

# 2018 - 2019 CATALOG

Brightwood Career Institute  
933 Penn Avenue  
Pittsburgh, Pennsylvania 15222  
Telephone: 412.338.4770  
Toll-Free: 800.441.5222  
Fax: 412.338.5998  
[www.brightwoodcareer.edu](http://www.brightwoodcareer.edu)

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**NO LONGER ENROLLING INTO ANY PROGRAMS**

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# INSTITUTION INFORMATION

## Mission and Objectives

Brightwood Career Institute 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 Career Institute 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 Career Institute 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 Career Institute 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 Career Institute believes that education should promote the development of positive self-esteem and, to that end Brightwood Career Institute 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 Career Institute 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 Career Institute 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 Career Institute 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

Brightwood Career Institute was founded as the Institute of Computer Management in Pittsburgh, Pennsylvania, in 1963. In 1966, the Institution became an educational component of Litton Industries. In January 1975, the Institution adopted the name ICM School of Business in keeping with its expanded curriculum. In August 1983, it became a privately held corporation.

In June 1993, the Institute of Computer Management in Pittsburgh was purchased by Educational Medical, Inc. (EMI), an educational company. In response to expanding its program offerings, the Institution changed its name to ICM School of Business & Medical Careers.

The ICM School of Business & Medical Careers in Pittsburgh changed its name to Kaplan Career Institute-ICM Campus in December 2006.

Kaplan Career Institute-ICM Campus changed its name to Kaplan Career Institute in July 2012.

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

In December 2015, Kaplan Career Institute changed its name to Brightwood Career Institute.

## Equipment

In keeping with the high standards of the Institution, 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 Institution provides students with hands-on instruction using a variety of program and industry related equipment.

## Facilities

The School is conveniently located to serve the Pittsburgh metropolitan area. Classes are conducted at 933 Penn Avenue, Pittsburgh, Pennsylvania. The campus occupies approximately 60,000 square feet of classroom and office space in one building.

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

## Learning Resource Center

The Institution 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.

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 Career Institute 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

- Licensed by:

Pennsylvania State Board of Private Licensed Schools,  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, Pennsylvania 17126-0333

- The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA):

#### ACOTE

American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
301.652.AOTA  
www.acoteonline.org

- Brightwood Career Institute holds a Certificate of Registration from the Ohio State Board of Career Colleges and Schools Registration (Registration #00-09-1571B).
- There is no programmatic accreditation for the Computer Numerical Control Machinist, Medical Assistant, Electrical Technician and Heating, Ventilation, Air Conditioning/Refrigeration and Medical Billing and Coding programs.

#### Approvals

- Approved to award the Associate in Specialized Business (ASB) degree, and the Associate in Specialized Technology (AST) degree by:

Department of Education | Bureau of Postsecondary and Adult Education  
333 Market Street  
Harrisburg, PA 17126

- Approved for veterans educational benefits by the Pennsylvania State approving agency
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.
- Approved by the Pennsylvania Office of Vocational Rehabilitation

#### Memberships

- Member of the Pennsylvania Association of Private School Administrators (PAPSA)

### Administration, Staff, and Faculty

#### Brightwood Career Institute Administration

Jay Clayton, Campus President  
Jennifer Kelly, Director of Career Development  
Jack Flinter, Academic Dean

#### Faculty

Clarese Basile, RN  
Practical Nursing Division  
Edinboro University  
Master of Arts in Counseling

Janet Begg, OTR/L  
Occupational Therapy Assistant Division  
MSOT, University of Pittsburgh

Susan Chertik, OTR/L  
Occupational Therapy Assistant Division

BS, Geneva College

Cherie Koslow, OTR/L  
Occupational Therapy Assistant Division  
BSOT, University of Pittsburgh

Erin Naggy, OTR/L  
Director of Occupational Therapy Program  
Doctorate, Chatham University, Occupational Therapy

Kathy Osborne, RMA  
Director of Medical Division  
AS, Kaplan University, Medical Office Management  
General Education Department

Richard Payo  
CNC Machinist Division

Amanda Shore, OTR/L  
Occupational Therapy Assistant Division  
BS, Misericordia University, Professional Studies

James Yocolano  
Director of the Trades Programs  
BS, Kaplan University, Business Administration

**Disabilities Coordinator**

**Title IX Coordinator**

Jennifer Kelly, Director of Career Services

## Ownership

Brightwood Career Institute is a private institution of higher education owned by VC (AL), 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 Conners, 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

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

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

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

Brightwood College\* (Main Campus)  
5172 Kiernan Court  
Salida, California 95368  
(209) 543-7000

