

2018-2019 CATALOG

(JANUARY 1, 2018 - DECEMBER 31, 2019)

Brightwood College
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INSTITUTION INFORMATION

Mission and Objectives

Brightwood College is an institution of higher education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

To accomplish its mission, Brightwood College established the following objectives:

1. Provide programs that are continually assessed by faculty, staff, and members of the business and education communities;
2. Provide intensive and comprehensive instruction that strengthens student academic achievement;
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity;
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff;
5. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life; and
6. Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future.

Brightwood College recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. Brightwood College employs instructional methods based on adult learning theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development and seeking initial employment or career advancement.

Brightwood College believes that education should promote the development of positive self-esteem and, to that end Brightwood College provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, Brightwood College strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their programs of study.

Brightwood College helps students reach their educational goals by teaching the communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully participate in society, by providing students with the opportunity to gain the knowledge necessary to succeed in a competitive job market, and by encouraging students to become involved in professional organizations that promote their learning and professional skills.

Brightwood College provides assistance to eligible graduates in obtaining employment. Students attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

History

The North Hollywood campus enrolled its first students in September 1982, operating as the Modern Technology School of XRay. The College initially taught X-Ray Technology-Limited Permit. It later added a Medical Assistant program to enable its graduates to have the opportunity to qualify for entry-level positions in the changing job market. Diagnostic Medical Sonography was added in September 1988. The campus was moved to its present location in April 1991. In July 1993, the College was purchased by Educational Medical, Inc. (EMI). Degree-granting status was achieved in 1996. In 1998, the College changed its name to Quest Modern Technology College. EMI changed its name to Quest Education Corporation in September 1998. Quest

was purchased in July 2000 by Kaplan, Inc., and in December 2002, Quest became known as Kaplan Higher Education Corporation. In April 2004, the College became Maric College. In March 2007, Maric College in Riverside became a branch campus of the North Hollywood campus. In August 2008, the campus name changed to Kaplan College.

In September 2015, Kaplan College was acquired by Virginia College, LLC.

In February 2016, Kaplan College changed its name to Brightwood College.

Equipment

In keeping with the high standards of the College, students are afforded the opportunity to develop a practical, working knowledge of the equipment and materials they will likely be using on the job. The College provides students with hands-on instruction using a variety of program and industry related equipment.

The Diagnostic Medical Sonography/Ultrasound program utilize materials and equipment including Philips HD 11 (3D/4D), GE Logic P5, GE Logic P9, ATL/ Phillips HDI 5000, Acuson / Siemens Sequoia revision C512, Philips HDI 5000, Vascular /Segmental Pressure Ultrasound System (Parks), Fetal Ultrasound Training Phantom and Parks Vascular Mini Lab.

The Medical Assistant program provides training in clinical and computer labs. The equipment includes centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, microhematocrit readers, and support devices. Classroom/lab computers with installed software in the areas of keyboarding, electronic medical records, virtual medical office simulations, and medical administration are accessible to students. Printers are readily accessible to students.

The Associate of Applied Science Radiologic Technology program utilizes materials and equipment that include digital imaging technology with a mini-PACS system, articulated skeletons, disarticulated bones, dosimeter badges, quality management equipment, protective aprons and gloves, markers and numbers, anthropomorphic training phantoms, energized x-ray machines, examination tables, and assorted exposure and experiment accessories.

The Vocational Nursing program utilizes labs to simulate a hospital-style patient care unit. The equipment includes hospital type beds, low-fidelity and high-fidelity simulation mannequins (such as infant, child, adult birthing simulator), medical charts, medication carts, vital sign equipment, naso-gastric feeding pumps, ambulation equipment, articulated skeletons and various body part models to ensure hands on learning. Computer labs include printers and systems with installed software in the areas of word processing, nursing simulations, and medication administration.

Students enrolled in the X-RAY Technician/ Back Office Medical Assistant program utilize materials and equipment including centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, microhematocrit readers, and support devices. Classroom/lab computers and printers are readily accessible to student with installed software in the areas of keyboarding, word processing, and medical administration. During the X-Ray portion of the program students utilize materials and equipment that include digital imaging technology with a mini-PACS system, articulated skeletons, disarticulated bones, dosimeter badges, quality management equipment, protective aprons and gloves, markers and numbers, anthropomorphic training phantoms, energized x-ray machines, examination tables, and assorted exposure and experiment accessories.

Facilities

The Campus is conveniently located to serve the Los Angeles (Van Nuys) area. Classes are conducted at 15400 West Sherman Way, Suite 101, Van Nuys, California 91406. The campus occupies approximately 44,044 square feet of classroom and office space.

Each program is taught in specially built classrooms, fully equipped laboratories, and computer rooms. All facilities are compliant with the Americans with Disabilities Act.

Learning Resource Center

Each location maintains and develops information, resources, and services that support the educational goals of students, faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals, digital information access, computer workstations, and other materials.

All students receive an orientation to the Learning Resource Center during orientation. The orientation includes instruction regarding sign-in procedures to obtain access to the Center and use specific resources.

Because resource skills are an integral part of a student's academic achievement, students receive instruction in resource skills and procedures. The development of resource skills is strengthened by research components built into the Institution's curriculum. Trained support personnel are available to assist students and faculty.

Students enrolled in any of the Institution's educational delivery systems are assured access to educational resources and services through a variety of communication media.

Learning Resource Center hours are posted outside of the Learning Resource Center.

Accrediting Agencies, Approvals, and Memberships

Accrediting Agencies

- Brightwood College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and associate's degrees. ACICS 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. ACICS may be contacted at:

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First St NE, Suite 980
Washington, DC 20002-4241
202-336-6780

- The Associate of Applied Science Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

Approvals

- This is a private institution approved to operate by the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov
916.431.6959

Approval to operate means compliance with state standards as set forth in the California Education Code, Title 3, Division 10, Part 59, Chapter 8.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, California, 95833, www.bppe.ca.gov, Toll-free telephone number: 888.370.7589 or by fax 916.263.1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1.888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

- The Vocational Nursing program is approved by the:

California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205
Sacramento, California 95833
916.263.7800

- Approved as an Authorized Testing Center for examinations by the National Center for Competency Testing
- The X-Ray Technician/Medical Assistant Back Office and the Associate of Applied Science Radiologic Technology programs are approved to operate by the California Department of Public Health, Radiologic Health Branch
- Approved under the provisions of Title 38, United States Code, to train eligible persons and Veterans
- Approved to train eligible students under the Workforce Investment Board (WIB)

Memberships

- Member of the Alpha Beta Kappa National Honor Society
- Member of California Association of Private Postsecondary Schools (CAPPS)

Disclosure Statement

This Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101, et seq.).

Administration, Staff, and Faculty

Brightwood College Administration

Josh Levenson, Campus President
Wazkein (Ken) Barberian, MD, Academic Dean
Richard Baldisseri, Director of Admissions
LaShawn Alvarez, Student Finance Supervisor
La Shon Gibson, Director of Career Development
Vanessa Silva, Campus Administrator
Judith Hodson, Dean of Nursing

Faculty

Peter Bagarotti, BS, RT(R)(ARRT), CRT(R)(F)
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Diploma, Radiologic Technology, Maric College (Kaplan), North Hollywood, CA
Diploma, X-Ray Technician/Medical Assistant Back Office, Maric College (Kaplan) North Hollywood, CA

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Robert Cabrales, RDMS (OB/GYN), RVT(VT)
Diagnostic Medical Sonography/Ultrasound Instructor
Diploma, Diagnostic Medical Sonography, Modern Technology School of X-Ray, North Hollywood, CA

Paul Collins, BS, RDMS (AB OB/GYN), RVT (VT)
Diagnostic Medical Sonography/Ultrasound Clinical Instructor/Clinical Coordinator
BS, Vascular Technology, Oregon Institute of Technology, Klamath Falls, OR

Angela Davis, RN, BSN
Vocational Nursing Instructor
BSN, University of Southern Maine, Gorham, Maine

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Associate of Applied Science Radiologic Technology Clinical Coordinator
BS, Health Administration, University of La Verne, CA
Diploma, Radiologic Technology, Maric College, North Hollywood, CA

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Doctor of Medicine, Michoacan University of San Nicolas de Hidalgo, Morelia, Mexico

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Diploma, Radiologic Technology/X-Ray Technician-Medical Assistant Back Office, Maric (Kaplan) College, North Hollywood, CA

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BSN, Florida Atlantic University, Boca Raton, FL

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Diploma, Limited X-Ray Technician/Medical Assistant Back Office, Kaplan College, North Hollywood, CA
Diploma, Radiologic Technology, Kaplan College, North Hollywood, CA

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X-Ray Technician/Medical Assistant Back Office Program Coordinator
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Diploma, Limited X-Ray Technician/Medical Assistant Back Office, Modern Technology School of X-Ray, North Hollywood, CA
Diploma, Radiologic Technology, Kaplan College, North Hollywood, CA

James Murrell, MSRS, RT(R)(M)(QM)(CT)(ARRT), CRT(R)(F), FAEIRS
Associate of Applied Science Radiologic Technology Program Director
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X-Ray Technician/Medical Assistant Back Office Program Director
M.Ed., Adult Education and Training, University of Phoenix, Phoenix, AZ
BS, Health Administration, University of Phoenix, Phoenix, AZ

Lisa Wright
Medical Assistant Instructor
MA Certification, Golden Triangle Medical Group, Saugus, CA

Disabilities Coordinator

Wazkein (Ken) Barberian, MD
Academic Dean
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Van Nuys, CA 91406
818-754-6000

Ownership

Brightwood College is a private institution of higher education owned by Virginia College, LLC, an Alabama limited liability company that is a wholly owned subsidiary of Education Corporation of America (ECA), a Delaware corporation. The officers of ECA are Stuart Reed, President and Chief Executive Officer; Christopher Boehm, Executive Vice President, and Treasurer; and Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary. The directors of ECA are Avy Stein (Chairman), John Bakalar, Christopher Boehm, Scott Connors, Jerry Dervin, John P. Frazee, Jr., John Kline, Jr., Michael Lavin, Michael Moskow, Stuart Reed, and Denis Suggs.

Main/Branch/Auxiliary Classroom Locations

*** Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS)**

CALIFORNIA

Brightwood College* (Main Campus)
4330 Watt Avenue, Suite 400
Sacramento, California 95821
(916) 649-8168

Brightwood College*
(Branch of Sacramento)
1914 Wible Road
Bakersfield, California 93304
(661) 836-6300

Brightwood College* (Main Campus)
5172 Kiernan Court
Salida, California 95368

JY Monk Real Estate School
(Auxiliary Classroom of Nashville)
Piedmont Center
1375 Lenoir Rhyne Blvd.
Hickory, North Carolina 28602
(800) 849-0932

JY Monk Real Estate School
(Auxiliary Classroom of Nashville)
6900 Cliffdale Road
Suite 102
Fayetteville, North Carolina 28314
(800) 849-0932

JY Monk Real Estate School
(Auxiliary Classroom of Nashville)

(209) 543-7000

Brightwood College*
(Branch of Salida)
44 Shaw Avenue
Clovis, California 93612
(559) 325-5100

Brightwood College* (Main Campus)
9055 Balboa Avenue
San Diego, California 92123
(858) 279-4500

Brightwood College*
(Branch of San Diego)
Chula Vista Center
555 Broadway, Suite 144
Chula Vista, California 91910-5342
(619) 498-4100

Brightwood College* (Main Campus)
2022 University Drive
Vista, California 92083
(760) 630-1555

Brightwood College*
(Branch of Vista)
2475 East Tahquitz Canyon Way
Palm Springs, California 92262
(760) 778-3540

Brightwood College* (Main Campus)
15400 West Sherman Way, Suite 101
Van Nuys, California 91406
(818) 754-6000

Brightwood College*
(Branch of Los Angeles (Van Nuys))
4040 Vine Street
Riverside, California 92507
(951) 781-7400

Brightwood College
(Auxiliary Classroom of Ingram)
9055 Balboa Avenue
San Diego, California 92123
(800) 636-9517

COLORADO

Brightwood College
(Auxiliary Classroom of Ingram)
2200 South Monaco Parkway
Unit R
Denver, Colorado 80222
(800) 636-9517

INDIANA

Brightwood College* (Main Campus)
7833 Indianapolis Boulevard
Hammond, Indiana 46324

1700 East Arlington Boulevard
Greenville, North Carolina 27858
(800) 849-0932

JY Monk Real Estate School
(Auxiliary Classroom of Nashville)
770 Tyvola Road
Charlotte, North Carolina 28217
(800) 849-0932

OHIO

Brightwood College* (Main Campus)
2800 E. River Road
Dayton, Ohio 45439
(937) 294-6155

PENNSYLVANIA

Brightwood Career Institute* (Main Campus)
Lawrence Park Shopping Center
1991 Sproul Road, Suite 42
Broomall, Pennsylvania 19008
(610) 353-7630

Brightwood Career Institute* (Main Campus)
177 Franklin Mills Boulevard
Philadelphia, Pennsylvania 19154
(215) 612-6600

Brightwood Career Institute* (Main Campus)
5650 Derry Street
Harrisburg, Pennsylvania 17111
(717) 558-1300

Brightwood Career Institute*
(Branch of Harrisburg)
3010 Market Street
Philadelphia, Pennsylvania 19104
(215) 594-4000

Brightwood Career Institute* (Main Campus)
933 Penn Avenue
Pittsburgh, Pennsylvania 15222
(412) 338-4770

TENNESSEE

Brightwood College* (Main Campus)
750 Envious Lane
Nashville, Tennessee 37212
(615) 279-8300

TEXAS

Brightwood College* (Main Campus)
711 East Airtex Drive
Houston, Texas 77073
(281) 443-8900

Brightwood College*
(Branch of Houston)

(219) 844-0100

Brightwood College*
(Branch of Hammond)
4200 South East Street, Suite 7
Indianapolis, Indiana 46227
(317) 782-0315

MARYLAND

Brightwood College* (Main Campus)
1520 South Caton Avenue
Baltimore, Maryland 21227
(410) 644-6400

Brightwood College* (Main Campus)
4600 Powder Mill Road
Beltsville, Maryland 20705
(301) 937-8448

Brightwood College* (Main Campus)
803 Glen Eagles Court
Towson, Maryland 21286
(410) 296-5350

MINNESOTA

Brightwood Career Institute
(Auxiliary Classroom of Harrisburg)
1295 Bandana Boulevard North
St. Paul, Minnesota 55108
(800) 636-9517

Brightwood Career Institute
(Auxiliary Classroom of Harrisburg)
Kaplan Professional Schools building
2051 Killebrew Dr.
Bloomington, Minnesota 55425
(800) 636-9517

NEW MEXICO

Brightwood College
(Auxiliary Classroom of Ingram)
8205 Spain Road N.E.
Albuquerque, New Mexico 87109
(800) 636-9517

NEVADA

Brightwood College* (Main Campus)
3535 W. Sahara Avenue
Las Vegas, Nevada 89102
(702) 368-2338

NORTH CAROLINA

Brightwood College*
(Branch of Nashville)
6070 East Independence Boulevard
Charlotte, North Carolina 28212
(704) 567-3700

JY Monk Real Estate School

3208 FM 528
Friendswood, Texas 77546
(281) 648-0880

Brightwood College* (Main Campus)
12005 Ford Road, Suite 100
Dallas, Texas 75234
(972) 385-1446

Brightwood College*
(Branch of Dallas)
2241 S. Watson Road
Arlington, Texas 76010
(972) 623-4700

Brightwood College* (Main Campus)
8360 Burnham Road, Suite 100
El Paso, Texas 79907
(915) 595-1935

Brightwood College*
(Branch of El Paso)
1900 North Expressway, Suite O
Brownsville, Texas 78521
(956) 547-8200

Brightwood College
(Auxiliary Classroom of El Paso)
1231 Lee Trevino
El Paso, Texas 79907
(915) 595-1935

Brightwood College* (Main Campus)
7142 San Pedro Avenue, Suite 100
San Antonio, Texas 78216
(210) 366-5500

Brightwood College*
(Branch of San Pedro)
1500 South Jackson Road
McAllen, Texas 78503
(956) 630-1499

Brightwood College*
(Branch of San Pedro)
South Coast Plaza
1620 South Padre Island Drive, Suite 600
Corpus Christi, Texas 78416
(361) 852-2900

Brightwood College*
(Branch of San Pedro)
2001 Beach Street, Suite 201
Fort Worth, Texas 76103
(817) 413-2000

Brightwood College* (Main Campus)
6441 NW Loop 410
San Antonio, Texas 78238
(210) 308-8584

(Auxiliary Classroom of Nashville)
New Hanover Government Center
Suite 42
Wilmington, North Carolina 28403
(800) 849-0932

JY Monk Real Estate School
(Auxiliary Classroom of Nashville)
5617 Creedmoor Road
Raleigh, North Carolina 27612
(800) 849-0932

Brightwood College*
(Branch of Ingram)
Parkdale Mall
6115 Eastex Freeway
Beaumont, Texas 77706
(409) 347-5900

Brightwood College*
(Branch of Ingram)
6410 McPherson Road
Laredo, Texas 78041
(956) 717-5909

Brightwood College
(Auxiliary Classroom of Ingram)
1900 Ballpark Way
Arlington, Texas 76006
(800) 636-9517

Catalog Certification

Virginia College, LLC owns and operates Brightwood College, a nonpublic institution. Virginia College, LLC certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Brightwood College or Virginia College, LLC.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic Student Handbooks are received by the student at orientation or can be picked up in the Academic or Student Services Office.

ADMISSION INFORMATION

Provisional Enrollment

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation.

All new students entering the College for the first time will be enrolled on a provisional basis for the first 21 calendar days of their first term (all students who have graduated from one of the College's programs are ineligible). Provisional students are not charged tuition and are not eligible to receive federal or state student aid until they become regular active students. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 22nd day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

A provisional student may cancel his/her enrollment at any time and for any reason during the 21-day provisional enrollment period. The College also may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in provisional period. Students who cancel their enrollment or who do not move to regular active student status, for any reason, will be withdrawn from all classes and will not be charged any tuition for their time in school, and will receive no academic penalty.

A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll

for a second time must have approval of the Academic Dean or Campus President, and the second provisional enrollment must be recorded in CampusVue.

