/05 |

## QUARTER PROGRAMS

| 2004 CALENDAR                  |       |           |           |             |
|--------------------------------|-------|-----------|-----------|-------------|
| EVENT                          |       | Month     | Day       | Year        |
| Christmas Holidays             | From: | 12        | 22        | 2003        |
|                                | To:   | 1         | 1         | 2004        |
| Classes Resume                 |       | 1         | 2         | 2004        |
| Fall Term Ends                 |       | 1         | 10        | 2004        |
| <b>Winter Term Starts</b>      |       | <b>1</b>  | <b>12</b> | <b>2004</b> |
| M.L. King Jr. Birthday Holiday |       | 1         | 19        | 2004        |
| Presidents' Day                |       | 2         | 16        | 2004        |
| <b>Mini-Term Starts</b>        |       | <b>2</b>  | <b>23</b> | <b>2004</b> |
| Winter Term Ends               |       | 4         | 3         | 2004        |
| Spring Vacation                | From: | 4         | 5         | 2004        |
|                                | To:   | 4         | 10        | 2004        |
| <b>Spring Term Starts</b>      |       | <b>4</b>  | <b>12</b> | <b>2004</b> |
| Memorial Day Holiday           |       | 5         | 31        | 2004        |
| <b>Mini-Term Starts</b>        |       | <b>5</b>  | <b>24</b> | <b>2004</b> |
| Spring Term Ends               |       | 7         | 3         | 2004        |
| Independence Day Holiday       |       | 7         | 5         | 2004        |
| Summer Vacation                | From: | 7         | 6         | 2004        |
|                                | To:   | 7         | 10        | 2004        |
| <b>Summer Term Starts</b>      |       | <b>7</b>  | <b>12</b> | <b>2004</b> |
| <b>Mini-Term Starts</b>        |       | <b>8</b>  | <b>23</b> | <b>2004</b> |
| Labor Day Holiday              |       | 9         | 6         | 2004        |
| Summer Term Ends               |       | 10        | 2         | 2004        |
| Fall Break                     | From: | 10        | 4         | 2004        |
|                                | To:   | 10        | 9         | 2004        |
| <b>Fall Term Start</b>         |       | <b>10</b> | <b>11</b> | <b>2004</b> |
| <b>Mini-Term Starts</b>        |       | <b>11</b> | <b>22</b> | <b>2004</b> |
| Thanksgiving Day Holiday       | From: | 11        | 25        | 2004        |
|                                | To:   | 11        | 26        | 2004        |
| Christmas Holiday              | From: | 12        | 20        | 2004        |
|                                | To:   | 1         | 1         | 2005        |
| Classes Resume                 |       | 1         | 3         | 2005        |
| Fall Term Ends                 |       | 1         | 15        | 2005        |

## QUARTER PROGRAMS (Continued)

| 2005 CALENDAR                  |       |           |           |             |
|--------------------------------|-------|-----------|-----------|-------------|
| EVENT                          |       |           |           |             |
| Christmas Holidays             | From: | 12        | 20        | 2004        |
|                                | To:   | 1         | 1         | 2005        |
| Classes Resume                 |       | 1         | 3         | 2005        |
| Fall Term Ends                 |       | 1         | 15        | 2005        |
| <b>Winter Term Starts</b>      |       | <b>1</b>  | <b>18</b> | <b>2005</b> |
| M.L. King Jr. Birthday Holiday |       | 1         | 17        | 2005        |
| Presidents' Day                |       | 2         | 21        | 2005        |
| <b>Mini-Term Starts</b>        |       | <b>2</b>  | <b>28</b> | <b>2005</b> |
| Winter Term Ends               |       | 4         | 9         | 2005        |
| Spring Vacation                | From: | 4         | 11        | 2005        |
|                                | To:   | 4         | 16        | 2005        |
| <b>Spring Term Starts</b>      |       | <b>4</b>  | <b>18</b> | <b>2005</b> |
| Memorial Day Holiday           |       | 5         | 30        | 2005        |
| <b>Mini-Term Starts</b>        |       | <b>5</b>  | <b>31</b> | <b>2005</b> |
| Spring Term Ends               |       | 7         | 9         | 2005        |
| Independence Day Holiday       |       | 7         | 4         | 2005        |
| Summer Vacation                | From: | 7         | 11        | 2005        |
|                                | To:   | 7         | 16        | 2005        |
| <b>Summer Term Starts</b>      |       | <b>7</b>  | <b>18</b> | <b>2005</b> |
| <b>Mini-Term Starts</b>        |       | <b>8</b>  | <b>29</b> | <b>2005</b> |
| Labor Day Holiday              |       | 9         | 5         | 2005        |
| Summer Term Ends               |       | 10        | 8         | 2005        |
| Fall Break                     | From: | 10        | 10        | 2005        |
|                                | To:   | 10        | 15        | 2005        |
| <b>Fall Term Start</b>         |       | <b>10</b> | <b>17</b> | <b>2005</b> |
| <b>Mini-Term Starts</b>        |       | <b>11</b> | <b>28</b> | <b>2005</b> |
| Thanksgiving Day Holiday       | From: | 11        | 24        | 2005        |
|                                | To:   | 11        | 25        | 2005        |
| Christmas Holiday              | From: | 12        | 26        | 2005        |
|                                | To:   | 1         | 2         | 2006        |
| Classes Resume                 |       | 1         | 3         | 2006        |
| Fall Term Ends                 |       | 1         | 14        | 2006        |