JY Monk Real Estate School  
(Auxiliary Classroom of Nashville)  
1700 East Arlington Boulevard  
Greenville, North Carolina 27858  
(800) 849-0932

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

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

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

### **OHIO**

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)  
2800 E. River Road  
Dayton, Ohio 45439  
(937) 294-6155

### **PENNSYLVANIA**

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

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

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

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

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

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

Brightwood College\*  
(Branch of Los Angeles (Van Nuys))  
4040 Vine Street  
Riverside, California 92507

Brightwood Career Institute\*  
(Branch of Harrisburg)  
3010 Market Street  
Philadelphia, Pennsylvania 19104

(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  
(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

(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)  
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

(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  
(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 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

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

VC (AL), LLC owns and operates Brightwood Career Institute, a nonpublic institution. VC (AL), 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 Career Institute or VC (AL), 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 specialized 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 Institution. High school seniors are eligible to complete enrollment paperwork, but cannot start class until after graduation from high school. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.
2. All students are required to sign an attestation at enrollment stating they have earned one of the above-described credentials in addition to a transcript request form so that the Institution may request a copy of the proof of graduation if needed.
3. Military, Occupational Therapy and Practical 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 GED certificate or official notification that a GED has been earned, or a state-authorized examination certificate or official notification from the state a certificate has been earned.

#### Proof of Graduation Guidelines:

The Institution prefers that all students provide evidence of the above qualification to the Institution before the conclusion of the provisional period. 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.

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 for the program below which require the following minimum scores:

Occupational Therapy Assistant 15

Practical Nursing 21

The SLE can be taken three times per start 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.

All prospective students interested in digital programs must pass the Wonderlic Digital Learning Readiness Assessment (DLRA) with a minimum score of 40. Students must successfully complete the Wonderlic SLE examination prior to attempting the DLRA. Students are not permitted to take the DLRA more than once. If a student does not pass the assessment, they must meet with the Program Director for his/her determination as to the student's ability to begin the program. 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. 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 responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. 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>.

Medical Billing and Coding  
Occupational Therapy Assistant  
Practical Nursing

Criminal background checks may be repeated during the Nursing program. Students must notify the Dean of Nursing after a criminal or drug violation offense/arrest that occurs during the program. A student may not attend a clinical session prior to having notified the Dean of Nursing. If the Dean of Nursing is advised that the violation is severe enough to change the student's ability to pass a criminal background check that is required in order to be a licensed nurse, the student may be dismissed from the program.

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

19. In addition to the requirements listed above, all prospective students interested in the Practical Nursing program:

- Must be 18 years old at program start date
- Must complete the Student Expectations Acknowledgment Form
- Must provide official transcripts from all other colleges, universities, and/or vocational schools attended (if applicable)
- Must have an interview with the Dean of Nursing (DON) or designee

In order to remain in the Practical Nursing program, the following requirements must be fulfilled by the end of the Conditional Admittance Period (for Conditionally Admitted students) or by the official start date (for students who do not qualify for Conditional Admittance):

- Negative result on drug/chemical substance testing. Students must provide a valid, verifiable, current prescription for medications they are presently taking. If student tests positive and does not have a prescription as described above, he/she will not be permitted to start in the program or re-enroll at a later date.
- Satisfactory national criminal background check

The following must be received no later than two weeks prior to the beginning of any course with a Clinical component or it will result in the student's dismissal from the program:

- Current American Heart Association BLS Certification at the Healthcare Provider Level with practicum (online not accepted). Certification must be valid during full tenure in program.
- Proof of a physical exam not greater than 1 year old. Exam must be signed by a medical doctor, physician assistant, doctor of osteopathy, or nurse practitioner.
- Proof of vaccination (or immunity by titer), valid during entire length of program, for:
  - measles, mumps, rubella (for students born after 12/31/56)
  - varicella
  - tetanus (within the last 10 years)
  - diphtheria
  - pertussis
  - hepatitis B (first of three doses or a positive titer; series must be completed within standard timeframe) or waiver (note that some Clinical sites may not permit students to enter without the hepatitis B vaccine or titer)
  - influenza (or proof of allergy to eggs)
  - H1N1 (or proof of allergy to eggs)

- meningococcal (if required by Clinical sites)
- Negative tuberculosis status evidenced by either TB skin test or blood test (as defined by Centers for Disease Control and Prevention standards) required every 12 months. If prior positive test for TB, must submit a negative chest x-ray or medical provider's clearance.