Admission Requirements and Conditions

Applicants who plan to enter a degree or diploma program must meet the following admission requirements:

1. Applicants who hold a state recognized standard High School Diploma, General Education Development (GED) or Certificate of High School Equivalency (GED Certificate), another state-authorized examination certificate, or an equivalent diploma issued by an acceptable non-public high school are eligible for admission. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student's home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College. High school seniors are eligible to complete enrollment paperwork, but cannot start class until submitting acceptable proof of high school graduation. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.

2. Prior to the end of the provisional period, or first term of enrollment based on state specific requirements, all students must provide evidence of the above qualification to the College. Acceptable documentation can be a copy of their high school diploma, a copy of their GED, or an original or copy of their high school or GED transcript. Other acceptable evidence could include a certified copy of an original high school diploma, a GED certificate or official notification that a GED has been earned, a state-authorized examination certificate or official notification from the state a certificate has been earned. Students who do not produce the required documentation will be dismissed from school.

3. Military and Vocational Nursing students must provide evidence of high school graduation or equivalent to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned, a state-authorized examination certificate or official notification from the state that a certificate has been earned.

4. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fees stated in the Tuition and Fees section.

5. All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.

6. Programs at the Institution will require prospective students to take and pass a nationally standardized test, the Wonderlic Scholastic Level Exam (SLE), with a minimum score in order to gain admittance. The minimum SLE score for all programs is 10 except the following programs which require the minimum scores listed below:

Diagnostic Medical Sonography/Ultrasound – 21

Associate of Applied Science Radiologic Technology – 21

Vocational Nursing – 21

X-Ray Technician/Medical Assistant Back Office - 18

The SLE can be taken three times per term, 6 total attempts and students may take the SLE twice on the day of their first attempt only but must wait until the next calendar day to test the third time. Students who hold a bachelor's degree or an associate's degree will not be required to take the SLE.

7. Students must be sitting in classes by the third regularly scheduled class of the term.

8. For students in Nursing programs, applications for credit for prior learning must be completed prior to the start date. For students in programs other than Nursing, applications for credit for prior learning should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

9. Students must be able to speak, read, and write English fluently as all courses are taught in English.
10. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
11. Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. In certain programs, this documentation must be submitted prior to clinical/externship rotations.
12. If a national criminal background check reveals that a prospective student has a felony conviction or is listed as a registered sex offender, that student, as a result, will not be allowed to start or remain in classes or transfer to a different program.
13. Students may be required to undergo criminal background checks before being placed in an externship/practicum, clinical or fieldwork rotation or take professional licensing, certification, or registration exams. Students are informed regarding the appropriate agencies current requirements prior to enrolling in the program of their choice if applicable. Students who have prior felony convictions or serious misdemeanors may not be able to complete the externship/practicum, clinical or fieldwork portion of the program, which is a requirement for graduation from the program. Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.
14. Some programs require students to pass a drug/chemical substance test that must be completed prior to the start date.
15. Many externship/practicum, clinical, and fieldwork sites require drug/chemical substance testing. It is the student's responsibility to comply with the requirements of his or her specific externship/practicum, clinical, or fieldwork site.
16. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.
17. Results of a satisfactory national criminal background check must be received for the programs below. Other programs may require fingerprints as part of the background check. The cost of this fingerprinting may be the responsibility of the prospective student. Please see the Certifications, State Board, and National Board Exams section of this catalog. For more information concerning fingerprinting locations by state and associated costs, please visit the following: <http://myfbireport.com/locations/locationMap.php>.

Diagnostic Medical Sonography/Ultrasound
Associate of Applied Science Radiologic Technology
Vocational Nursing
X-Ray Technician/Medical Assistant Back Office

18. For Nursing programs, students will be chosen per enrollment period based on ranking and test scores.
19. Credit for Previous Nursing Education: Appropriate credit will be granted for nursing courses taken within the last five years. All credit will be awarded based on the policies set forth in the Prior Learning Assessment section of the Institution's catalog.
20. Prospective students interested in the Diagnostic Medical Sonography/Ultrasound program also must have either:
 - 1) an academic Associate's degree from an accredited college or university; or
 - 2) a bachelor's degree, or international bachelor's degree equivalent, or higher from an accredited four-year college or university; or
 - 3) have completed a two-year allied health education program that is patient-care related, defined as:
 - (a) 24 full-time consecutive calendar months or 60 semester credits or 84 quarter credits; and
 - (b) requiring a clinical internship/externship to complete the program. The program or school must be authorized by an accrediting agency to award semester or quarter credits and the type of credits granted must be reflected on the transcript. Transcripts reflecting clock hours must be converted to credit hours. If

submitting a foreign degree, an original course by course foreign transcript evaluation must accompany the application summary and indicate the aforementioned requirements.

21. Prospective students interested in specialized training in the Limited X-Ray Technology certificate program (Continuing Education) must have successfully completed a basic X-Ray Technician program, hold a current California Limited Permit in Associate of Applied Science Radiologic Technology, or must be currently enrolled in a basic X-Ray Technician diploma program and present approval of the department head.

22. Prospective students interested in the X-ray Technician/Medical Assistant Back Office Program who have completed a Medical Assistant diploma program with the equivalent approved Medical Assistant Back office content, but whose Medical Assistant transcripts have courses that are older than five years, may still apply to receive transfer credit for the X-ray Technician/Medical Assistant Back Office Program providing that they can provide evidence of six (6) months/1080 hours of Medical Assisting Back Office work experience within the last two years.

23. Prospective students interested in the Associate of Applied Science Radiologic Technology program must meet one of the following requirements:

- Possess an Allied Health Medical Diploma from a program lasting a minimum of 8 months in length, where the applicant has achieved a minimum cumulative GPA of 3.4 or higher; or
- Received a C or better in Anatomy & Physiology classes from an accredited College or University and have scored a 75% or higher on the Brightwood College entrance "Anatomy & Physiology test"; or
- Possess a current State of California Limited Permit (License) in Chest, Extremities, and Torso Skeletal

24. Prospective students interested in advanced standing in the Associate of Applied Science Radiologic Technology program will be given admissions preference if they are Graduates of a X-Ray Technician/Medical Assistant Back Office program at a Brightwood affiliated school and possess a current State of California Limited Permit (License) in Chest, Extremities, and Torso Skeletal. Preference will also be given to Kaplan and Brightwood Graduates based on their academic performance in the X-Ray Technician/Medical Assistant Back Office program. Advanced standing is the status of a student who has completed coursework from a radiography program who receives academic credit for any portion of that study, excluding general education credit.

25. All Vocational Nursing Program candidates must successfully complete a number of requirements prior to acceptance in the program. This section outlines details regarding the admissions process pertaining to entrance testing.

26. Students with special needs should refer to the Students Seeking Reasonable Accommodations section of the catalog.

Entrance Testing

All students seeking admission to the Brightwood College Vocational Nursing program are required to take and pass both the Wonderlic SLE and the math and reading sections of the HESI A2 Admission Test prior to signing an enrollment agreement.

HESI A2 Exam

The HESI A2 Admission Test is a tool to determine if students have the academic skills necessary to complete a Vocational Nursing program of study in a school of nursing and pass the NCLEX® licensure exam. The HESI A2 Admission Test is an online test that evaluates the basic reading and math skills of students seeking entry into a nursing program leading to Vocational Nurse licensure.

Candidates for admission will take the Reading and Math sections of the test. Candidates' results on the Reading and Math sections of the test will be used to make admission decisions.

Minimum Passing Score Requirements

Vocational Nursing Admission Test Requirements: Test: HESI A2

Prospective students interested in the Vocational Nursing program must pass the HESI A2 with a minimum score of 50% in Math and 70% in Reading. No previous A2 exams from other institutions will be accepted for

consideration. All prospective students must successfully complete the Wonderlic SLE prior to attempting the HESI A2 Admission Exam. Students may attempt the HESI A2 Admission Exam three times within a 12 month period. Should the student fail to achieve the minimum required score on the first HESI A2 attempt, the student must wait 7 days before attempting the HESI A2 for the second time. Should the student fail to achieve the minimum required score on the second HESI A2 attempt, the student must wait 30 days before attempting the HESI A2 for the third time.

Policy for re-entry of withdrawn students

In order to re-enter Brightwood College, the student must contact the College and petition the Re-Entry Committee. The petition may be initiated by a phone call or visit to the College. Upon receipt of the petition, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter based upon the College's standards of academic progress and in accordance with the College's behavioral and financial good standing policies. The Student Finance Office must verify that the student is in good standing and that the student is not in default or collection. Failure to withdraw properly may be grounds for denial of re-entry.

Students will be allowed to re-enter once with approval of the Director of Admissions. To re-enter a second time, the members of the Re-Entry Committee will review the student's petition to determine if the student qualifies academically and financially to re-enter. Students will be allowed to re-enter a third time with the Academic Dean's or Campus President's approval. Students will only be allowed to re-enter three times after withdrawal prior to graduation from a program.

Applicants for Single Courses

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Students who do not enroll into a program of study are not eligible to receive Title IV funds.

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.

Applicants for Short Courses

- Applicants for short courses are not required to take and pass the Wonderlic SLE.
- Title IV payment plans are not available for short courses.
- Students enrolled in the short courses must adhere to the attendance/tardiness policy as described within the catalog.
- A leave of absence is not available to students enrolled in short course classes.
- No make-up work is permitted for short courses.
- No academic or transfer credit will be awarded by the Institution for short courses. Students should not assume that short courses will be accepted for transfer credit at another institution.
- All short courses are non-credit bearing.
- The grading system listed below is used for all short courses:
 - P Pass. Student has satisfactorily met all requirements of the course. If a student fails to receive a Passing grade in any one course within the short course, then the student will be dismissed from the short course.
 - F Failure. Student has not satisfactorily met all requirements of the course.
- Students will receive a certificate of completion for the short course.
- Short courses do not qualify for Title IV federal financial aid funds.
- Students should refer to the Refund Policy section of the catalog for Refund information.
- Short courses do not qualify for in-school loan deferments.

Prior Learning Assessment

Effective November 19, 2018

Students applying for credit in any of the categories described below must complete a Prior Learning Assessment form and submit official transcripts, course descriptions, and other supporting documentation should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit.

Although all students are encouraged to apply for credit, those who will be using veterans benefits to attend the Institution must complete the request form. The Institution will grant appropriate credit, shorten the duration of the program proportionately, and notify the student and Veterans Affairs accordingly.

Students in programs other than Nursing must complete 25% of the credits required for degree and diploma programs at the campus awarding the graduation credential. Students who are denied credit may present a written appeal to the campus Dean. This appeal will be sent to the Education Corporation of America (ECA) Academic Operations department for final review by the National Dean. The National Dean shall generally respond with a decision in writing within ten (10) days of receipt of the written appeal; if the decision will take longer to resolve, the campus Dean will notify the student of the reason for the delay and how much longer it may take.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. For Nursing, this includes the following courses: accredited vocational or practical nursing, accredited registered nursing, accredited psychiatric technician, armed services nursing, certified nurse assistant, other courses the school determines are equivalent to courses in the program. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science and math courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

Credit for Previous Education and Experience-Licensed Vocational Nursing Program

- a) Transfer or other forms of Credit shall be given for related previous education completed. A time frame may be required for competency-based courses. This includes the following courses:
 - 1) Accredited vocational or practical nursing courses.
 - 2) Accredited registered nursing courses.
 - 3) Accredited psychiatric technician courses.
 - 4) Armed services nursing courses.
 - 5) Certified nurse assistant courses.
 - 6) Other courses the school determines are equivalent to courses in the program.

Previous Education or Training

The Institution will consider awarding credit from postsecondary institutions accredited by agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation. When evaluation is made of the student's transcript, credit may be awarded for courses successfully completed at another accredited postsecondary institution where course and credit values are comparable to those offered by the Institution. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated. The Institution does not guarantee the transferability of credits from any of these sources. Students earning credit through previous education will be awarded the grade of "TC."

For courses accepted for credit, the Institution will not assess a tuition fee. Courses accepted for Transfer of Credit may affect financial aid. The student should consult with the Student Finance Specialist to determine any effects on Federal Financial Aid.

For students in programs other than Nursing, the Institution will also consider awarding credit for previous professional learning. Professional learning consists of transcribed coursework from a professional or nonacademic environment that has been reviewed by the American Council on Education (ACE) and determined to be college level. Students earning credit through professional learning will be awarded the grade of "TC."

The transfer-of-credit award is based on:

- courses that have a grade of C or better, or a "P" in a pass/fail system;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program;
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions; and
- course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

If the student is enrolled in a course or program that requires higher than a C to pass, the student must receive the required score or grade to receive credit.

Military Training

The Institution recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's degree, may be eligible for transfer credit. Students who earn credit through their military training will be awarded the grade of "TC." Veterans and all eligible military must submit all transcripts from colleges, universities or other training institutions for consideration of "TC."

Externally Administered Exams

College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSSTs), and Advanced Placement Program (AP) credits may be accepted with minimum scores recommended by the Educational Testing Service (ETS) or the American Council on Education (ACE). Credit is awarded for each test in which the ETS or ACE recommended minimum score is earned and the grade awarded will be "CC".

Challenge Exams

Students in programs other than Nursing may request to "test out" of certain courses if they have documented subject area knowledge by passing the final exam for the course with a predetermined score. Challenge Exams from other colleges or universities will not be accepted. Students will have only one attempt to enroll in and take a particular Challenge Exam. A student cannot take a Challenge Exam if he or she has already begun the course or has received a failing grade in the course. Challenge exams will not be considered for clinical or externship courses. The student must submit evidence of subject area knowledge to attempt a challenge exam. For Nursing, competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Experiential Learning - Nursing programs (Military education and skills only)

The Institution will consider awarding credit for experiential learning (previous work experience) for any military education or skills training that is substantially equivalent to the curriculum and meets all course objectives. The Institution must receive and evaluate official transcripts from all postsecondary school(s) previously attended by a Veteran.

The awarding of credit and determination of equivalency for experiential learning to related coursework will require the student submit proof of experience and 100% skill proficiency demonstration. Credit for previous military education or skills will not exceed 15% of the total program. Students earning credit through Experiential Learning will be awarded the grade of "CC".

Transfer of Credit between Education Corporation of America (ECA) Campuses

Although not guaranteed, course credits may be transferred from any ECA campus upon a student's acceptance to the receiving ECA campus. The transfer-of-credit award is based on:

- D grade or better except programs where a "C" or better is required;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program; and

- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.
- Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science and math courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit.

Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

Students re-entering the same school from which they withdrew will be able to receive credit for their courses with a "D" grade except programs where a "C" or better is required.

Students transferring between any ECA campus must complete a minimum of 25% of the course credits at the ECA campus awarding the graduation credential.

Due to differences in requirements for degree programs, credits earned in diploma/certificate programs are not guaranteed to transfer. Students who want to enroll in a degree program are encouraged to consult with the Academic Dean or Campus President before the end of their diploma/certificate program.

STUDENT INFORMATION AND SERVICES

Advising

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

Academic Advising

Students who may be experiencing academic challenges are advised to contact the Education Department.

Tutoring

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

Student Responsibilities

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating

student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

Student Conduct Policy

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.

5. The use of any tobacco products including electronic devices in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. For Nursing students, the conduct process is outlined in detail in the Student Handbook. Students dismissed for conduct violations will not be readmitted.

Student Interaction

Student interaction is considered to be an important component of the academic experience at the Institution. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

Personal Appearance

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

Ownership of Student and Third-Party Intellectual Property

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

1. The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
2. The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
3. The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

Student Complaint/Grievance Procedure

Statement of Intent

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with the College. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems. The College administration maintains an open-door policy, and students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration in an attempt to find quick and satisfactory resolutions. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

Procedure

All student complaints submitted to the College will be handled in the following manner:

Step One: The student must try to resolve the issue with the campus staff member or instructor directly involved in the matter. If the matter is not resolved, the student should schedule a meeting with the Academic Dean, Campus President, or supervisor of the involved department.

Step Two: If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Academic Dean or Campus President.

Step Three: If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Campus President (or designee). The Campus President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The Campus President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The Campus President (or designee) will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four: If the complaint is not resolved by the Campus President (or designee), the student may submit the complaint in writing to the College's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243 or via email to ombudsman@ecacolleges.com. The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

Step Five: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, (916) 431-6959, email: bppe@dca.ca.gov.

Notwithstanding this grievance process, any student or any member of the public may file a complaint at any time about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

The student must contact the bureau for further details. Contact information for the state agency is also available on the Academy's webpage under the Consumer Info and Disclosures tab.

For Vocational Nursing, students may also contact the:

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2635 Capitol Oaks Drive, Suite 205
Sacramento, California 95833
916.263.7800

For students residing in any state not listed above, a complete list of state agencies to which students may direct questions, concerns, or complaints is provided in the [State Agencies](#) page.

Step Six: If the complaint has not been resolved by the College to the satisfaction of the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First St NE #980, Washington, DC 20002, 202-336-6780.

Complaint Policy for Students Receiving VA Education Benefits:

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gilbill.)

Additionally, other than for a grievance related to grades, students are encouraged, but not required, to utilize the Grievance Procedure described herein prior to proceeding with any demand for arbitration. Any dispute arising from enrollment at the Institution, other than a dispute related to grades, and no matter how described, pleaded, or styled, will be resolved by binding arbitration under the Federal Arbitration Act conducted in the city in which the Institution is located. The arbitration will be administered by Judicial Arbitration & Mediation Services ("JAMS") under JAMS' Streamlined Arbitration Rules and Procedures or other applicable JAMS rules. Any award rendered by the arbitrator may be entered in any court having competent jurisdiction. This arbitration provision summarizes and incorporates the arbitration agreement found elsewhere in the Institution's enrollment materials, including the Arbitration Agreement and Waiver of Jury Trial.

The following is separate from the above Grievance process:

The Joint Review Committee on Education in Radiologic Technology is the accrediting agency for all programs in the Radiologic Sciences and Radiation Therapy. If a student of these programs does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

State Agencies

If a student's complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate the Institution or in what states the Institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the Institution is required to be licensed in that state.