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## RHODES COLLEGES, INC.

Rhodes Colleges, Inc. includes the following institutions:

| <b>COLLEGE</b>                  | <b>LOCATION</b>           |
|---------------------------------|---------------------------|
| Blair College                   | Colorado Springs, CO      |
| Duff's Business Institute       | Pittsburgh, PA            |
| Everest College                 | Phoenix, AZ               |
| Everest College                 | Rancho Cucamonga, CA      |
| Everest College                 | Dallas, TX                |
| Everest College                 | Arlington, TX             |
| Everest College                 | Fort Worth, TX            |
| Florida Metropolitan University | Clearwater (Pinellas), FL |
| Florida Metropolitan University | Pompano Beach, FL         |
| Florida Metropolitan University | Jacksonville, FL          |
| Florida Metropolitan University | Lakeland, FL              |
| Florida Metropolitan University | Melbourne, FL             |
| Florida Metropolitan University | Orange Park, FL           |
| Florida Metropolitan University | Orlando (North), FL       |
| Florida Metropolitan University | Orlando (South), FL       |
| Florida Metropolitan University | Tampa (Brandon), FL       |
| Florida Metropolitan University | Tampa, FL                 |
| Las Vegas College               | Las Vegas, NV             |
| Las Vegas College               | Henderson, NV             |
| Mountain West College           | Salt Lake City, UT        |
| National School of Technology   | Hialeah, FL               |
| National School of Technology   | Kendall, FL               |
| National School of Technology   | Fort Lauderdale, FL       |
| National School of Technology   | N. Miami Beach, FL        |
| Parks College                   | Arlington, VA             |
| Parks College                   | Aurora, CO                |
| Parks College                   | McLean, VA                |
| Parks College                   | Thornton, CO              |
| Rochester Business Institute    | Rochester, NY             |
| Springfield College             | Springfield, MO           |
| Western Business College        | Portland, OR              |
| Western Business College        | Vancouver, WA             |

### STATEMENT OF OWNERSHIP

Rhodes Business Group, Inc., Florida Metropolitan University, Inc., and National School of Technology, Inc. are wholly owned subsidiaries of Corinthian Colleges, Inc.

#### **Rhodes Colleges, Inc. - Corinthian Colleges, Inc.**

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707 (800) 611-2101

#### **DIRECTORS**

David G. Moore  
Dennis L. Devereux  
Dennis N. Beal

#### **OFFICERS**

David G. Moore  
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Dennis N. Beal  
Dennis L. Devereux  
Beth Wilson  
Stan A. Mortensen

#### **TITLE**

Chairman of the Board and Chief Executive Officer  
President and Chief Operating Officer  
Executive Vice President, Chief Financial Officer and Treasurer  
Executive Vice President, Administrative Services and Assistant Secretary  
Executive Vice President, Operations  
Senior Vice President, General Counsel and Corporate Secretary

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## INDEX

|  |    |                                       |        |
|--|----|---------------------------------------|--------|
| ABOUT SPRINGFIELD COLLEGE.....             | 1  | FACILITIES.....                       | 2      |
| ACADEMIC DISMISSAL - QUARTER PROGRAMS..... | 19 | FACULTY.....                          | 67     |
| ACADEMIC FREEDOM.....                      | 7  | FAMILY EDUCATIONAL RIGHTS AND PRIVACY |        |
| ACADEMIC HONORS.....                       | 12 | ACT.....                              | 22     |
| ACADEMIC LOAD.....                         | 9  | FEDERAL PELL GRANT.....               | 28     |
| ACADEMIC POLICIES AND PROCEDURES.....      | 7  | FEDERAL SUPPLEMENTAL EDUCATION        |        |
| ACADEMIC PROBATION.....                    | 13 | OPPORTUNITY GRANT (FSEOG).....        | 28     |
| ACADEMIC PROBATION - MODULAR               |    | FEDERAL WORK-STUDY.....               | 29     |
| PROGRAMS.....                              | 16 | FEES.....                             | 25     |
| ACADEMIC PROBATION - QUARTER               |    | FINANCIAL AID INFORMATION.....        | 26     |
| PROGRAMS.....                              | 19 | FINANCIAL AID PROGRAMS.....           | 28     |
| ACADEMIC SUSPENSION - QUARTER              |    | FINANCIAL AID VERIFICATION.....       | 27     |
| PROGRAMS.....                              | 19 | FINANCIAL INFORMATION.....            | 25     |
| ACADEMIC TRANSCRIPTS.....                  | 22 | FOOD AND BEVERAGE.....                | 5      |
| ACCOUNTING.....                            | 39 | GENERAL EDUCATION REQUIREMENTS.....   | 14     |
| ACCOUNTINGBACHELORASSOCIATES.....          | 36 | GPA CALCULATIONS.....                 | 11     |
| ACCREDITATION.....                         | 2  | GRADING SYSTEM.....                   | 10     |
| ADD/DROP WEEK.....                         | 13 | GRADUATION - QUARTER PROGRAMS.....    | 18     |
| ADMINISTRATION.....                        | 67 | GRADUATION CEREMONY.....              | 15     |
| ADMINISTRATIVE POLICIES.....               | 3  | GRADUATION HONORS.....                | 13     |
| ADMINISTRATIVE PREROGATIVES.....           | 6  | GRADUATION REQUIREMENTS.....          | 14, 15 |
| ADMISSIONS INFORMATION.....                | 5  | HEALTH SERVICES.....                  | 33     |
| ADVISING.....                              | 33 | HISTORY.....                          | 1      |
| ALTERNATIVE FINANCING PROGRAM.....         | 30 | HOUSING.....                          | 34     |
| APPLICATION OF GRADES AND CREDITS -        |    | IMAGINE AMERICA SCHOLARSHIP.....      | 30     |
| QUARTER PROGRAMS.....                      | 20 | INCOMPLETES.....                      | 11     |
| ATTENDANCE POLICY - MODULAR PROGRAMS.....  | 9  | INCOMPLETES - MODULAR PROGRAMS.....   | 16     |
| ATTENDANCE POLICY - QUARTER PROGRAMS.....  | 10 | LABORATORY USE.....                   | 5      |
| <b>BUSINESS ADMINISTRATION -</b>           |    | LIBRARY.....                          | 33     |
| <b>MANAGEMENT EMPHASIS (AAS).....</b>      | 38 | LOAN COUNSELING.....                  | 28     |
| CALENDARS - MODULAR PROGRAMS.....          | 69 | LOCATION.....                         | 2      |
| CANCELLATIONS.....                         | 30 | LOST AND FOUND.....                   | 33     |
| CAREER SERVICES ASSISTANCE.....            | 33 | MAKE-UP WORK - MODULAR PROGRAMS.....  | 10     |
| CGPA CALCULATIONS.....                     | 11 | MAXIMUM PROGRAM COMPLETION TIME -     |        |
| CHILDREN ON CAMPUS.....                    | 5  | MODULAR PROGRAMS.....                 | 17     |
| CLASS HOURS.....                           | 3  | MAXIMUM TIME IN WHICH TO COMPLETE -   |        |
| CLASS SCHEDULES.....                       | 9  | QUARTER PROGRAMS.....                 | 18     |
| CLUBS AND ORGANIZATIONS.....               | 34 | MEDICAL ASSISTANT.....                | 43     |
| CONTINUATION AS A NON-REGULAR              |    | MEDICAL OFFICE ASSISTANT DIPLOMA..... | 52     |
| STUDENT - QUARTER PROGRAMS.....            | 20 | MEDICAL TRANSCRIPTION DIPLOMA.....    | 53     |
| CONTINUING STUDENTS.....                   | 6  | MINI-TERMS.....                       | 8      |
| COURSE DESCRIPTIONS.....                   | 54 | MISSION STATEMENT.....                | 1      |
| COURSE NUMBERING SYSTEM.....               | 54 | NEED AND COST OF EDUCATION.....       | 27     |
| COURSE SUBSTITUTION.....                   | 11 | OBJECTIVES.....                       | 1      |
| CREDIT BY EXAMINATION.....                 | 8  | OFFICE HOURS.....                     | 3      |
| CREDIT, DEFINITION OF.....                 | 7  | ONLINE LEARNING.....                  | 12     |
| CUMULATIVE GRADE POINT AVERAGE (CGPA)      |    | ORIENTATION.....                      | 9      |
| REQUIREMENTS - QUARTER PROGRAMS.....       | 18 | OUT-PROCESSING UPON GRADUATION.....   | 15     |
| DEAN'S LIST AWARD.....                     | 13 | PHILOSOPHY.....                       | 1      |
| DIPLOMA PROGRAMS.....                      | 46 | PLACEMENT TESTS.....                  | 5      |
| DIPLOMAS.....                              | 22 | POLICIES AND PROCEDURES FOR           |        |
| DIRECTED STUDY.....                        | 12 | VERIFICATION.....                     | 27     |
| DRESS.....                                 | 4  | POLICY AND PROGRAM CHANGES.....       | 24     |
| DUE PROCESS AND THE RIGHTS AND             |    | PRESIDENT'S LIST AWARD.....           | 12     |
| RESPONSIBILITIES OF JUDICIAL APPEAL.....   | 23 | PROFESSIONAL RECOGNITIONS.....        | 2      |
| ENTRANCE AND EXIT INTERVIEW.....           | 28 | RATE OF PROGRESS TOWARD COMPLETION    |        |
| ENTRANCE STANDARDS.....                    | 5  | REQUIREMENTS - QUARTER PROGRAMS.....  | 18     |
| EXIT INTERVIEWS - MODULAR PROGRAMS.....    | 17 | READMITTANCE FOLLOWING SUSPENSION -   |        |
| EXPERIENTIAL CREDIT.....                   | 8  | QUARTER PROGRAMS.....                 | 19     |