ALABAMA

Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000

NEW HAMPSHIRE

New Hampshire Postsecondary Education
Commission
3 Barrell Court #300

ALASKA

Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
customer.service@alaska.gov

Alaska Office of Attorney General
Consumer Protection Unit
1031 West Fourth Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov

ARIZONA

Arizona State Board for Private Postsecondary Education
1740 W. Adams St., Suite 3008
Phoenix, AZ 85007
www.ppse.az.gov

ARKANSAS

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
ADHE_Info@adhe.edu
AcademicAffairsDivision/ICAC%20Rules%20and
%20Regulations/APPENDIXJ.pdf

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov

CALIFORNIA

California Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
bppe@dca.ca.gov
[http://www.bppe.ca.gov/forms_pubs/
complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

COLORADO

Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202
<http://higher.ed.colorado.gov/dpos>

CONNECTICUT

Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
info@ctdhe.org

Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov
consumer_statementcpfr-2_rev_8-06_

Concord, NH 03301-8531

<http://www.nh.gov/postsecondary/complaints>

NEW JERSEY

New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us

New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110
schoolapprovalunit@dol.state.nj.us
[http://lwd.dol.state.nj.us/labor/forms_pdfs/
edtrain/Conflict%20Resolution%20Questionnaire.
pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf)

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

NEW MEXICO

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
b23fc959f37c44bb8e3cae612e0dba7/
PPS%20Complaint%20Form.pdf

NEW YORK

New York Office of College and University Evaluation
New York State Education Department
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
[http://www.highered.nysed.gov/ocue/spr/COMPL
AINTFORMINFO.html](http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html)

New York Bureau of Proprietary School Supervision
New York State Education Department
99 Washington Avenue, Room 1613 OCP
Albany, NY 12234

New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza, Suite 2101
Albany, NY 12223-1556

NORTH CAROLINA

North Carolina Community College System Office of Proprietary Schools
200 West Jones Street
Raleigh, NC 27603
<http://www.nccommunitycolleges.edu/>

edited1106.pdf
Consumer Complaint Hotline: (800) 842-2649

DELAWARE

Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

Delaware Attorney General
Consumer Protection Wilmington:
820 North French Street, 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State
Superintendent of Education
Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002
<http://osse.dc.gov/service/education-licensure-commission-elc-public-complaints>

FLORIDA

Florida Commission on Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-Free number: 888.224.6684

GEORGIA

Georgia Nonpublic Postsecondary Education
Commission
2082 East Exchange Place #220
Tucker, GA 30084-5334

HAWAII

Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ocp@dcca.hawaii.gov
http://hawaii.gov/dcca/ocp/consumer_complaint

IDAHO

Idaho State Board of Education
Attn: State Coordinator for Private Colleges and
Proprietary Schools
650 West State Street, Room 307
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS

Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
info@ibhe.org
Institutional Complaint Hotline: (217) 557-7359

Proprietary_Schools/docs/PDFFiles/
StdtdComplForm.pdf

North Carolina Consumer Protection
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001
<http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx>

NORTH DAKOTA

North Dakota Department of Career and Technical
Education
State Capitol - 15th Floor
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
cte@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 East Interstate Avenue, Suite 200
Bismarck, ND 58503-5574
<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

OHIO

Ohio State Board of Career Colleges and Schools
30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215
<http://scr.ohio.gov/>

Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
<https://www.ohiohighered.org>

Ohio Attorney General
Consumer Protection Section
30 East Broad Street, 14th Floor
Columbus, OH 43215-3400
<http://www.ohioattorneygeneral.gov/consumercomplaint>

OKLAHOMA

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104

Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864

Oklahoma Office of the Attorney General
Consumer Protection Unit
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105

Illinois State Board of Education
100 North 1st Street
Springfield, IL 62777
<http://webprod1.isbe.net/contactisbe/>

Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706
Consumer Fraud Hotline: (800) 243-0618

INDIANA

The Indiana Commission for Higher Education
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204-1984
317.464.4400 Ext. 138
317.464.4400 Ext. 141

IOWA

Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov
<http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

KANSAS

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368

KENTUCKY

Kentucky Council on Postsecondary Education
1024 Capital Center Drive #320
Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education
911 Leawood Drive
Frankfort, KY 40601-3319

Office of the Attorney General
Capitol Suite 118
700 Capitol Avenue
Frankfort, KY 40601-3449
consumer.protection@ag.ky.gov

LOUISIANA

Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677

MAINE

Maine Department of Education
Complaint Investigator
23 State House Station
Augusta, ME 04333-0023
jonathan.braff@maine.gov

<http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>

OREGON

Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, OR 97401

Oregon Department of Education
Private Career Schools Office
255 Capitol Street NE
Salem, OR 97310-0203
[complaint-procedures.doc](#)

Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301-4096

PENNSYLVANIA

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120

PUERTO RICO

Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910-1900

Puerto Rico Department of Justice
G.P.O. Box 9020192
San Juan, PR 00902-0192

RHODE ISLAND

Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903

Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903

SOUTH CAROLINA

South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201

SOUTH DAKOTA

South Dakota Board of Regents
306 East Capitol Avenue, Suite 200
Pierre, SD 57501-2545

South Dakota Office of Attorney General
Division of Consumer Protection

Maine Attorney General
Consumer Protection Division
6 State House Station
Augusta, ME 04333

MARYLAND

Maryland Higher Education Commission
6 Liberty Street
Baltimore, MD 21201

Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
consumer@oag.state.md.us
Consumer Protection Hotline: (410) 528-8662

MASSACHUSETTS

The Massachusetts Department of Elementary and
Secondary Education
Office of Proprietary Schools
75 Pleasant Street
Malden, MA 02148-4906
<http://www.doe.mass.edu/ops>
proprietaryschools@doe.mass.edu

MICHIGAN

Michigan Department of Labor & Economic
Growth
Office of Postsecondary Services
Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913

MINNESOTA

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Minnesota Attorney General's Office
1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101

MISSISSIPPI

Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453

Mississippi Commission of Proprietary Schools
and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453

Consumer Protection Division
Office of the Attorney General
State of Mississippi
P.O. Box 22947

1302 East Highway 14, Suite 3
Pierre, SD 57501-8053

TENNESSEE

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
<http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>

TEXAS

Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778-0001
www.texasworkforce.org/careerschoolstudents

Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752

Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548
<https://www.oag.state.tx.us/consumer/complaintform.pdf>

U.S. VIRGIN ISLANDS

Government of the U.S. Virgin Islands
Department of Education
Office of the Commissioner
1834 Kongens Gade
St. Thomas, V.I. 00802

UTAH

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
consumerprotection@utah.gov
<http://consumerprotection.utah.gov/complaints/index.html>

VERMONT

Vermont Department of Education
State Board of Education
120 State Street
Montpelier, VT 05620-2501

Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

VIRGINIA

State Council of Higher Education
101 North 14th St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu

Jackson, MS 39225-2947
<http://www.ago.state.ms.us/index.php/>

MISSOURI

Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
info@dhe.mo.gov

MONTANA

Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201

Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov

NEBRASKA

Nebraska Coordinating Commission for
Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
Consumer Protection Hotline: (800) 727-6432

NEVADA

Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123
[http://www.cpe.state.nv.us/
CPE%20Complaint%20Info.htm](http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm)

Nevada State Board of Nursing
2500 W. Sahara Ave., Suite 207
Las Vegas, NV 89102
<http://www.nevadanursingboard.org>

[http://www.schev.edu/forms/StudentComplaintIn
formation.pdf](http://www.schev.edu/forms/StudentComplaintInformation.pdf)

WASHINGTON

Washington Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
dainfo@hecb.wa.gov

Washington Workforce Training and Education
Coordinating Board
128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
workforce@wtb.wa.gov
[http://www.wtb.wa.gov/
PCS_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)

Washington State Office of the Attorney General
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504-0100
[https://fortress.wa.gov/atg/formhandler/ago/Con
tactForm.aspx?subject=Consumer%20Protection](https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection)
[https://fortress.wa.gov/atg/formhandler/ago/Co
mplaintForm.aspx](https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx)

WEST VIRGINIA

West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301-2800

Community and Technical College System of West
Virginia
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301

West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789
[http://www.wvago.gov/pdf/general-consumer-
complaint-form.pdf](http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf)

WISCONSIN

Wisconsin Educational Approval Board
30 West Mifflin Street, 9th Floor
P.O. Box 8696
Madison, WI 53708
eabmail@eab.state.wi.us
<http://eab.state.wi.us/resources/complaint.asp>

WYOMING

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050

Attorney General's Office
123 Capitol Building
200 West 24th Street
Cheyenne, WY 82002

Nondiscrimination/Nonharassment Policy

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is the Institution's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the Institution.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

The Institution prohibits sexual harassment including, but not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim

The Institution encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog. The Institution will take any necessary action to promptly investigate the complaint to resolution. The Institution cannot address allegations unless it is made aware of the complaint.

Procedure for reporting as identified in the Crime Report (Clery Act):

The College also complies with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Title IX Coordinator for each College location is the Academic Dean or Campus President. Complaints filed under Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated

against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

Step One: The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct an investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

Step Two: If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complaint in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the College's Lead Title IX Coordinator, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at (866) 677-9050 or email to TitleIXCoordinator@vc.edu. The Lead Title IX Coordinator will generally respond with a resolution to the student/employee's complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Lead Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

No Retaliation

The Institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog.

Students Seeking Reasonable Accommodations

Brightwood College is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Brightwood College provides equal opportunity for qualified persons with disabilities. As appropriate, Brightwood College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services.

It is the responsibility of the student to inform the School of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. Students seeking reasonable accommodations should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

Career Development

The Institution offers career development services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Development Department will assist students in their job search. Career development services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career development services offered by the Institution are not an obligation or guarantee of employment. If a student repeatedly fails to attend Career Development coaching sessions and/or repeatedly fails to attend job interviews arranged by the Career Development Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific

amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career development services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Development Department.

Part-time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Student Services and/or Career Development Departments will make a reasonable effort to assist them in their search.

Student Health Services

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Student Housing

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

The College maintains a resource list with websites where students can look for local housing. The resource list is made available to all students during orientation and also is available at the campus Registrar's office. Estimated cost for this housing is approximately \$800 and up.

Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, Academic Dean, or the Campus President.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Institution distributes annually to all current students and employees a disclosure regarding the availability, location, and contents of the campus security report.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug-Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

Family Educational Rights and Privacy Act

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student

guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.

- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
- 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 prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

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

- 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 Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

Personal Property

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

ACADEMIC INFORMATION

Class Size

Student to instructor ratios shall not exceed the following:

Program	Lecture Classes	Lab Classes
Associate of Applied Science Radiologic Technology	40:1	20:1
Diagnostic Medical Sonography / Ultrasound	40:1	20:1
Medical Assistant	40:1	20:1
Vocational Nursing	40:1	20:1
X-Ray Technician/Medical Assistant Back Office	40:1	20:1

The student-to-teacher ratio for the Associate of Applied Science Radiologic Technology program is 10:1 for clinical classes. The student-to-teacher ratio for the Nursing program is 15:1 for clinical classes.

Hours of Operation

Classes

Monday-Friday.....8:00 a.m. to 10:30 p.m.

Administrative Offices

Monday-Thursday9:00 a.m. to 7:30 p.m.

Friday8:30 a.m. to 5:00 p.m.

Saturdays.....9:00am to 12:00pm

Definition of an Academic Year

The academic year consists of a minimum of 36 weeks of instructional time in which a full-time student is expected to complete at least 36 quarter credits.

The academic year for the Vocational Nursing program consists of a minimum of 35 weeks of instructional time in which a full -time student is expected to complete at least 900 clock hours.

The academic year for the Associate of Applied Science Radiologic Technology program consists of 28 weeks of instructional time in which a full-time student is expected to complete at least 900 clock hours.

The academic year for the Diagnostic Medical Sonography/Ultrasound and X-Ray Technician/Medical Assistant Back Office program consists of 40 weeks of instructional time in which a full-time student is expected to complete at least 36 quarter credits.

Definition of a Unit of Credit

The Institution measures its programs in quarter credit hours.

One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship/practicum clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, digital instruction, and similar class activities are conducted.

Out-of-Class Learning Activities

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

Clock Hour

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

*Credit Hour**

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Conversion Rate

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

Type of Classroom Work In-Class Hours Out-of-Class Work Hours

Lecture	1	2
Laboratory	2	1
Externship/Practicum	3	0

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical setting and cannot include any out-of-class work.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. Each semester credit in a non-externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit. Please see the Academic Standards section of the catalog for more detail.

*For the Institution's definition of an academic credit, please see Academic Information, Definition of a Unit of Credit.

Honors and Awards

Graduation Honors

Academic Distinction, Highest Honors - 4.00 CGPA

Academic Distinction, High Honors - 3.75 - 3.99 CGPA

Academic Distinction, Honors - 3.5 - 3.74 CGPA

Career Compass Certified Professional - Per program requirements

Graduation and Term/Mod Awards

Perfect Attendance - 100%

Excellent Attendance - 92% - 99.99%

Term/Mod Awards

Highest Honors - 4.00 GPA

High Honors - 3.75 - 3.99 GPA

Honors - 3.5 - 3.74 GPA

Student of the Month

The Student of the Month Award is given monthly to one student in each program who exemplifies excellence. Criteria include, but are not limited to, scholarship, citizenship, progress, and attendance. The student is chosen by program chairs and the faculty. Students are honored with the presentation of a certificate.

Alpha Beta Kappa National Honor Society

The Alpha Beta Kappa National Honor Society recognizes superior academic achievement. Alpha Beta Kappa is the only national honor society that recognizes achievement in technical and general studies, as well as in the arts and sciences. Nomination of the candidates is conducted by the individual program directors. The finalists will be elected by a committee that may consist of the Director(s) of Education, Program Director, and Director of Student Services.

The following qualifications are required for nomination into the honor society:

1. Academics: Candidates must achieve a minimum overall GPA of 3.85 or above by the end of their academic career.
2. Professional Conduct: Candidates must demonstrate professional and ethical conduct during both the didactic and externship portion of their studies. Candidates must demonstrate such qualities of character as courtesy, honesty, positive attitude, and teamwork. Candidates must also maintain an overall attendance record of 90% or above throughout their course of study and may not have violated any of the standards of behavior or conduct as outlined in the student conduct section of the Institutional catalog.

Only the top ten percent of candidates per program that meet these requirements will be inducted.

Required Study Time

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

Changes in Programs or Policies

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The Institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

If the change results in a new program, students will be given the option of changing to the new program or completing the program in which they originally enrolled. Students will be advised of any other changes to programs content, or course sequence that do not impact the schedule, completion date or location. Any changes to scheduling, completion date or location would require student consent.

English as a Second Language Instruction

The Institution does not offer English as a Second Language instruction. The Institution staff will refer students to learning centers that offer this instruction.

Attendance/Tardiness Policy

Effective October 29, 2018

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Tardiness disrupts the learning environment and is discouraged. Students arriving late for a class or leaving early are considered tardy. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.

Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance.

Absences will count from the first official day of classes and not from the first day the student attends. If a student starts a course late, time missed becomes part of the 14 consecutive calendar days and absence percentage. Absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Students may be allowed to make up work for these types of absences at the discretion of the instructor. Refer to the class syllabus for further details.

The specific requirements for attendance are as follows:

1. Students enrolled in either a degree or diploma program will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days, including the Institution's holidays and breaks. If a student passes the 14-day threshold during a holiday or break and they fail to return within three (3) business days after the holiday or break, they will be dismissed. Emergency closures will be considered on a case by case basis.
2. If a student arrives late for class or leaves early, time missed will be marked as absent.
3. No excuses or documentation will be accepted to remove absent time from a student's record; however, late work, as defined in the policy in this catalog, may be permitted.
4. Attendance sign-in sheets are not required; however, instructors must post attendance at the beginning of each face-to-face class session, and then after each 10-minute break, and at the end of each class session in the faculty portal and such attendance is posted daily. For blended programs, digital attendance is based on completing the required work in the Learning Management System (LMS), Canvas. Students who submit/complete their required work in Canvas receive positive attendance for those items. A student who does not submit/complete their required work receives no digital attendance for that item.
5. Student attendance is posted daily and is available in the Student Portal on the first page after logging into the portal.
6. Campus staff will review attendance benchmarks on a weekly basis and will conduct individual academic advising sessions with students whose attendance is less than 85% of the program. Students will accept individual academic advising sessions through the student portal.
7. Students may follow the process presented in the Student Complaint/Grievance Procedure outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Late Work Policy

Effective October 29, 2018

Due dates for all graded work are established by the instructor and listed on the addendum as well as the course shell. Late work consists of any work not submitted by the due date.

Late assignments are accepted up to five calendar days after the due date established by the instructor with a 25% deduction. Late assignments will not be accepted after five calendar days. Late submission of in-class assignments, discussions, quizzes and exams is not allowed.

Any missed competencies should be scheduled with the instructor and must be completed prior to the end of the course.

No course work will be accepted after the end of the term unless the student petitioned for an incomplete grade due to extenuating circumstances.

If there are extenuating circumstances, the student must provide documentation describing the reason for their absence. Documentation will be reviewed on case-by-case basis by the Program Director or Dean to determine extensions. Work submitted due to extenuating circumstances will not be penalized.

Pregnancy Policy

In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the U. S. Department of Education requirements, the Institution provides protection to pregnant women. Because the Institution does not maintain a leave policy for its students, the Institution will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

Students seeking reasonable accommodations due to pregnancy should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

The Institution cannot require a pregnant student to obtain the certification of a physician that she is physically and emotionally able to continue participation in the enrolled program unless such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Military service means service, whether voluntary or involuntary, in the Armed Forces (including National Guard or Reserve) on active duty, active duty for training, or full-time National Guard duty, or order to active duty. The length of the absence (including all prior absences for military), including only the time the student actually served in the military, cannot exceed five years.

Students who have completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work will be withdrawn without grade penalty. Withdrawn courses must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded.

Reentering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon re-entry. Reentry fees will be waived for all returning students.

Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Institution reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the Student Conduct Policy section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to the Institution.

Time on suspension will be counted as an absence from the Institution and cannot exceed the allowable absences stated in the attendance policy.

Externship/Practicum, Clinical, or Fieldwork

In particular phases of study, some programs include an externship/practicum, clinical, or fieldwork experience that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with the Institution's Externship office and program faculty on a regular basis.

The following academic requirements must be met prior to starting the externship/practicum, clinical, or fieldwork:

- Students must have passed all required prerequisite courses as indicated in the catalog;
- Students may not have any incomplete grades for any prerequisites; and
- Students are required to have a minimum 2.0 CGPA.

The Institution may have program-specific eligibility requirements. Students should talk to their advisors regarding these.

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

Many programs require an orientation and/or preparation class prior to students being placed at an externship/practicum, clinical, or fieldwork site. Additionally, many programs require a certification exam preparation class at the conclusion of the program. Where required, these classes must be successfully completed in order to graduate from the program.

During externship/practicum, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship/practicum, clinical, or fieldwork hours may be scheduled during the day and are typically full-time, Monday through Friday. This will require night students to complete externship/practicum, clinical, or fieldwork hours during the day. Night hours are rarely available; therefore, students must not count on the possibility of working in the evening and may be required to make arrangements to complete the externship/practicum, clinical, or fieldwork during daytime work hours. Successful completion of the externship/practicum, clinical, or fieldwork is a requirement of graduation.

Because situations may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.

All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. Students may be required to go to more than one site to complete their externship/practicum, clinical, or fieldwork hours.

The Institution maintains affiliation agreements with a variety of facilities to provide students with externship/practicum, clinical, or fieldwork opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention of the Externship Administrator or Program Director so the site may be evaluated.

Students may arrange the days or times of externship/practicum, clinical, or fieldwork only with written permission from the Institution. If a student is absent from his or her site or training, both the site and the Institution must be informed by the student.

The externship/practicum, clinical, or fieldwork facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship/practicum, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship/practicum, clinical, or fieldwork in the time allowed, students may have to increase

the number of hours spent on site beyond those normally required during classroom training. All required hours for externship/practicum, clinical, or fieldwork must be completed.

A reassignment of the externship/practicum, clinical, or fieldwork training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with drug testing for externship/practicum, clinical, or fieldwork requirements are the responsibility of the student. If an externship/practicum, clinical, or fieldwork is required for a program, it must be successfully completed in order to graduate from that program.

- Nursing Programs: Clinical practice for all Nursing programs is interspersed throughout the program. Students are assigned to specific sites and times of attendance and are supervised on site by a faculty member of the Institution.

Dropping or Adding Courses

Current students may add or drop courses according to the following guidelines. New students may not add or drop courses. These guidelines pertain to dropping courses when the student maintains enrollment within his/her program. If dropping a course results in the student withdrawing from the program, the Refund Policy would apply.

- For diploma/certificate programs, students may add or drop a course prior to or during the first three days of the academic term/module.
- For associate's degree programs and all Nursing programs, students may add or drop a course prior to or during the first week of the academic term.
- Adding or dropping a course could affect a student's financial aid.
- Students may add a course based upon the availability of scheduling and approval by the Institution.
- Students dropping a course beyond the add/drop period may incur 100% financial responsibility for the course.
- All schedule changes must be documented. A student's failure to initiate the appropriate paperwork may result in the recording of a failing grade.

Program Transfers

Reasonable efforts are made to direct each student to the program of study best suited to his or her individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to the Academic Dean or Campus President for a program change. Program transfers must be approved by a Student Finance Officer and the Campus President. Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

Certification, State Board, and National Board Exams

No student is automatically certified or licensed in any way upon program completion, and even if a student obtains certification or licensure, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams. In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship/ clinical experiences or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed. Students are informed about the appropriate agencies' current requirements for licensure/certification or registration for applicable programs. The students ultimately are responsible for knowing their criminal background and

understanding its impact on their future employment, licensing/certification or registration, and opportunities for externship/clinical placement prior to enrolling in an applicable program.

Graduation Requirements

In order to graduate, students must:

- earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- not be absent more than 20% of the total program hours (conversely, must attend 80% of total program hours);
- complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- return all property belonging to the Institution;
- fulfill all financial obligations to the Institution prior to graduation unless previous satisfactory arrangements have been made; and
- attend a Financial Aid Exit Interview.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Transcripts

Current or former students may request a free copy of their unofficial transcript by submitting a written request to the Institution including their name and physical address and/or email address where the unofficial transcript should be mailed or emailed. Transcripts will be marked to indicate they are unofficial copies.

A fee will be charged for official transcripts. Students may order official transcripts through the campus website or student portal. Official transcripts will not be released for students who have a past-due account with the Institution.

Transfer of Credit to Other Schools

Transfer or Articulation Agreements

The Institution has no transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Brightwood College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this Institution are not accepted at the Institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this Institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Brightwood College to determine if your credits or degree, diploma, or certificate will transfer.

Students who wish to continue their education at other schools must assume that credits earned at the Institution will not be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and in the number of credits they will accept toward their programs. It is at the sole discretion of the receiving institution to accept credits earned at the Institution. The School will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution. This is the standard transfer-of credit procedure.

Graduate Refresher Courses

Graduates of the Institution are welcome to return for refresher courses at no cost, provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the Academic Dean or Campus President. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

ACADEMIC STANDARDS

Grading System

The grading system listed below is used for all courses. Letter grades are used for transcripts.

Standard Medical Assistant Grading Scale

Numeric	Letter Grade	Quality Points
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
70-72.99	C-	1.7
67-69.99	D+	1.3
60-66.99	D	1.0
0-59.99	F	0.0
AC	Academic Credit	
AU	Audit	
CC	CLEP Credit	
I	Incomplete	
P	Pass	
**	Repeated Course	
S	Satisfactory	
TC	Transfer Credit	
U	Unsatisfactory	
Z	Withdrawn During Drop/Add Period	
WD	Withdrawal	
♦	Associated Course	

Standard Nursing Grading Scale

Numeric	Letter Grade	Quality Points
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
75-76.99	C	2.0
0-74.99	F	0.0
	AC	Academic Credit
	AU	Audit
	CC	CLEP Credit
	I	Incomplete
	P	Pass
	**	Repeated Course
	S	Satisfactory
	TC	Transfer Credit
	U	Unsatisfactory
	Z	Withdrawn During Drop/Add Period
	WD	Withdrawal
	◆	Associated Course

Standard Grading Scale for Associate of Applied Science Radiologic Technology, X-Ray Technician/Medical Assistant Back Office, and Diagnostic Medical Sonography/Ultrasound

Numeric	Letter Grade	Quality Points
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
0-72.99	F	0.0

AC	Academic Credit
AU	Audit
CC	CLEP Credit
I	Incomplete
P	Pass
**	Repeated Course
S	Satisfactory
TC	Transfer Credit
U	Unsatisfactory
Z	Withdrawn During Drop/Add Period
WD	Withdrawal
♦	Associated Course

AC Academic Credit. An "AC" grade is assigned when a student needs to receive credit for a course due to a program or course change. Academic Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

AU Audit. A grade assigned to a course that is being audited; this grade does not have any credits attempted or earned, and therefore does not count towards MTF or POC, nor will it affect the student's CGPA.

CC CLEP Credit. A "CC" grade is assigned to a student who presents evidence that he/she has taken and received the minimum score for earning college credit on the CLEP exam series, DANTES Subject Standardized Tests, or Advanced Placement Program credits. A "CC" grade is also assigned to students who test out of a required program course through the successful completion of a challenge exam. CLEP Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

I Incomplete. The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade is counted as credits attempted but not earned, and will not impact MTF, POC or CGPA. If a final grade is not posted within 14 days for non-externship courses and 28 days for externship/practicum courses after the module/term ends, then the (I) grade becomes an (F).

P Pass. This grade will count as credits attempted and earned, and will count towards MTF and POC, but not affect the student's CGPA.

** Repeated Course. Two asterisks next to the quality points indicate a repeated course.

S Satisfactory. This grade is only used in remedial courses when a student has successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.

TC Transfer Credit. Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC." Transfer Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

U Unsatisfactory. This grade is only used in remedial courses when a student has not successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.

Z Withdrawn During Drop/Add Period. A student who withdraws from a course during the drop/add period receives no grade penalty, and the course is not considered as credit hours attempted.

WD Withdrawal. Students receive a "WD" if they withdraw from a course after the add/drop period listed in the campus catalog. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.

◆ Associated Course. A diamond symbol before the course code on a transcript indicates an Associated Course. This is a course completed in another Brightwood program version, or at another Brightwood institution for a program from which the student has graduated. An Associated Course counts as credits attempted and earned, and will count towards MTF, POC, and CGPA.

Repeated Courses

Students will only be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions, so long as the student still can comply with the Satisfactory Academic Progress requirements:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- Nursing students are allowed to repeat no more than two courses in the Nursing program.
- Any student who earns less than a C (75%) for any course in the Nursing program will be considered to have not passed the course and will have one opportunity to repeat and pass the course. If the student fails the course on the second attempt, the student will be dismissed from the Nursing program.
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "**."
- Students who do not successfully pass a required course after three attempts will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade. For students receiving VA educational benefits, the VA will not pay for the repeat of courses where the student earned a passing grade.

Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times (two times for Nursing) must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats are charged at the current course price per the course re-take up to a maximum of \$1,500.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

Academic Advisement

Students in modular programs are provided with their progress report at the end of each module. If students fail a module, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a module and potential risks of not meeting Satisfactory Academic Progress.

Required Evaluation Schedule – Academic Advising

Students are provided with their progress report at the end of each module. If students fail a module they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a module and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5×60) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time frame.

Required Evaluation Schedule – Financial Aid Satisfactory Academic Progress

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term/module). The evaluation will occur at the end of each payment period (each academic term/module) and be based on all credit hours attempted and earned.

The following credits are counted as credits attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: Academic Credit (AC), CLEP Credit (CC), and Transfer Credit (TC) and Pass (P). All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Audit courses (AU) have no credits attempted or earned and do not count in maximum timeframe, pace of completion, or CGPA.

Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted. If a final grade is not posted within 14 days for non-externship courses and 28 days for externship/practicum courses after the module/term ends, then the (I) grade becomes an (F).

Satisfactory (S) and Unsatisfactory (U) grades will count as credits attempted and earned and will count toward maximum timeframe, but not toward pace of completion or CGPA.

Repeated courses (**), including previously passed courses, and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

Associated courses (♦) are courses completed in another Brightwood program version, or at another Brightwood institution for a program from which the student graduated. Associated courses count as credits attempted and earned, and they count toward maximum timeframe, pace of completion and CGPA.

If a student transfers to a different program or seeks to earn an additional credential, all credits attempted and earned that count towards the new program also count in maximum time frame, pace of completion and CGPA.

Required SAP minimums are outlined in the table below.

Percent of Program Attempted Minimum CGPA Minimum Pace of Completion (POC)

0 - 24.9%	1.00	50%
25 - 49.9%	1.50	60%
50 - 150%	2.00	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Students who are not making satisfactory academic progress at the end of the second year are dismissed.

SAP Warning

Students failing to meet the required SAP minimums will be placed on SAP Warning. Students on SAP Warning will remain eligible for Title IV Federal Financial Aid. Students on SAP Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on SAP Warning for one payment period (each academic term/module). Students who achieve the required SAP minimums at the end of the payment period (each academic term/module) will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period (each academic term/module) may appeal to be placed in SAP Probation; otherwise they will be dismissed.

SAP Probation

Students who are granted a satisfactory academic progress appeal will be placed on SAP Probation. Students on SAP Probation will receive academic advisement to assist them in improving their academic progress. Students on SAP Probation will remain eligible for Title IV Federal Financial Aid.

Non-degree students

Non-degree students may only remain in SAP Probation for one payment period (each academic module). A non-degree student who achieves the required SAP minimums at the end of the payment period (each academic module) that he or she is in SAP Probation will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period (each academic module) that he or she is in SAP Probation will be dismissed; however, he or she may appeal to be placed in extended enrollment.

Degree students

Degree students will be placed on SAP probation for one payment period (each academic term). If a degree student cannot meet the required standards within one payment period (each academic term), but can meet the standards within two payment periods, then, as part of the appeal process, an academic plan may be granted that documents that the Institution has determined that the student should be able to meet the Institution's SAP standards by the conclusion of the second SAP probation period. Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be dismissed; however, they may appeal to be placed in extended enrollment.

Extended Enrollment

Students must appeal to be placed in extended enrollment if they fail to meet the minimum SAP standards while on SAP probation. Students in extended enrollment are not eligible for Title IV Federal Financial Aid. Students in extended enrollment will receive academic advisement and an academic plan to assist them in improving their academic progress. All credits attempted during extended enrollment count toward the maximum timeframe.

While in extended enrollment status, Title 38 benefits will be terminated.

Non-degree students

Non-degree students may only remain in extended enrollment for one payment period (each academic module). A non-degree student who achieves the required SAP minimums at the end of the payment period (each academic module) that he or she is in extended enrollment will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period (each academic module) that he or she is in extended enrollment will be dismissed.

Degree students

Degree students will be placed on extended enrollment for one payment period (each academic term). If a degree student cannot meet the required standards within one payment period (each academic term), but can meet the standards within two payment periods, this may be approved as part of the appeal process. Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be placed back into good standing. Degree students who do not

achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be dismissed.

SAP Appeal

Students who are on SAP Warning (or SAP probation) and will not successfully meet the standards at the end of the payment period (each academic term/module) can appeal to be placed on SAP probation (or extended enrollment). Students should begin the appeal process prior to the end of the payment period (each academic term/module). Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period (each academic term/module). Students who do not submit the appeal packet by the last day of the payment period (each academic term/module) can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed. All appeals must be submitted within the add/drop period as listed in the campus catalog. Appeals submitted after the listed add/drop period will be considered for reentry into the next possible term.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other extenuating circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the extenuating circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information. The documentation must align with the time frame in which the student struggled academically.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The student will be notified in writing of the final decision within five business days of the packet's submission or the grades being posted for the term, whichever is later. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period (each academic term/module), and whose appeal is granted, will be allowed to move to SAP Probation (or extended enrollment). Students who have submitted their appeal prior to the end of the payment period (each academic term/module), and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period (each academic term/module), and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will not be permitted to enter into a current term after the Add/Drop period as listed in the campus catalog.

Appeals Procedure

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

FINANCIAL INFORMATION

Student Consumer Information-Financial Aid

The Institution participates in federal and state financial aid programs. Click here [Student Consumer Information](#) to read important consumer information concerning these financial aid programs. For additional information, read the "Financial Aid Services" section of this catalog.

Financial Aid Services

Effective July 16, 2018

Prior to enrolling at the Institution, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the Student Finance Office to help all students and their families clearly understand their financial situation before entering into a contractual agreement. The Institution is approved for the following loans and grants:

Loans

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct Parent PLUS Loan
- Alternative Loan Programs

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Cal Grant

Types of Cal Grants pertaining to Brightwood College:

Cal Grant A –In addition to the above general eligibility requirements, the student must be enrolled at least half time in an undergraduate program of study of not less than two academic years in length that leads to an associate or baccalaureate degree requiring 48 semester units (72 quarter units), or that results in eligibility for transfer from a community college to a baccalaureate degree, and must submit a verified high school GPA of 3.0 or higher. The total amount of the grant is to be applied to the tuition. The grant will pay tuition charges up to the annual award amount for recipients attending tuition charging schools.

Cal Grant B –In addition to the above general eligibility requirements, the student must be enrolled at least half time in an undergraduate program of study that is not less than one academic year in length and must submit a verified high school GPA of 2.0 or higher. Cal Grant B is also a tuition assistance program but has the added component of a living stipend, called “access” funds. The tuition portion of the Cal Grant B is structured the same as the Cal Grant A.

Cal Grant C –In addition to the above general eligibility requirements, a Cal Grant C recipient must be enrolled in an eligible program at least four (4) months in length. There is no minimum GPA for the Cal Grant C. The grant will pay for up to two years of the program of study. Cal Grant C is a tuition assistance grant for vocational students and includes an additional amount for books and supplies. Cal Grant C recipients are not required to renew the grant.

Entitlement and Competitive Differences:

There are two types of Cal Grant A and B – Entitlement and Competitive. The state allows a certain amount of money for Cal Grants A & B. Entitlement Cal Grant A or B awards guarantee a Cal Grant A or B to high school seniors who apply within one year of graduation and meet the Cal Grant academic, eligibility and financial requirements.

Competitive Cal Grant A or B awards provide the same benefits as the Cal Grant A and B Entitlement awards, except that they are not guaranteed. These awards will be offered on a competitive basis to those students who did not receive an entitlement award. If a student does not get an entitlement grant, the student’s name automatically goes to the Competitive grant.

Cal Grant B Access Funds or Cal Grant C Books and Supplies Authorization:

Brightwood College credits Cal Grant B Access or Cal Grant C Books and Supplies funds directly to the student's account. Students have the right to rescind the authorization at any time up to the date the fund transaction actually occurs.

Work

- Federal Work Study Program

Other Agencies or Programs

- Workforce Investment Board (WIB)
- Veterans Administration Benefits

Scholarships available for Diagnostic Medical Sonography/Ultrasound program

- Medical Doctors

FEDERAL DIRECT STUDENT LOAN PROGRAM

Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need. For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- \$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$7,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. The aggregate loan limit for a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans). If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS Loan, he/she may borrow up to the following:

- \$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
 - \$10,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
 - \$12,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$7,000 of this amount must be in unsubsidized loans)
 - \$20,500 unsubsidized loan per academic year for students enrolled in a master's degree program
- For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Student Finance Office for specific details. The aggregate loan limit for an independent undergraduate student is \$57,500. (No more than \$23,000 of this amount may be subsidized loans.)

Interest Rates and Fees for Federal Stafford Loans

Beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students was different from year to year. Rate changes from year to year apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year. For more information on prior and current interest rates visit: <http://studentaid.ed.gov/types/loans/interest-rates>. Stafford loans have a loan fee assessed that the

borrower is responsible to repay. For more information on prior and current loan fees visit: <http://studentaid.ed.gov/types/loans/interest-rates>. The Federal Subsidized Stafford Loan is deferred while the student is enrolled in School and for a period of six months beyond the student's last date of attendance. The Federal government pays the interest on Federal Subsidized Stafford Loans as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the Institution's Student Finance Office or from the lender. For additional deferment information, contact the Student Finance Office.

New Interest Rate Cap for Military Members

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

Federal Unsubsidized Stafford Loans

The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize. The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Parents of dependent students include the biological or adoptive parent(s). The PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC. PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student's cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement is made. For more information on loan fees visit: <http://studentaid.ed.gov/types/loans/interest-rates>. Re-payment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the Institution's Student Finance Office or from the lender. For deferment information, contact the Student Finance Office.

First Time Borrowers

If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, the Institution may not disburse the first installment of the Direct Loan until 30 calendar days after the student's actual attendance in the program of study begins. Clock Hour Students The start date for loan disbursement purposes is the date classes begin for the first attended module.

BORROWER RIGHTS AND RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

1. The full amount of the loan;
2. The interest rate;

3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP and/or Federal Direct Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
5. An explanation of available options for consolidating or refinancing the student's loan; and
6. A statement that the student can repay his/her loan without penalty at any time.