---

|  |    |
|--|----|
| RE-ENTERING STUDENTS.....  | 6  |
| REENTRY POLICY - MODULAR PROGRAMS.....   | 10 |
| REFUNDS .....  | 30 |
| REINSTATEMENT AS A REGULAR-STUDENT<br>FROM NON-REGULAR STATUS - QUARTER<br>PROGRAMS..... | 20 |
| REINSTATEMENT POLICY - MODULAR<br>PROGRAMS.....  | 16 |
| REPEAT POLICY - MODULAR PROGRAMS.....  | 17 |
| REPEATING A CLASS .....  | 11 |
| SATISFACTORY ACADEMIC PROGRESS -<br>MODULAR PROGRAMS.....                                | 15 |
| SATISFACTORY ACADEMIC PROGRESS -<br>QUARTER PROGRAMS .....                               | 18 |
| SATISFACTORY PROGRESS AND FINANCIAL<br>AID - QUARTER PROGRAMS.....                       | 20 |
| SCHEDULE CHANGES .....   | 9  |
| SCHOLARSHIPS .....   | 30 |
| SELECTION OF ELIGIBLE APPLICANTS .....   | 27 |
| SEXUAL HARASSMENT POLICY .....   | 4  |
| SMOKING .....  | 4  |
| STAFF .....  | 67 |
| STATEMENT OF FINANCIAL OBLIGATIONS.....  | 25 |
| STATEMENT OF NON-DISCRIMINATION .....  | 2  |
| STATEMENT OF OWNERSHIP .....   | 72 |
| STUDENT ACTIVITIES.....  | 34 |
| STUDENT APPEAL PROCESS - MODULAR<br>PROGRAMS.....  | 18 |
| STUDENT GRIEVANCE POLICY.....  | 23 |
| STUDENT PUBLICATIONS .....   | 34 |
| STUDENT RIGHTS AND RESPONSIBILITIES.....   | 27 |
| STUDENT SERVICES .....   | 33 |
| TARDINESS/EARLY DEPARTURE - MODULAR<br>PROGRAMS.....                                     | 10 |
| TELEPHONES.....  | 4  |
| TERMS.....   | 8  |
| TRANSFER OF CREDITS .....  | 7  |
| TRANSFER STUDENTS .....  | 6  |
| TUITION CHARGES.....   | 25 |
| TUTORIAL ASSISTANCE.....   | 33 |
| VETERANS BENEFITS .....  | 30 |
| WITHDRAWAL POLICY .....  | 13 |