The borrower has the following responsibilities:

1. Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note;
2. Make payments on the student loan even if the student does not receive a bill or repayment notice;
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution; and
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving school.

Brightwood Displaced Student Grant is intended to help students that have been displaced from their program of study due to school closure. The College will provide up to \$1,500.00 to any student who is unable to finish their program of study due to school closure.

- The grant may only be used to pay for tuition, fees, books, or any other direct educational costs.
- The award amount is based on the remaining balance after awarding federal and state aid.

Students for whom the 25% residency requirement is waived are not eligible for the Brightwood Displaced Student Grant.

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal direct loans are available to students regardless of income.

Private loans may have fixed or variable rates. Private student loan lenders can offer variable interest rates that can increase or decrease over time, depending on market conditions. The interest rate on a private loan may depend on the borrower's credit rating. Private student loans have a range of interest rates and fees, and you should determine the interest rate of, and any fees associated with, the private student loan included in your financial aid award package before accepting the loan. You should contact the lender of the private student loan or your institution's financial aid office if you have any questions about a private student loan.

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund.

Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. If the student has received federal student aid funds, the student is entitled to a refund of the monies not paid from federal student aid program funds.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Student Finance Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the Institution will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

There is no charge to students for prior learning assessments.

Scholarships

Effective October 1, 2018

Military Student Scholarships and Grants

Students may contact the Military Student Center by calling 1-877-824-4245. Please see below for updates to institutional military scholarships and grants made available to our military students.

- For all active students, military scholarships will continue at the same rate currently offered providing there is no break in enrollment. There are two exceptions to this policy:
 - An exception will be made for students who have a break in enrollment due to active duty service once the appropriate documentation is received by the MSC (i.e. Title 10 form).
 - An exception will be made for students who discontinue enrollment due to needed classes not being offered. In order to receive the military scholarship rate received at the time of withdrawal/dismissal, the student must return within 180 days of the last date of attendance from the previous enrollment.
- For all new or re-entering students enrolling, the following military grant structure will apply:
 - All active duty or veteran students and their spouses or qualified dependents will be eligible for a tuition grant.
 - The awarding of the grant requires submission of the appropriate military documents and/or grant application paperwork. Students who are qualified dependents of military personnel or military veterans will need to complete a grant application prior to the deadline.
 - A grant is applied to the cost of tuition and fees.
 - Students who are eligible for and are receiving Chapter 33 and Chapter 31 benefits at the 100% level may be eligible for a grant of 5 percent of tuition and fees. This also applies to spouses and dependents of veterans who are receiving the Fry Scholarship or TEB (Transfer of Post-9/11 GI Bill® Benefits to Dependents).

- All honorably discharged service members, including inactive or retired service members as well as military spouses, may be eligible for the Armed Forces Recognition Grant providing 5 percent grant of tuition per term/payment period with proof of military service. Dependents other than spouses are eligible for a 5 percent military grant only when using Chapter 35, Dependents and Survivors Educational Assistance Program with the submission of appropriate documentation and the completion of the grant application.
- For veterans, dependents, and spouses of veterans who are eligible for VA educational benefits that pay at a rate of less than 100% of tuition and fees, upon the submission of the proper documentation, the 5% grant applied to tuition will be applied to the student account in the form of the Armed Forces Recognition Scholarship.
- For veterans receiving Chapter 33 benefits at the 100% level, once the annual tuition cap has been reached, the veteran will be certified for the portion of tuition not covered by the Chapter 33 benefits as Yellow Ribbon for campuses participating in the Yellow Ribbon Program. It will pay to the account as 50% of the gap in tuition not covered by Chapter 33. The remaining 50% of the tuition gap will be covered by a Yellow Ribbon scholarship posted by the school. The total amount of tuition, Yellow Ribbon, and Yellow Ribbon scholarship applied to the account will not exceed the total amount of tuition and fees charged for the term.
- In the case of a student being deployed or called to active duty service after a term start date, the following will apply:
 - Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders stating an activation date within the term/payment period dates. Students who has completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work shall receive a letter grade of "WD" and be placed into an inactive status with the ability to return to an active student status. Courses with a "WD" grade must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded. Re-entry fees will be waived up the student's return to active student status.
- Students who break enrollment for any reason are subject to updated scholarship/grant rates as designated by the catalog under which his/her current enrollment falls, with the exception of reservists called to active duty.
- Veterans, spouses and/or dependents of veterans are required to contact the Military Student Center at the beginning of each new enrollment for the designation and procurement of VA educational benefits and applicable institutional grants and/or scholarships to provide the student with a smoother transition into re-enrollment. All students will be responsible for providing necessary documents as required to bring his/her file into compliance per VA regulations, including but not limited to transcripts or proof of education completed and/or attempted prior to the current enrollment, proof of high school completion, VA educational benefit specific information. This is done to ensure accurate awarding of benefits and the continuation of those benefits are the first term of enrollment.
- Students who are unable to provide proof of high school completion and/or transcripts from all prior education completed may not be eligible for the certification of VA educational benefits after the completion of the second full term of enrollment. Veterans with proof of service will be allowed to continue receiving all applicable institutional military grants/scholarships, but spouses and dependents of veterans will be subject to a suspension of this benefit until proper documentation is submitted clearing the transcript, proof of high school completion requirement.

- The VA educational benefits of veterans and the dependents and spouses of veterans may be negatively impacted if the student violates the attendance policy below:
 - All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days will be administratively dropped from their program of study. Military personnel who are called to active duty or Reserve training for a period of approximately two weeks can apply for a waiver to the 14-day rule. Waivers must be submitted in writing and provided to the Program Director prior to the first date the student will be absent and include a copy of military orders. Upon approval, the Academic Dean or Campus President will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

Brightwood College Career Training Scholarship for Working Students

Amount:

\$500 for diploma programs and \$1,000 for degree programs. A maximum of 100 students per Financial Aid award year may receive this scholarship.

Application Requirements:

1. A minimum of two years of employment
 - Exceptions to the two years of employment may be made for single parents at the sole discretion of the Scholarship Committee. Single parents who do not meet the minimum application requirement for proof of two years of employment may request an interview with the Scholarship Committee. If an interview is granted, the Scholarship Committee may determine from the interview to allow the single parent with less than two years of employment to apply for this scholarship. Approval by the Scholarship Committee to apply for this scholarship does not guarantee that the scholarship will be awarded to the single parent, only that they may apply for the scholarship.
2. One letter of recommendation from an employer
3. Three-hundred-word essay describing long-term career goals
4. High school diploma, GED certificate, or approved Home School study credential
5. Completed scholarship application form

Disbursement Conditions:

The student must continually meet the stated attendance requirements of the College and maintain a 3.0 GPA for the duration of the scholarship award. If attendance requirements and GPA requirements are not met, the remaining balance of the scholarship will not be credited to the student's account. The student may not re-apply for the scholarship if he/she fails to meet these conditions.

Payable for Credit Hour Students:

Credited equally over each term of the student's remaining enrollment

Payable for Clock Hour Students:

Credited equally each payment period of the student's remaining enrollment

Application Submission:

At least 30 days prior to the beginning of the term of attendance for which the scholarship is initially being applied, each applicant must submit the following to the Scholarship Committee: official high school transcript or GED certificate (on those campuses where official copies are required), letter of recommendation, essay, and application form.

Scholarship Committee:

Scholarship Committee membership shall include two appropriate College officials. All decisions of the Scholarship Committee are final and based on meeting the stated scholarship criteria including

- letter of recommendation;
- student essay; and, optionally,
- personal interview with candidate.

Brightwood College Graduate Success Scholarship

Amount: The maximum scholarship award amount cannot exceed \$1,500 or the student's account balance, whichever is the lessor of the two. Students may apply at each higher degree level for the maximum lifetime award of \$3,000.

Interested students must complete and submit the Graduate Success Scholarship Application no later than 10 days prior to last term before graduation; however, the College encourages early application. Total scholarship funds are limited to \$375,000 per Financial Aid award year.

Eligibility Requirements:

- Be enrolled in an eligible One or Multiple Academic Year program (excluding Nursing, Radiologic Technology, and Diagnostic Medical Sonography),
- Complete Graduate Success Scholarship Application,
- Maintain good academic standing (SAP Met status and 2.0 CGPA or higher) throughout their course of study,
- Must maintain at least an 85% attendance rate throughout the program,
- Be continually enrolled*,
- Complete each term/payment period as scheduled, and
- Maintain completion rate for scheduled graduation

*continual enrollment – no more than one course/mod may be electively missed during the program to be considered continually enrolled for scholarship eligibility purposes. The student will not be penalized in the event the College cannot accommodate the required schedule.

Scholarship applications can be obtained through the Student Finance office.

Disbursement Conditions:

Students must meet all eligibility requirements listed above before funds are disbursed. Awards and disbursement are scheduled against each term/payment period after all eligibility requirements have been reviewed. If eligibility is not met, all awards will be cancelled, potentially creating a balance due.

Brightwood College Medical Graduate Success Scholarship

Amount: The maximum scholarship award amount cannot exceed \$2,000 or the student's account balance, whichever is the lessor of the two.

Interested students must complete and submit the Medical Graduate Success Scholarship Application no later than 10 days prior to the start of the term. Funds are limited to \$300,000 per Financial Aid award year.

Eligibility Requirements:

- Be enrolled in an eligible Nursing, Radiologic Technology, or Diagnostic Medical Sonography program (only),
- Complete Medical Graduate Success Scholarship Application,
- Maintain good academic standing (SAP Met status and 2.0 CGPA or higher) throughout their course of study,
- Must maintain at least an 85% attendance rate throughout the program,
- Be continually enrolled*,
- Complete each term/payment period as scheduled, and
- Maintain completion rate for scheduled graduation

*continual enrollment – no more than one course/mod may be missed during the program (as scheduled) to be considered continually enrolled for scholarship eligibility purposes. The student will not be penalized in the event the College cannot accommodate the required schedule.

Scholarship applications can be obtained through the Student Finance office.

Disbursement Conditions:

Students must meet all eligibility requirements listed above before funds are disbursed. Awards and disbursement are scheduled against each term/payment period after all eligibility requirements have been reviewed. If eligibility is not met, all awards will be cancelled, potentially creating a balance due.

Enrollment Status

For programs delivered in standard terms, a student's enrollment status is based on the number of credit hours the student is enrolled and defined as follows:

Full - Time: 12 or more credit hours in a term

Three - Quarter - Time: 9 - 11 credit hours in a term

Half - Time: 6 - 8 credit hours in a term

Less than Half - Time: Less than 6 credit hours in a term

For all programs not offered in terms:

Full - time equals 24 semester credit hours or 36 quarter credit hours per academic year.

The U.S. Department of Veterans Affairs may have different definitions for full - time and part - time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

Tuition and Fees

Diagnostic Medical Sonography/Ultrasound

Academic Year	1		2		3		Total
Payment Period	1	2	1	2	1	2	
FA Credits	20	20	20	20	19.2	19.2	118.4
Tuition	\$6,278.38	\$6,028.38	\$6,028.38	\$6,028.38	\$5,787.24	\$5,787.24	\$35,938.00

Medical Assistant

Academic Year	1		Total
Payment Period	1	2	
FA Credits	18	18	36
Financial Aid Weeks	18	18	36
Billing Weeks	19	17	36
Academic Weeks	19	17	36
Tuition	\$8,250.00	\$7,750.00	\$16,000.00
Total Cost per FA Credit	\$458.33	\$430.56	\$444.44

Associate of Applied Science Radiologic Technology

Academic Year	1		2		3		Total
Payment Period	1	2	1	2	1	2	
Clock Hours	505	505	505	505	451.5	451.5	2923
Tuition	\$9,339.14	\$9,089.14	\$9,089.14	\$9,089.14	\$8,126.23	\$8,126.23	\$52,859.00
Total Cost per Clock Hour	\$18.49	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.08

Vocational Nursing

Academic Year	1		2		Total
Payment Period	1	2	1	2	
Clock Hours	494	494	271	271	1530
Tuition	\$10,420.27	\$10,170.27	\$5,579.23	\$5,579.23	\$31,749.00
Total Cost per Clock Hour	\$21.09	\$20.59	\$20.59	\$20.59	\$20.75

X-Ray Technician/Medical Assistant Back Office

Academic Year	1		2	Total
Payment Period	1	2	1	
FA Credits	18.875	18.875	18	55.75
Tuition	\$8,581.75	\$8,331.75	\$7,945.50	\$24,859.00
Total Cost per FA Credit	\$454.66	\$441.42	\$441.42	\$445.90

Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books including, but not limited to, optional examinations, materials, and other instructional aids and resources.

† The STRF assessment is \$0.00 per \$1,000.00 of institutional charges.

Tuition and fees are billed after Drop/Add for students who are not in the Provisional Period. Students who are in the Provisional Period are billed immediately after the end of the Provisional Period. Tuition is billed based on the number of academic credit hours that the student is scheduled for in each term.

It is strongly recommended that allied health students receive the hepatitis B vaccination before beginning the externship period of the program (if applicable). It is also recommended that allied health students have a watch with a second hand.

Students are expected to make payments required based on their payment plan due dates. Students who fall behind in tuition payment are contacted by the Student Finance Office and attempts are made to collect past due balances. When a student graduates or withdraws from enrollment, a final billing statement will be sent to the student's permanent address on file. Attempts will be made to collect delinquent balances, and after 90 days of non-payment, the student's account will be referred to an outside collection agency.

Other estimated fees (paid separately):

Re-Entry Fee (per each re-enrollment): \$150

Students who have graduated from the College are not charged a fee to re-enter in their subsequent enrollment.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be

directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an education program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You have sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

A student seeking reimbursement under the Student Tuition Recovery Fund must file a written application on the Bureau of Private Postsecondary Education's Student Tuition Recovery Fund Application Form, available at www.bppe.ca.gov, signed under penalty of perjury that the form and all attachments are true and correct. The application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

STRF Fee: Effective January 1, 2015, the STRF Fee is \$0.

Refund Policy

Withdrawal from the Institution

The Institution expects that most students who begin classes at the Institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw or cancel from the Institution.

Cancellation Policy

1. Applicants not accepted by the Institution shall be entitled to a refund of all monies paid.
2. Program Cancellation: If an Institution cancels a program subsequent to a student's enrollment, the Institution must refund all monies paid by the student.

3. The Institution will refund all monies paid if the student requests cancellation to the Institution within seven (7) consecutive calendar days after signing the Enrollment Agreement or through attendance at the first class session, whichever is later.
4. Students enrolled on a provisional basis (as defined in the "Provisional Enrollment" policy in the Admission Information section of this Catalog) will have until close of business on the last day of the provisional enrollment period to withdraw in order to obtain a full refund of all monies paid.
5. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the Institution cancels prior to the start of scheduled classes or never attends class, the Institution will refund all monies paid.
6. Cancellation during the Provisional Enrollment period:
 1. Students **should** notify an Academic Dean or Campus President of their intent to withdraw either in person, via telephone, email, or in writing by the end of the provisional enrollment period. The provisional enrollment period expires on the close of business on the 21st calendar day of the term.
 2. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in the provisional-period. Students who withdraw or are cancelled during the provisional enrollment period will not incur any tuition or fee obligations to the Institution, and the Institution will refund all monies paid.

Withdrawal After the Provisional Enrollment Period

Students who determine the need to withdraw from the Institution prior to completion of their program should follow the steps below for an official withdrawal:

1. Students **should** notify an Academic Dean or Campus President of their intent to withdraw either in person, via telephone, email, or in writing. The Institution will make a reasonable effort to assist students in continuing their education.
2. If students have notified an Academic Dean or Campus President of their intent to withdraw, the Institution will process the student withdrawal, which is calculated based on the last date of attendance, and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Student Finance Office. The Student Finance Office may answer questions regarding financial obligations to the Institution and any federal student loan repayment responsibilities.
3. The student will receive notification of the refund of any loan which will include the date that the refund was made.

Withdrawal Date

When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be:

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The date following any 14 consecutive calendar days of absences in all course work.
3. The date when the Institution terminates the student's enrollment.

Notice to Students

Return of Title IV Refund Policy

The Student Finance Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Student Finance Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this

calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.

2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Student Finance Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

If a student plans to withdraw, the student should notify the Institution. The student should meet with the Student Finance Office to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Institution Refund Policy

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. The Institution refund calculation will be based on the scheduled days of class attendance. The last date of actual attendance is used in calculating any refund amount.

If a student completes the total hours of the program in less calendar time than that published, the contracted tuition shall be fully earned by the Institution upon the date of completion, and the student will not be entitled to any refund due to earlier completion.

The Institution will refund 100% of any paid textbooks or equipment/supplies not issued. Any reusable books or equipment/supplies returned to the Institution in good condition (unused, as determined by the Institution) within 20 days of the withdrawal date will be fully refunded.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

Refunds

Once a student begins school and withdraws for any reason whatsoever after the provisional enrollment period expires, the Institution's refund schedule below will apply.

Calculation of Refund Amount

Students who withdraw, or drop out, or are dismissed prior to completing 100% of their program will receive a pro rata refund. The last date of actual attendance is used in calculating any refund amount. The refund to be paid to students for their program of instruction shall be calculated as follows:

1. For the tuition, technology fees and supply/equipment fees, divide each by the number of days in the term/program.

2. The quotient is the daily charge of tuition, technology fees and supply/equipment fees for the term/program.
3. The amount the student owes for purposes of calculating the refund is derived by multiplying the number of days the student attended during the term/payment period, before withdrawal, by the daily charge for tuition, technology fee and supply/equipment fee.
4. The refund is the difference between the amount originally charged for the term/payment period and the amount calculated in #3.

A term/payment period is considered complete if you receive a letter grade (other than a "WD") for any class, and no tuition refund will be granted.

If, after the completion of the Federal Return of Title IV calculation and the Institution Refund Policy calculation, a credit balance exists on the student's account, the Institution will refund the credit balance to the student, or to the applicable lender, or another appropriate source within 14 days of the date on which the Institution performed the Federal Return of Title IV calculation.

ACADEMIC PROGRAMS

All course prerequisites listed in this catalog may be replaced by an equivalent course. Course equivalencies are determined by the Institution and may vary in credits, contact hours, delivery method, and content.

Course Numbering System

Each course is designated by an alphanumeric system that indicates the academic level of each course. Courses in the 100 series are generally taken in the student's first academic year. The 200-level courses generally build on content presented in 100-level courses. The alpha designations indicate concentration area.

Please reference the program-specific catalog page for a full list of the courses required to complete each program.

Associate Degree

Associate of Applied Science Radiologic Technology

Program Description

The mission of the Associate of Applied Science Radiologic Technology program at the College is to prepare students for employment in the field of radiologic technology as certified radiologic technologists. To this end, the program emphasizes the knowledge, skills, and entry-level competencies appropriate for examinations required by the State of California Department of Public Health, Radiologic Health Branch, and the American Registry of Radiologic Technologists (ARRT). Out-of-class work is required in this program.

The Associate of Applied Science Radiologic Technology program at the College is committed to the development of students' intellectual, analytical, and critical thinking skills, as well as skills performance. To this end, instructional methods are based on established principles and practices of adult learning theory combined with classroom techniques that encourage student participation.

Duties for graduates of this program may include diagnostic imaging procedures in hospital diagnostic imaging departments, surgical theaters, emergency rooms, doctor's offices, and other health care settings using fixed and/or portable machines.

Note that a felony conviction may affect a graduate's ability to sit for certification examinations or attain state licensure. Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure. Clinical sites may themselves require a criminal background check or medical examination. Please refer to the certification, State Board, and National Board Exams section of this catalog for further guidance.

The Associate of Applied Science Radiologic Technology program consists of 149.5 quarter credit hours completed over a period of 94 weeks for day and night students, for a total of 2923 contact hours. Prior to

graduation, students are required to complete 1920 hours of clinical practices. Please refer to the Externship, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded an Associate Degree.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

The goals of the Associate of Applied Science Radiologic Technology program are as follows:

1. Students/graduates should be able to demonstrate effective communication skills.

Student Learning Outcomes:

- Be able to explain radiographic procedures to patients.
- Be able to obtain an accurate patient history.
- Be able to communicate with a diverse patient population.
- Practice comprehensive written communication skills.

2. Students/graduates should be able to understand the importance of professional development and lifelong learning.

Student Learning Outcomes:

- Demonstrate professional behavior in the clinical setting.
- Understand the importance of joining a professional organization.
- Demonstrate dependability and reliability appropriate to the clinical environment.

3. Students/graduates should possess knowledge and skills to demonstrate clinical competence.

Student Learning Outcomes:

- Demonstrate knowledge of radiographic positioning.
- Select appropriate technical factors.
- Adhere to radiation protection practices.

4. Students/graduates should demonstrate problem-solving and critical thinking skills.

Student Learning Outcomes:

- Have the ability to perform non-routine exams on trauma patients.
- Able to critique radiographic films.
- Be capable of making sound decisions.

5. The program strives to prepare qualified radiologic technologists to serve the surrounding employment community. This program is approved by an agency of the state and/or a programmatic accreditor. Please refer to the Accrediting Agencies, Approvals, and Memberships section of this catalog for further guidance.

NOTE: A minimum grade of C will be required for all Associate of Applied Science Radiologic Technology courses.

Curriculum

CM199 Written and Oral Communication

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course is designed to build skills in both written and oral communication. Students are introduced to the writing process and the fundamentals of grammar and writing mechanics. The course also provides instruction on improving oral communication skills through the development of poise, organization, and clarity of purpose. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

MM103 College Mathematics

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course introduces students to practical mathematics, developing conceptual and problem-solving skills, and the study of linear equations, basic statistical concepts, mathematical functions, and applications. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

SS124 Psychology

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course provides a broad introduction to the field of psychology, one of the social sciences. Students are introduced to the major areas of psychology. They are introduced to psychological theories and concepts, as well as the history and major figures of the field. Topics include disorders and treatments, personality and learning theories, and the internal and external factors that influence human development and behavior. Additionally, this course emphasizes how psychological principles and concepts relate to our personal and professional relationships. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

XRTA100 Core: Anatomy, Physiology, Ethics, Nursing and Technical Overview

- Credits: 1.5 quarter credit hours
- Prerequisites: None
- Course Hours: 19 contact hours (Lecture 10, Lab 9)

This course introduces students to systemic and skeletal anatomy, radiographic terminology, and basic imaging and principles. Students are introduced to the principles of radiation protection, and review medical ethics, proper nursing, and patient care. The duties and responsibilities of the x-ray technician are also presented, with emphasis on communication and relationships. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

XRTA101 Radiological Physics

- Credits: 1.5 quarter credit hours
- Prerequisites: XRTA100
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course provides a basic overview of radiologic physics in order for students to understand how x-rays are produced and the various characteristics of the beam. The fundamentals of the x-ray machine components and their operation are introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned per week.

XRTA102 Exposure (Density, Contrast, and Detail/Distortion)

- Credits: 5 quarter credit hours
- Prerequisites: XRTA101
- Course Hours: 55 contact hours (Lecture 45, Lab 10)

This course introduces students to x-ray films, the concepts of radiographic film quality, and the exposure factors that contribute to the production of a radiographic image. The darkroom facility will be described, and film-processing procedures will be demonstrated. Students participate in laboratory experiments to demonstrate their knowledge, understanding, and skills by performing different techniques and exposure factors. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 13.75 hours of out-of-class work will be assigned.

XRTA103 Radiation Protection

- Credits: 5.5 quarter credit hours
- Prerequisites: XRTA102
- Course Hours: 65 contact hours (Lecture 50, Lab 15)

This course is designed to fulfill the radiation protection requirements of the California State Limited Permit School Standards. Methods employed to provide proper radiation protection for both the operator and patient will be introduced. The performance of minimum dose radiography will be emphasized. A review of the California state standards and regulations pursuant to the performance of radiographic procedures employing appropriate radiation safety will be identified. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 16.25 hours of out-of-class work will be assigned.

XRTA104 Specialized Chest Radiography

- Credits: 1.5 quarter credit hours
- Prerequisites: XRTA103
- Course Hours: 20 contact hours (Lecture 10, Lab 10)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the respiratory system. Routine chest radiographic procedures are described and demonstrated. Students demonstrate competency in performing routine chest radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XRTA105 Specialized Extremities Radiography

- Credits: 5 quarter credit hours
- Prerequisites: XRTA104
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system with particular emphasis on the bones of the extremities. Routine radiographic procedures appropriate to the upper and lower extremities are described and demonstrated. Students demonstrate competency in performing routine extremity radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 15 hours of out-of-class work will be assigned.

XRTA106 Specialized Toroskeletal Radiography

- Credits: 5.5 quarter credit hours
- Prerequisites: XRTA105
- Course Hours: 70 contact hours (Lecture 40, Lab 30)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system with particular emphasis on the bones of the thorax, shoulder girdle, and spine. Routine radiographic procedures appropriate to the thorax, shoulder girdle, and spine are described and demonstrated. Students demonstrate competency in performing torsoskeletal radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 17.5 hours of out-of-class work will be assigned.

XRTA107 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA106
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA108 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA106
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA201 Medical Terminology

- Credits: 1.5 quarter credit hours
- Prerequisites: XRTA108
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course is a systems-based approach to medical terminology designed to establish a knowledge of anatomy and physiology by way of medical terminology, as well as an introduction to the origins of medical terminology. A word- building system is introduced, and abbreviations and symbols are discussed. Students will be oriented to the terminology related to radiographic orders and diagnostic reports. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned.

XRTA202 Professional Ethics

- Credits: 1 quarter credit hour
- Prerequisites: XRTA201
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course provides a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. Students examine a variety of ethical issues and dilemmas they may face in clinical practice. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

XRTA203 Patient Care in Radiologic Sciences

- Credits: 4 quarter credit hours
- Prerequisites: XRTA201
- Course Hours: 44 contact hours (Lecture 35, Lab 9)

This course identifies the basic concepts associated with patient care, including consideration for the physical

and psychological needs of the patient and family. The theories of disease causation and the pathophysiologic disorders that compromise healthy systems are presented. This course also provides students with an understanding of the basic concepts of pharmacology. The theory and basic techniques of venipuncture and the administration of diagnostic contrast agents include intravenous medications. The appropriate delivery of patient care during such procedures is emphasized, as well as an understanding of possible patient reactions. Routine and emergency patient care procedures are described, as well as infection-control procedures utilizing standard precautions. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems are presented. The role of the radiographer in patient education is identified. Actual images are included for analysis. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8.75 hours of out-of-class work will be assigned.

XRTA204 Principles of Radiographic Exposure and Image Quality

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 10, Lab 40)

This course is designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Film and electronic imaging with related accessories will be emphasized. Class demonstrations/labs are used to demonstrate the application of theory. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 12.5 hours of out-of-class work will be assigned.

XRTA205 Introduction to Procedures with Contrast Media

- Credits: 5.5 quarter credit hours
- Prerequisites: XRTA201
- Course Hours: 58 contact hours (Lecture 58, Lab 0)

This course is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the applications to special studies. Consideration is given to the production of radiographs of optimal diagnostic quality. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 14.5 hours of out-of-class work will be assigned.

XRTA206 Special Procedures with Contrast

- Credits: 5 quarter credit hours
- Prerequisites: XRTA201
- Course Hours: 54 contact hours (Lecture 54, Lab 0)

This course is designed to provide a knowledge base necessary to perform radiographic procedures involving the vascular systems, specialized imaging procedures, or equipment (to include, but not limited to: computed tomography, conventional tomography, arthrography, hysterosalpinography, myelography, sialography, orthoroentgenography, bone densitometry angiography, arteriography, venography, and lymphangiography). Actual images are included for analysis. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 13.5 hours of out-of-class work will be assigned.

XRTA207 Pediatric Radiography

- Credits: 2 quarter credit hours
- Prerequisites: XRTA201
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course is designed to provide a knowledge base necessary to perform pediatric radiography (to include, but not limited to: immobilization, positioning, radiation protection, and pathologic indications). Actual images are included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned.

XRTA208 Specialized Skull Radiography

- Credits: 3.5 quarter credit hours
- Prerequisites: XRTA201
- Course Hours: 45 contact hours (Lecture 25, Lab 20)

This course is designed to provide a knowledge base necessary to perform routine radiographic positions of the cranium and facial bones. Emphasis is given to special patient care considerations related to head trauma. Actual images are included for analysis. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 11.25 hours of out-of-class work will be assigned.

XRTA209 Specialized Radiographic Positioning and Lab

- Credits: 5 quarter credit hours
- Prerequisites: XRTA201
- Course Hours: 55 contact hours (Lecture 45, Lab 10)

This course is designed to provide a knowledge base necessary to perform routine radiographic positions (to include, but not limited to: the positioning of the chest and bony skeleton, bedside and surgical examinations, and radiation protection). Actual images are included for analysis. In addition, this course is designed to provide a knowledge base necessary to perform radiographic procedures of the breast and surrounding tissues. Emphasis is placed upon the distinction between acceptable and unacceptable mammographic images due to exposure factors, motion, collimation, or positioning errors. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 13.75 hours of out-of-class work will be assigned.

XRTA210 Technology Seminar

- Credits: 4.5 quarter credit hours
- Prerequisites: XRTA201
- Course Hours: 45 contact hours (Lecture 45, Lab 0)

This course establishes an introductory knowledge in computing and information processing. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are also presented. This course also includes a five-hour review and mock examination in preparation to sit for state certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.25 hours of out-of-class work will be assigned.

XRTA211 Cross-sectional Anatomy & Technology

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

This course introduces the basic principles of computed tomography (CT) and magnetic resonance (MR) imaging and sectional anatomy. History of CT, MR, current equipment and practices, radiation protection specific to CT, MR, and anatomic appearance of various structures in a cross-sectional reference will be discussed. Images from various modalities will be used to demonstrate radiographic cross-sectional appearance. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 60 hours of out-of-class work will be assigned.

XRTA212 Fundamentals of Radiologic Technology

- Credits: 1 quarter credit hour
- Prerequisites: XRTA201
- Course Hours: 10 contact hours (Lecture 10, Lab 0)

This course provides students with an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of health care organization(s) are examined and discussed, in addition to the professional responsibilities of the radiographer. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned.

XRTA213 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA214 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA215 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA216 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment,

competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA217 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application,

critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA218 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA219 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA220 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development,

application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA221 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA222 Clinical Practice

- Credits: 5.0 quarter credit hours
- Prerequisites: XRTA100-XRTA212
- Course Hours: 160 contact hours (Lecture 0, Lab 0, Clinical 160)

In these courses, each content and clinical practice experience is designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in a clinical setting, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement assure the well being of the patient preparatory to, during, and following the radiologic procedure. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XRTA223 Physics and Equipment Care

- Credits: 3.5 quarter credit hours
- Prerequisites: XRTA 222 or permission of the Radiologic Technology Program Director
- Course Hours: 38 contact hours (Lecture 38, Lab 0)

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design, incorporating a basic knowledge of quality control. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 9.5 hours of out-of-class work will be assigned.

XRTA224 Radiation Protection

- Credits: 2.5 quarter credit hours
- Prerequisites: XRTA223
- Course Hours: 35 contact hours (Lecture 20, Lab 15)

This course is designed to fulfill the radiation protection requirements of the California State Limited Permit

School Standards. Methods employed to provide proper radiation protection for both the operator and patient will be introduced. The performance of minimum dose radiography will be emphasized. A review of the California state standards and regulations pursuant to the performance of radiographic procedures employing appropriate radiation safety will be identified. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8.75 hours of out-of-class work will be assigned.

XRTA225 Radiologic Technology Seminar

- Credits: 4 quarter credit hours
- Prerequisites: XRTA100-XRTA224
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

In this course, students are taught concepts and skills to assist them in preparation for the American Registry of Radiologic Technologists (ARRT) Radiography certification examination. Topics include professional certification and licensure. Emphasis is placed on patient care, radiographic procedures, radiographic protection, image production and evaluation, equipment operation, and quality control.

NOTE: The following courses shown above are General Education courses

- CM199
- MM103
- SS124

Diploma Programs

Diagnostic Medical Sonography/Ultrasound

Program Description

The objective of the Diagnostic Medical Sonography/Ultrasound program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position. Graduates of this program may assume a responsible position as a member of the health team in a hospital, imaging center, doctor's office, or clinic. Positions may also be available in private practice, industry, or government. Duties may include performing ultrasound scans of the upper abdomen, pelvic area, superficial structures, and the peripheral vascular system. Out-of-class work is required in this program.

The Diagnostic Medical Sonography/Ultrasound program consists of 152 quarter credit hours completed over a period of 104 weeks, for a total of 2560 contact hours. Classes are currently scheduled four hours per day, five days per week, for weeks one through 80. Clinical Externship will follow classes 40 hours per week for 24 weeks. Prior to graduation, students are required to complete two 480-hour clinical externships. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

This program is intended, among other things, to help eligible students prepare for various certification or licensing exams. Based on the current American Registry for Diagnostic Medical Sonography test eligibility and the College's admissions standards, most** Brightwood graduates are eligible to sit for the following exams upon graduation:

- Registered Diagnostic Medical Sonographer (RDMS) credential with an Abdomen (AB) specialty
- Registered Diagnostic Medical Sonographer (RDMS) credential with an OB/GYN specialty
- Registered Vascular Technologist (RVT) credential

In addition, prior to graduation and upon completion of DMS102A and 102B, Brightwood students are eligible to take The Sonography Principles and Instrumentation (SPI).

All of the above exams are sponsored by the American Registry for Diagnostic Medical Sonography.

** Graduates possessing only an associate's degree, must first pass the ARRT Sonography exam and obtain that

credential prior to being permitted to sit for any of the RDMS specialty exams, unless they meet the ARDMS standard of a minimum of 12 months of employment as an ultrasound/vascular sonographer.

The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

NOTE: A minimum grade of C will be required for all Diagnostic Medical Sonography courses.

Curriculum

DMS100A Abdomen Sonography

- Credits: 12.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

Students are presented instruction in anatomical layering and cross-sectional anatomy and an overview of sonographic terms and display orientations. The anatomy, physiology, pathology and the clinical and sonographic presentation of the Liver, Gallbladder, Biliary Tree, Pancreas and the entire Urinary Tract are discussed in detail. Scanning lab training includes an introduction to the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS100B Abdomen Sonography

- Credits: 12.0 quarter credit hours
- Prerequisites: DMS100A or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

Cross-sectional ultrasound imaging instruction continues in this course with an emphasis on the anatomy, physiology, pathology and the clinical and sonographic presentation of the Spleen, Gastrointestinal Tract, Prostate, Scrotum, Abdominal Aorta, Retroperitoneum, Thyroid, and the Female Breast. Paracentesis, pediatric sonography, abdominal wall and rotator cuff ultrasound are also discussed. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS101A OB-GYN Sonography

- Credits: 12.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course includes discussion of the various exam protocols and ultrasound evaluations of the female reproductive system and the first and second trimester of intrauterine fetal development. An indepth examination of normal maternal fetal anatomy and physiology, as well as the clinical and sonographic presentations of benign and malignant diseases of the female pelvis, and complications associated with early first trimester pregnancy is provided. Students are also presented detailed information on the routine sonographic identification and documentation of the anatomical survey, biometry, biophysical profile, and umbilical cord Doppler of the second and third trimester fetus. Laboratory training includes hands-on transabdominal scanning of the female pelvis and the pregnant uterus. This course will include out- of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS101B OB-GYN Sonography

- Credits: 12.0 quarter credit hours
- Prerequisites: DMS101A or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course begins with discussion of high-risk maternal-fetal medicine and the perinatal period. Topics such as Rh incompatibility, multiple gestations, fetal demise, and neonatal head sonography are presented. Students are also given an in-depth presentation on fetal anomalies of the head, neck, spine, kidneys, and gastrointestinal tract. The course continues with an introduction to fetal echocardiography and cardiac anomalies, as well as a discussion of the normal and abnormal fetal limbs. Also included is an introduction to infertility, contraception, and genetic counseling. A review of amniotic fluid physiology and pathology, amniocentesis, and chorionic villous sampling is also introduced. A complete and comprehensive review of obstetric and gynecologic sonography concludes the didactic portion of the course. Laboratory scanning of the pregnant uterus continues along with a final proficiency exam. This course will include out- of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS102A Ultrasound Physics and Instrumentation

- Credits: 12.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound; a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media; as well as consideration of echoes, reflection, and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre- and postprocessing and temporal and spatial resolution are also covered. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS102B Ultrasound Physics and Instrumentation

- Credits: 12.0 quarter credit hours
- Prerequisites: DMS102A or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course includes an overview of the hemodynamics of blood flow and its interaction with the ultrasound beam. Continuous-wave and pulsed-Doppler physics and instrumentation are introduced, as well as color Doppler, power Doppler, and special ultrasound procedures, including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bioeffects, and safety are considered. Imaging

performance evaluation and the AIUM phantom are discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS103A Peripheral Vascular Sonography

- Credits: 12.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course begins with an examination of the microscopic anatomy of arteries, as well as the macroscopic anatomy of the various arterial systems encountered by the vascular technologist. Blood flow hemodynamics is also introduced and the changes that occur with specific types of vascular diseases. The various types of arterial plaque formations and characteristics are covered, along with continuous-wave, pulsed, and color Doppler as they relate to vascular sonography. Nonimaging, noninvasive physiological testing is also discussed, as well as conventional 2-D noninvasive Doppler testing protocols of the carotid arteries and the upper and lower extremity arterial systems. Scanning lab includes hands-on instruction in the cerebrovascular evaluation, and lower extremity arterial testing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS103B Peripheral Vascular Sonography

- Credits: 12.0 quarter credit hours
- Prerequisites: DMS103A or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

In this course, students are presented an anatomical comparison between the wall architecture of veins and arteries, as well as a detailed examination of venous macroscopic pathways. Venous and abdominal vasculature blood flow hemodynamics is also covered, to include discussions on hydrostatic pressure, venous return, transmural pressure, visceral vascular, and exercise/pre- and postprandial-induced, pressure-resistive changes on the venous and visceral vascular systems. Venous and visceral vascular pathophysiology is discussed in detail and the progression from acute to chronic disease processes and their deleterious effects on the normal venous anatomy and physiology are examined. In addition, 2-D imaging, color Doppler, spectral Doppler and nonimaging, physiological test pattern recognition, overview lectures, and practical laboratory application of the venous vascular system are also integrated throughout this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS104A Ultrasound Principles and Practices

- Credits: 12.0 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course is designed to strengthen knowledge retention through an in depth practical examination and application of medical terminology, human anatomy and physiology, and basic math skills in order to build high quality communication interaction skills with the radiologist and other medical professionals. Universal precaution training using OSHA guidelines is also provided. Introductory ultrasound laboratory training will include an examination of the basics of ultrasound properties, instrumentation, and anatomical system identification with practical applicational emphasis on patient care skills, such as patient transfer, transportation, and proper body mechanics. Various role- playing scenarios and film-critiquing exercises are also provided. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS104B Ultrasound Principles and Practices

- Credits: 12.0 quarter credit hours
- Prerequisites: DMS104A or permission of the Program Director
- Course Hours: 160 contact hours (Lecture 80, Lab 80)

This course provides students with instruction in the various professional environments encountered in the field of diagnostic medical sonography and reinforces the principles and practices needed to succeed and advance in this career field. Specifically, students examine medical ethics, patient care skills, and professional development. CPR (cardiopulmonary resuscitation) training is also provided. General ultrasound laboratory training includes practical application emphasis on patient care skills, such as patient transfer, transportation, and proper body mechanics. Practical application in sterile procedures and patient charting is also included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

DMS201 Clinical Externship I

- Credits: 16.0 quarter credit hours
- Prerequisites: Completion of all didactic program courses
- Course Hours: 480 contact hours (Lecture 0, Lab 0, Clinical Externship 480)

This course includes an introduction to the departmental protocol of the assigned clinical site, including facility layout, telephone protocol, patient scheduling and transportation, examination protocol with darkroom exercises, and sonographer worksheet preparation. Students perform single organ examinations of the upper abdomen, female pelvis, small parts, and vascular systems under direct supervision of a qualified sonographer. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

DMS301 Clinical Externship II

- Credits: 16.0 quarter credit hours
- Prerequisites: Completion of all didactic program courses, DMS201
- Course Hours: 480 contact hours (Lecture 0, Lab 0, Clinical Externship 480)

In this course, students scan complete upper abdomen, pelvic, small parts, and peripheral vascular examinations with decreasing supervision. Students process patient information, perform sonograms, and present the case to the physician or radiologist for review. Students also obtain skills to perform a complete obstetric ultrasound exam and present the case to the physician or radiologist. Upon successful completion of the course, students should be able to perform all the duties of an entry-level sonographer with minimal or no supervision. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Medical Assistant

Program Description

The objective of the Medical Assistant Diploma program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the medical assistant field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep health care delivery settings running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, taking medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, medical front office/back office administration, and patient care assistant.

The Medical Assistant program is 765 contact hours over a period of 36 weeks. All students must complete the program with 46 quarter credit hours. Prior to graduation, students are required to complete a practicum for a total of 225 contact hours. The practicum is an uncompensated experience. Please refer to the Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Diploma.

The Medical Assistant program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Institution cannot guarantee a student's ability to pass optional certification exams offered by external certifying agencies, nor their eligibility either to take a national certification exam or become certified or registered.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

MA101 Introduction to Medical Billing and Coding

- Credits: 6.0 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

This course focuses on developing introductory knowledge and skills in medical insurance billing and coding. An introduction to basic insurance concepts, structure, types of benefits, models of managed care, and third-party reimbursements are included. Students also study an insurance glossary to enhance their ability in handling medical billings. Students then explore a variety of health care plans and types of insurance, referrals, authorization, and verification, and are taught to understand and evaluate how to code, process, and submit claim forms. Students also study medical terminology that relates to human anatomy and physiology. This course provides students with skills in spelling, pronunciation, and standardized abbreviation of medical terms in accordance with the systemic study of the human body. Time is also spent each day developing keyboarding and computer skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.5 hours of out-of-class work will be assigned per week throughout this course.

MA102 Medical Office Procedures

- Credits: 6.0 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

This course provides students with instruction in the various office skills that are essential to medical offices. The course consists of an introduction to medical office computer systems and software, including Word, Excel, and Optum; appointment scheduling and file management; office equipment operation; and security, safety, and other emergency aspects of a professional office. An introduction of the financial aspect of patient account management, basic bookkeeping, banking, handling currency, checks and petty cash, and payroll preparation is also included. Students also study medical terminology that relates to human anatomy and physiology. This course provides students with skills in spelling, pronunciation, and standardized abbreviation of medical terms in accordance with the systemic study of the human body. Time is also spent each day developing keyboarding

and computer skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.5 hours of out-of-class work will be assigned per week throughout this course.

MA103 Medical Office Management

- Credits: 6.0 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 30, Lab 60)

This course focuses on the professional and office management skills needed by the medical staff. Topics covered include a brief history of medicine, an introduction to the health care team structure and medical specialists, the perspective of career development, the role and responsibilities of the medical assistant as an office manager, the characteristics that contribute to professionalism, and patient psychology. Emphasis is placed on legal and ethical consideration of medical office operation and effective interpersonal oral and written communication skills. Students also study medical terminology that relates to human anatomy and physiology. This course provides students with skills in spelling, pronunciation, and standardized abbreviation of medical terms in accordance with the systemic study of the human body. Time is also spent each day developing keyboarding and computer skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.5 hours of out-of-class work will be assigned per week throughout this course.

MA201B Back Office - Clinical Theory and Procedures I

- Credits: 6.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, vision testing, basic ear/eye care, and patient positioning. Laws and ethics as they relate to the medical profession are discussed. Students receive instruction concerning: operation of EKG equipment, universal precautions, routine clinical infection control procedures, hands-on practice in medical asepsis and sterilization techniques, assisting with minor office surgical procedures, as well as identifying basic surgical instrument groups. This course also introduces the anatomy and physiology of body structure, and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.5 hours of out-of-class work will be assigned per week throughout this course.

MA202 Back Office - Clinical Theory and Procedures II

- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 60, Lab 30)

This course introduces students to basic and advanced phlebotomy, hematology, and blood-collection techniques. Students are taught anatomy and physiology of the respiratory and cardiovascular systems. Students apply this knowledge to practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.5 hours of out-of-class work will be assigned per week throughout this course.

MA203B Back Office - Clinical Theory and Procedures III

- Credits: 6.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course introduces students to the anatomy and physiology of the skeletal, muscular, integumentary, nervous, urinary, reproductive, endocrine, and digestive systems, as well as to nutrition and urinalysis. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Students also receive training in first aid and CPR. Medical terminology related to the topics presented is also introduced throughout this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 6.5 hours of out-of-class work will be assigned per week throughout this course.

MA271 Medical Assistant Practicum

- Credits: 7.5 Quarter Credit Hours
- Prerequisites: Completion of all didactic program courses and/or permission of the department
- Course Hours: 225 contact hours

The practicum portion of this program provides 225 hours of hands-on experience in an actual medical facility. It provides students with the opportunity to apply both front and back office skills taught in the classroom to actual patients. Students must meet attendance requirements (225 hours) and satisfactorily complete the practicum objectives. All work is done under the supervision of a licensed physician. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Vocational Nursing

Program Description

The objective of the Vocational Nursing program is to prepare students to pursue an entry-level position in the occupations and job titles to which the program is represented to lead. The program is a combination of academic, laboratory, and clinical training with a focus on meeting patient health care needs in acute-care hospitals, long-term-care facilities, and other community health agencies. The program is designed to train students to deliver direct care to patients, under the supervision of a physician or registered nurse. Out-of-class work is required in this program.

Graduates of the program may deliver care to patients ranging from infancy to geriatrics in a wide variety of clinical settings. Nursing duties may include data collection, basic bedside nursing, advanced technical skills such as tracheostomy care, infection control procedures, medication administration, documentation, and patient education. The nursing process is utilized in the assessment, planning, implementation, and evaluation of patient care. The licensed vocational nurse functions are an integral part of the health care team and reports directly to a physician or registered nurse.

Day students will attend four to eight hours of classroom or clinical hours per day, totaling 1530 contact hours over a 51-week period. All students must complete the program with 88.5 quarter credit hours. Prior to graduation, students are required to complete 858 hours of clinicals. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Diploma.

This program is intended, among other things, to help eligible students prepare for the National Council Licensure Examination (NCLEX-PN) offered by the National Council of State Boards of Nursing. Detailed information regarding the NCLEX can be found at www.ncsbn.org/nclex.htm. To practice as a Vocational Nurse in California, you must pass the NCLEX exam and be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Detailed information is available at www.bvnpt.ca.gov.

The Institution cannot guarantee a student's eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some

employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

NOTE: A minimum grade of C is required for all nursing and general education courses in this program.

Curriculum

VN100 Nursing Foundations

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course provides an orientation to program policies, the student's role and responsibilities, aspects of learning, and professional development. The student is introduced to medical terminology and general concepts of the health- illness continuum. Content also includes a historical perspective of nursing, the levels of nursing practice, and the health care system. Legal and ethical issues impacting nursing are discussed. Emphasis is given to the care of patients with cultural and religious diversity. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.1 hours of out-of-class work will be assigned per week.

VN101 Anatomy and Physiology

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course focuses on the structure and function of the human body with each body system discussed. Included is normal human development from fertilization until birth and a study of basic genetics. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of- class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.1 hours of out-of-class work will be assigned per week.

VN102 Nutrition

- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course presents basic scientific principles of nutrition. Content includes the function of nutrients in the human body, their sources, dietary requirements, and results of dietary excesses or deficiencies. Emphasis is given to specific nutritional needs throughout the life cycle, recognizing food as a universal

self-care need. Common cultural and religious food customs are presented. Diet therapy and alternative feeding methods are discussed. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.1 hours of out-of-class work will be assigned per week.

VN103 Life Cycle

- Credits: 4.0 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0)

This course presents basic principles of human growth and development and related theorists. The course introduces concepts of immunity and immunization practices and includes normal physical, psychosocial, and cognitive development during the life cycle, from birth through old age. Emphasis is given to the developmental self-care needs of individuals during each stage of life. Included is a discussion of the family, and the topics of child and elder abuse are addressed. The course concludes by exploring the role of the nurse in the process of death and dying. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.3 hours of out-of-class work will be assigned per week.

VN104 Mental Health Nursing

- Credits: 2.0 quarter credit hours
- Prerequisites: None
- Course Hours: 22 contact hours (Lecture 22, Lab 0)

This course presents basic concepts of mental health nursing. Emphasis is given to assessing mental state and coping mechanisms in order to recognize individuals with psychosocial self-care needs or limitations. The student is introduced to therapeutic relationships and communication techniques, as well as crises intervention. Substance abuse and codependency are addressed. Various mental health disorders are described, including their etiology, symptoms, treatment, and related nursing interventions. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.8 hours of out-of-class work will be assigned per week.

VN105 Nursing Skills

- Credits: 8.0 quarter credit hours
- Prerequisites: VN100
- Course Hours: 100 contact hours (Lecture 60, Lab 40)

This course focuses on learning basic bedside nursing skills used to assist patients in meeting, restoring, or maintaining their self-care needs. Cardiopulmonary resuscitation, infection control, first aid, and safety techniques are discussed. Content also includes the nursing process, nursing care planning, patient teaching, and documentation. Basic concepts of home health care are introduced. Basic nursing skills are practiced in the campus laboratory concurrent with theory. T This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.1 hours of out-of-class work will be assigned per week.

VN106 Medical-Surgical Clinical I

- Credits: 5.0 quarter credit hours
- Prerequisites: VN100 - VN102, VN105
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides students with supervised instruction in a community clinical setting. Students are taught to deliver basic bedside care to patients helping them meet, restore, or maintain their self-care needs.

Satisfactory completion of VN 105 and 106 fulfills application requirements to take the Nurse Assistant Competency Exam. Upon successful completion of the exam, the student is eligible to become a certified nursing assistant (CNA) and certified home health aide (CHHA). This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

VN107 Pharmacology

- Credits: 6.5 quarter credit hours
- Prerequisites: None
- Course Hours: 75 contact hours (Lecture 55, Lab 20)

This course presents basic concepts of pharmacology. Students are introduced to principles of pharmacokinetics and drug legislation. A main focus is on medication classifications, generic and trade names, routes, dosages, actions, indications, contraindications, adverse reactions and side effects, interactions, and related nursing implications. Dosage calculation is discussed, including a study of the metric and apothecary systems. Medication preparation and administration skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.1 hours of out-of-class work will be assigned per week.

VN108 Computer in Health Care

- Credits: 0.5 quarter credit hours
- Prerequisites: None
- Course Hours: 7 contact hours (Lecture 5, Lab 2)

This course provides an introduction to computers and their role in nursing. It combines theory with practical experience in the campus computer laboratory. Basic keyboard skills are practiced using a simulated hospital medical record. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.75 hours of out-of-class work will be assigned per week.

VN109 Introduction to Medical-Surgical Nursing

- Credits: 3.5 quarter credit hours
- Prerequisites: VN100 - VN108
- Course Hours: 40 contact hours (Lecture 30, Lab 10)

This course contains a perioperative component, which focuses on the care of the surgical patient during the preoperative, intraoperative, and postoperative periods. Perioperative skills are practiced in the campus laboratory. The course contains an oncologic component, which focuses on the study of cancer and care of the cancer patient. The course also contains an immune system component, which focuses on immune mechanisms, the study of allergies, autoimmunity, and acquired immune deficiency syndrome and care of the patient with these immune disorders. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.5 hours of out-of-class work will be assigned per week.

VN110 Respiratory System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN109
- Course Hours: 21 contact hours (Lecture 17, Lab 4)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of respiratory system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the respiratory system. Respiratory nursing skills are practiced in the campus laboratory. This course may include

both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.6 hours of out-of-class work will be assigned per week.

VN111 Gastrointestinal System

- Credits: 2.0 quarter credit hours
- Prerequisites: VN100 - VN110
- Course Hours: 24 contact hours (Lecture 20, Lab 4)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of gastrointestinal system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the gastrointestinal system. Gastrointestinal nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2 hours of out-of-class work will be assigned per week.

VN112 Urinary System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN111
- Course Hours: 19 contact hours (Lecture 15, Lab 4)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of urinary system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the urinary system. Urinary nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.6 hours of out-of-class work will be assigned per week.

VN113 Cardiovascular System

- Credits: 2.5 quarter credit hours
- Prerequisites: VN100 - VN112
- Course Hours: 27 contact hours (Lecture 25, Lab 2)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of cardiovascular system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the cardiovascular system. Cardiovascular nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.7 hours of out-of-class work will be assigned per week.

VN114 Musculoskeletal System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN113
- Course Hours: 17 contact hours (Lecture 15, Lab 2)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of musculoskeletal system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the musculoskeletal system. Musculoskeletal nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.4 hours of out-of-class work will be assigned per week.

VN115 Integumentary System

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN114
- Course Hours: 16 contact hours (Lecture 15, Lab 1)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of integumentary system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the integumentary system. Integumentary nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2 hours of out-of-class work will be assigned per week.

VN116A Medical-Surgical Clinical IIA

- Credits: 5.0 quarter credit hours
- Prerequisites: VN100 - VN108
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course is taken concurrently with VN 109, 110, 111, 112, 113, 114, and 115 and provides students with supervised instruction in a community clinical setting. The focus is on caring for surgical and cancer patients, and patients with health deviations affecting the immune, respiratory, gastrointestinal, urinary, cardiovascular, musculoskeletal, and integumentary systems. Students are expected to utilize the nursing process in providing care to patients, helping them meet, restore, or maintain their self-care needs. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

VN116B Medical-Surgical Clinical IIB

- Credits: 6.0 quarter credit hours
- Prerequisites: VN100 - VN108
- Course Hours: 180 contact hours (Lecture 0, Lab 0, Clinical 180)

This course is taken concurrently with VN 109, 110, 111, 112, 113, 114, and 115 and provides the student with supervised instruction in a community clinical setting. The focus is on caring for surgical and cancer patients, and patients with health deviations affecting the immune, respiratory, gastrointestinal, urinary, cardiovascular, musculoskeletal, and integumentary systems. Students are expected to utilize the nursing process in providing care to patients, helping them meet, restore, or maintain their self-care needs. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

VN117 Leadership and Supervision

- Credits: 1.0 quarter credit hour
- Prerequisites: VN100 - VN116
- Course Hours: 12 contact hours (Lecture 12, Lab 0)

This course introduces students to fundamental concepts of leadership and supervision, and assists them in learning basic nursing management skills. Emphasis is placed on using the nursing leadership process in problem solving and delegation. Role-playing, simulated situations, and group activities are utilized. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.5 hours of out-of-class work will be assigned per week.

VN118 Leadership Clinical

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 48 contact hours (Lecture 0, Lab 0, Clinical 48)

This course is taken concurrently with VN 117 and provides students with supervised instruction in a community clinical setting. Students are given opportunities to observe and practice basic nursing management skills. Students are expected to utilize the nursing leadership process in problem solving, delegation, and in the management of patient care. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

VN119 Maternity Nursing

- Credits: 3.0 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 34 contact hours (Lecture 30, Lab 4)

This course focuses on care of the maternity patient in the antepartum, intrapartum, and postpartum periods, as well as care of the newborn. Content also includes common pregnancy, childbirth, and postpartum complications. Emphasis is placed on using the nursing process in assisting maternity patients to meet their self-care needs and in providing health teaching. Maternity nursing skills and Lamaze childbirth techniques are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.1 hours of out-of-class work will be assigned per week.

VN120 Maternity Clinical

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 48 contact hours (Lecture 0, Lab 0, Clinical 48)

This course is taken concurrently with VN 119 and provides students with supervised instruction in a community clinical setting. Students are given opportunities to observe and/or participate in the care of the maternity patient and newborn. Students are expected to utilize the nursing process in providing care to maternity patients and newborns, helping them meet, restore, or maintain their self-care needs. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

VN121 Pediatric Nursing

- Credits: 2.5 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 25 contact hours (Lecture 25, Lab 0)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of communicable childhood diseases, mental health problems, and other body system disorders affecting the pediatric patient. Pediatric drug calculations are discussed. Emphasis is placed on using the nursing process in caring for pediatric patients with self-care limitations or health deviations. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 2.1 hours of out-of-class work will be assigned per week.

VN122 Pediatric Clinical

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 – VN116
- Course Hours: 48 contact hours (Lecture 0, Lab 0, Clinical 48)

This course is taken concurrently with VN 121 and provides students with supervised instruction in a community clinical setting. Students are given opportunities to interact with children and observe growth and development patterns. Students are expected to utilize the nursing process in providing care to pediatric patients, helping them meet, restore, or maintain their self-care needs. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

VN123 Reproductive System

- Credits: 2.0 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of reproductive system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the reproductive system. Reproductive nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.7 hours of out-of-class work will be assigned per week.

VN124 Endocrine System

- Credits: 2.5 quarter credit hours
- Prerequisites: VN100-VN116, VN123
- Course Hours: 26 contact hours (Lecture 25, Lab 1)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of endocrine system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the endocrine system. Endocrine nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.6 hours of out-of-class work will be assigned per week.

VN125 Neurosensory System

- Credits: 3.0 quarter credit hours
- Prerequisites: VN100 - VN116, VN123 - VN124
- Course Hours: 32 contact hours (Lecture 30, Lab 2)

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of neurosensory system disorders affecting the adult. Emphasis is placed on using the nursing process in caring for patients with self-care limitations or health deviations associated with the neurosensory system. Neurosensory nursing skills are practiced in the campus laboratory. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 8 hours of out-of-class work will be assigned per week.

VN126 Medical-Surgical Clinical III

- Credits: 7.5 quarter credit hours
- Prerequisites: VN100 - VN116
- Course Hours: 234 contact hours (Lecture 0, Lab 0, Clinical 234)

This course is taken concurrently with VN 123, 124, and 125, 127 and provides students with supervised instruction in a community clinical setting. The focus is on caring for patients with health deviations affecting the reproductive, endocrine, and neurosensory systems. Students are expected to utilize the nursing process in providing care to patients, helping them meet, restore, or maintain their self-care needs. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

VN127 Career Preparation

- Credits: 1.5 quarter credit hours
- Prerequisites: VN100 - VN125
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course reviews legal and ethical issues impacting the practice of nursing and continues with concepts of professional development, which are included throughout the program. Emphasis is placed on the preparation of resumes and how to prepare for and participate in a job interview. Roleplaying, simulated situations, and group activities are utilized. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned per week.

X-Ray Technician/Medical Assistant Back Office

Program Description

The objective of the X-Ray Technician/Medical Assistant Back Office program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position in the occupations and job titles to which the program is represented to lead. The curriculum emphasizes development of effective techniques that provide protection for the patient and technician. Graduates must pass the California State Examination to secure a position as an x-ray technician. Out-of-class work is required in this program.

Graduates of this program may work in a physician's office, a chiropractic office, a clinic, or a hospital. Jobs may also be available in private medical practice, industry, and government service. Duties may include performing chest, extremity, and torsoskeletal x-ray procedures and a variety of back office/medical assisting duties.

The X-Ray Technician/Medical Assistant Back Office program consists of 71.5 quarter credit hours, completed over a period of 51 weeks for day students and 53 weeks for night students, for a total of 1235 contact hours. Day classes are currently scheduled for 15 weeks, 4 1/2 hours per day (for the medical assisting portion); for 19 weeks, five hours per day (for the x-ray didactic portion); and for 17 weeks, seven to eight hours per day (for the practicum portion). Night classes are currently scheduled 15 weeks, 4.5 hours per day (for the medical assisting portion); 21 weeks, 4 1/2 hours per day (for the x-ray didactic portion); and 17 weeks, seven to eight hours per day (for the practicum portion). The exact practicum schedule is determined by the site requirements. Prior to graduation, students are required to complete 600 hours of clinicals. Please refer to the Externship/Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog.

Externship/practicum/clinical sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. Upon successful completion of the program, graduates will be awarded a Diploma.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although the Institution will assist students with job placement, finding a job is the individual responsibility of the student. The Institution does not guarantee that any student will be placed in any of the jobs described, or placed at all.

NOTE: A minimum grade of C is required for all X-Ray Technician/Medical Assistant Back Office Courses.

Curriculum

MA201B Back Office - Clinical Theory and Procedures I

- Credits: 6.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, vision testing, basic ear/eye care, and patient positioning. Laws and ethics as they relate to the medical profession are discussed. Students receive instruction concerning: operation of EKG equipment, universal precautions, routine clinical infection control procedures, hands-on practice in medical asepsis and sterilization techniques, assisting with minor office surgical procedures, as well as identifying basic surgical instrument groups. This course also introduces the anatomy and physiology of body structure, and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.5 hours of out-of-class work will be assigned per week.

MAX202 Back Office - Clinical Theory and Procedures II

- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 60, Lab 30)

This course introduces students to basic and advanced phlebotomy, hematology, and blood-collection techniques. Students are taught anatomy and physiology of the respiratory and cardiovascular systems. Students apply this knowledge to practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout the course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.5 hours of out-of-class work will be assigned per week.

MA203B Back Office - Clinical Theory and Procedures III

- Credits: 6.5 quarter credit hours
- Prerequisites: None
- Course Hours: 90 contact hours (Lecture 45, Lab 45)

This course introduces students to the anatomy and physiology of the skeletal, muscular, integumentary, nervous, urinary, reproductive, endocrine, and digestive systems, as well as to nutrition and urinalysis. Students apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Students also receive training in first aid and CPR. Medical terminology related to the topics presented is also introduced throughout this course. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.5 hours of out-of-class work will be assigned per week.

PDX101 Professional Development

- Credits: 2.0 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 15, Lab 15)

This course focuses on activities associated with the refinement of professional skills application in an x-ray environment. Emphasis is placed on proper positioning and film critique. Successful job-search skills including applications, resumes, and interviews are addressed, as well as appropriate dress, grooming, and the importance of follow-up, with particular emphasis on attitude and skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned per week.

XR200E Fundamentals of Anatomy, Physiology, Ethics, Nursing, and Technical Overview

- Credits: 1.5 quarter credit hour
- Prerequisites: Completion of MA201B-MA203B, and/or permission of the department
- Course Hours: 15 contact hours (Lecture 15, Lab 0)

This course introduces students to systemic and skeletal anatomy, radiographic terminology, and basic imaging and principles. Students are introduced to the principles of radiation protection, and review medical ethics, proper nursing, and patient care. The duties and responsibilities of the x-ray technician are also presented, with emphasis on communication and relationships. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.75 hours of out-of-class work will be assigned per week.

XR201E Radiological Physics

- Credits: 2.0 quarter credit hours
- Prerequisites: XR200E
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

This course provides a basic overview of radiologic physics in order for students to understand how x-rays are produced and the various characteristics of the beam. The fundamentals of the x-ray machine components and their operation are introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

XR202E Exposure (Density, Contrast, and Detail/Distortion)

- Credits: 5.0 quarter credit hours
- Prerequisites: XR201E
- Course Hours: 55 contact hours (Lecture 45, Lab 10)

This course introduces students to x-ray films, the concepts of radiographic film quality, and the exposure factors that contribute to the production of a radiographic image. The darkroom facility will be described, and film-processing procedures will be demonstrated. Students participate in laboratory experiments to demonstrate their knowledge, understanding, and skills by performing different techniques and exposure factors. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.6 hours of out-of-class work will be assigned per week.

XR203E Radiation Protection

- Credits: 6.0 quarter credit hours
- Prerequisites: XR202E
- Course Hours: 70 contact hours (Lecture 50, Lab 20)

This course is designed to fulfill the radiation protection requirements of the California State Limited Permit School Standards. Methods employed to provide proper radiation protection for both the operator and patient will be introduced. The performance of minimum dose radiography is emphasized. A review of the California state standards and regulations pursuant to the performance of radiographic procedures employing

appropriate radiation safety are identified. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 4.4 hours of out-of-class work will be assigned per week.

XR204E Specialized Chest Radiography

- Credits: 1.5 quarter credit hours
- Prerequisites: XR203E
- Course Hours: 20 contact hours (Lecture 10, Lab 10)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the respiratory system. Routine chest radiographic procedures are described and demonstrated. Students demonstrate competency in performing routine chest radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

XR205E Specialized Extremities Radiography

- Credits: 5.5 quarter credit hours
- Prerequisites: XR203E
- Course Hours: 65 contact hours (Lecture 45, Lab 20)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system with particular emphasis on the bones of the extremities. Routine radiographic procedures appropriate to the upper and lower extremities are described and demonstrated. Students demonstrate competency in performing routine extremity radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5.4 hours of out-of-class work will be assigned per week.

XR206E Specialized Torsoskeletal Radiography

- Credits: 5.5 quarter credit hours
- Prerequisites: XR203E
- Course Hours: 70 contact hours (Lecture 40, Lab 30)

This course introduces the medical terminology, anatomy, physiology, and common pathologies of the skeletal system, with particular emphasis on the bones of the thorax, shoulder girdle, and spine. Routine radiographic procedures appropriate to the thorax, shoulder girdle, pelvic girdle, and spine are described and demonstrated. Students demonstrate torsoskeletal radiographic procedures during simulated x-ray examinations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 3.5 hours of out-of-class work will be assigned per week.

XR207E Digital Radiography

- Credits: 2.0 quarter credit hours
- Prerequisites: XR203E
- Course Hours: 20 contact hours (Lecture 20, Lab 0)

The digital imaging course focuses on the components and principles of exposure, image evaluation, and operation of digital imaging systems in diagnostic radiography. Topics such as factors that impact acquisition, display, archiving, and retrieval are discussed. The principles of digital system quality assurance and maintenance will also be presented. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours of out-of-class work will be assigned per week.

XR271 X-Ray Clinical Application Skills I

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR272 X-Ray Clinical Application Skills II

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR273 X-Ray Clinical Application Skills III

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

XR274 X-Ray Clinical Application Skills IV

- Credits: 5.0 quarter credit hours
- Prerequisites: Completion of all didactic training
- Course Hours: 150 contact hours (Lecture 0, Lab 0, Clinical 150)

This course provides 150 hours of supervised clinical instruction and experience in an approved x-ray department of an authorized clinical facility, concentrating on the categories of chest, extremity, and torsokeletal radiography. Back office medical skills are also included. Students must meet attendance requirements and satisfactorily complete the externship objectives. This course helps prepare students for the limited permit x-ray technician certification examination required by the State of California Department of Health. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Occupational Outcomes

DIAGNOSTIC MEDICAL SONOGRAPHY

29-2032.00 - Diagnostic Medical Sonographers

Produce ultrasonic recordings of internal organs for use by physicians.

Sample of reported job titles: Cardiac Sonographer, Cardiac/Vascular Sonographer, Diagnostic Medical Sonographer, Medical Sonographer, Registered Diagnostic Medical Sonographer (RDMS), Sonographer, Staff Sonographer, Ultrasonographer, Ultrasound Technician (Ultrasound Tech), Ultrasound Technologist (Ultrasound Tech)

MEDICAL ASSISTANT

31-9092.00 - Medical Assistants

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

43-6013.00 - Medical Secretaries

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Sample of reported job titles: Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk

RADIOLOGIC TECHNOLOGY (Associate's)

29-2034.00 - Radiologic Technologists

Take x rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other scanning modalities.

Sample of reported job titles: Computed Tomography Technologist (CT Technologist), Mammographer, Mammography Technologist, Radiographer, Radiologic Technologist (RT), Radiological Technologist, Radiology Technologist, Staff Technologist, X-Ray Technologist (X-Ray Tech)

29-2099.06 - Radiologic Technicians

Maintain and use equipment and supplies necessary to demonstrate portions of the human body on x-ray film or fluoroscopic screen for diagnostic purposes.

Sample of reported job titles: Chief Technician, X-Ray (Chief Tech, X-Ray); Limited Radiology Technician; Radiologic Technician (RT); Radiology Technician (Radiology Tech); Registered Radiographer; X-Ray Technician (X-Ray Tech)

VOCATIONAL NURSING

29-2061.00 - Licensed Practical and Licensed Vocational Nurses

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Sample of reported job titles: Charge Nurse; Clinic Licensed Practical Nurse (CLINIC LPN); Clinic Nurse; Licensed Practical Nurse (LPN); Licensed Practical Nurse, Clinic Nurse (LPN, Clinic Nurse); Licensed Vocational Nurse (LVN); Office Nurse; Pediatric Licensed Practical Nurse (PEDIATRIC LPN); Private Duty Nurse; Triage Licensed Practical Nurse (TRIAGE LPN)

X-RAY TECHNICIAN/MEDICAL ASSISTANT BACK OFFICE

29-2099.06 - Radiologic Technicians

Maintain and use equipment and supplies necessary to demonstrate portions of the human body on x-ray film or fluoroscopic screen for diagnostic purposes.

Sample of reported job titles: Chief Technician, X-Ray (Chief Tech, X-Ray); Limited Radiology Technician; Radiologic Technician (RT); Radiology Technician (Radiology Tech); Registered Radiographer; X-Ray Technician (X-Ray Tech)

31-9092.00 - Medical Assistants

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

A list of the objective sources of information used to substantiate the salary disclosure (CEC §94910(f)(3)).

The institution makes no claims about the salary that may be earned after completing any of its educational programs.

2018 - 2019 ACADEMIC CALENDAR

Holiday Schedule

Martin Luther King Day	January 15, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Veterans Day	November 12, 2018
Thanksgiving	November 22-25, 2018
Winter Break (Diploma & Degree Programs)	December 21, 2018 – January 1, 2019

2018 Diagnostic Medical Sonography/Ultrasound

Start Date	Grad Date
February 6, 2018	April 9, 2020
March 21, 2018	May 22, 2020
April 20, 2018	June 18, 2020
June 4, 2018	August 10, 2020
July 17, 2018	September 25, 2020
August 16, 2018	October 16, 2020
September 27, 2018	December 9, 2020
November 8, 2018	February 1, 2021
December 13, 2018	February 22, 2021

2018 Medical Assistant

Start Date	Grad Date
1/10/2018	10/8/2018
2/20/2018	11/13/2018
3/27/2018	12/21/2018
5/1/2018	1/31/2019
6/6/2018	3/14/2019
7/16/2018	4/18/2019
8/20/2018	5/24/2019
9/25/2018	6/28/2019
10/30/2018	8/8/2019
12/6/2018	9/12/2019

2018 Radiologic Technology

Start Date	Grad Date
1/18/2018	5/29/2019
7/2/2018	2/15/2019
10/1/2018	8/6/2020
11/8/2018	2/1/2021
12/13/2018	2/22/2021

2018 Radiologic Technology (Advanced Standing)

Start Date	Grad Date
1/29/2018	7/9/2019
7/16/2018	12/16/2019
10/1/2018	8/6/2020

2018 Vocational Nursing

Start Date	Grad Date
4/16/2018	4/30/2019
9/20/2018	10/9/2019
12/5/2018	1/8/2020

2018 X-Ray Technician/Medical Assistant Back Office

Start Date	Grad Date
1/29/2018	2/8/2019
3/5/2018	3/14/2019
4/9/2018	4/24/2019
5/21/2018	6/4/2019
6/25/2018	7/11/2019
7/26/2018 (X-Ray)	4/24/2019
7/30/2018	8/21/2019
9/17/2018	9/25/2019
10/22/2018	10/25/2019
11/14/2018	12/6/2019
11/19/2018 (X-Ray)	8/21/2019

2019 Academic Calendar

Holiday Schedule

Martin Luther King Day	January 21, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veterans Day	November 11, 2019
Thanksgiving	November 27-29, 2019
Winter Break (Diploma & Degree Programs)	December 21, 2019 – January 1, 2020

2019 Radiologic Technology (Advanced Standing)

Start Date Grad Date
January 9, 2019 August 6, 2020
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2019 Diagnostic Medical Sonography/Ultrasound

Start Date	Grad Date
February 5, 2019	April 15, 2021
March 25, 2019	May 28, 2021
April 22, 2019	June 18, 2021
June 4, 2019	August 20, 2021
July 23, 2019	September 30, 2021
August 19, 2019	October 27, 2021
October 2, 2019	December 17, 2021
November 18, 2019	February 4, 2022
December 13, 2019	March 7, 2022

2019 Medical Assistant

Start Date	Grad Date
January 23, 2019	October 17, 2019
February 28, 2019	November 21, 2019
April 4, 2019	January 10, 2020
May 9, 2019	February 14, 2020
June 17, 2019	March 25, 2020
July 23, 2019	April 30, 2020
August 27, 2019	June 4, 2020
October 2, 2019	July 10, 2020
November 6, 2019	August 14, 2020
December 16, 2019	September 18, 2020

2019 X-Ray Technician/Medical Assistant Back Office

Start Date	Grad Date
January 22, 2019	February 7, 2020
February 26, 2019	March 12, 2020
March 20, 2019	April 17, 2020
May 20, 2019	June 10, 2020
June 24, 2019	July 8, 2020
July 15, 2019	August 12, 2020
September 16, 2019	October 2, 2020
October 15, 2019	October 27, 2020
November 4, 2019	December 7, 2020