For the Practical nursing program, students will be eligible to sit for class based on ranking and seat capacity for the term. Rankings are based on grades in high school or college, entrance tests scores, degree in a related field, prior health care experience, and involvement in health care-related associations or committees.

Prior to beginning a clinical experience, some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for student nurse candidates. Failure to submit appropriate documentation by the deadline will prohibit the student nurse from attending clinical sites, which will render him/her incapable of completing the program and result in dismissal from the Nursing program.

20. Credit for Previous Nursing Education: Appropriate credit will be granted for nursing courses taken within the last three years. All credit will be awarded based on the policies set forth in the Prior Learning Assessment section of the Institution's catalog.

21. All Practical 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.

### **Entrance Testing**

All students seeking admission to the Brightwood Career Institute Practical 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 Practical 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 Practical 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**

Practical Nursing Admission Test Requirements: Test: HESI A2

Prospective students interested in the Practical 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 Career Institute, the student must contact the School and petition the Re-Entry Committee. The petition may be initiated by a phone call or visit to the School. Upon receipt of the petition, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter based upon the School's standards of academic progress and in accordance with the School'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 exam.
- 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

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. 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.

For students in Nursing programs, transfer credit is not accepted for core Nursing courses.

### **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.

### **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 nationally accredited Brightwood institution upon a student's acceptance to the receiving Brightwood institution. The transfer-of-credit award is based on:

- courses that have a grade of C or better;
- 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.

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.

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 main and branch campuses will be able to transfer credit for courses with a "D" grade except programs where a "C" or better is required.

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

Students transferring from any Brightwood institution must complete a minimum of 25% of the course credits at the Brightwood institution awarding the graduation credential.

Due to differences in requirements for specialized degree programs, credits earned in diploma/certificate programs are not guaranteed to transfer. Students who want to enroll in a specialized 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. 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 School. 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.

Students are encouraged to communicate their concerns fully and frankly to members of the School faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

### **Procedure**

All student complaints will be handled in the following manner:

**Step One:** The student must try to resolve the issue with the campus staff member or instructor/ supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Program Director 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 School's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243 or via email to [ombudsman@ecacolleges.com](mailto: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 School will undertake.

**Step Five:** If the grievance cannot be resolved between the School and the student directly, the student may contact:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, Pennsylvania 17126-0333  
717.783.8228

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 on the [State Agencies](#) page.

Step Six: If the complaint has not been resolved by the Institution 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/gibill](http://www.benefits.va.gov/gibill).)

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.

## 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  
Concord, NH 03301-8531  
<http://www.nh.gov/postsecondary/complaints>

### **ALASKA**

Alaska Commission on Postsecondary  
Education  
P.O. Box 110505  
Juneau, AK 99811-0505  
[customer.service@alaska.gov](mailto:customer.service@alaska.gov)

### **NEW JERSEY**

New Jersey Commission on Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
[nj\\_che@che.state.nj.us](mailto: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](mailto:schoolapprovalunit@dol.state.nj.us)

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%20Rul  
es%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\_

[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  
b23fc959f37c44bb8e3caae612e0dba7/  
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/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/  
Proprietary\\_Schools/docs/PDFFiles/  
StdtdCompltForm.pdf](http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdtdCompltForm.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](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

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](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

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  
<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

431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
info@ibhe.org

Institutional Complaint Hotline: (217)  
557-7359

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/  
s/  
docs/file/forms/constituentrequestfor  
m.pdf](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

333 Market Street, 12<sup>th</sup> Floor  
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  
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](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](http://www.texasworkforce.org/careerschoolstudents)

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

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](mailto: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

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](mailto:communications@schev.edu)  
<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](mailto: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](mailto:workforce@wtb.wa.gov)  
[http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)

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  
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](mailto: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](mailto: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

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/ContactForm.aspx?subject=Consumer%20Protection>

<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>

#### **WISCONSIN**

Wisconsin Educational Approval Board

30 West Mifflin Street, 9th Floor

P.O. Box 8696

Madison, WI 53708

[eabmail@eab.state.wi.us](mailto: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

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>

## **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](mailto: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 Career Institute 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 Career Institute provides equal opportunity for qualified persons with disabilities. As appropriate, Brightwood Career Institute 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 Career Development Department 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.

## **Tutoring**

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

## **Summary of Delivery System**

Programs will be delivered in some combination of classroom, laboratory, externship/practicum, clinical, and digital instruction.

The Institution's online platform is located on the Internet at <https://portal.brightwood.edu>. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place. Every assignment and activity in a course has been planned, selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms
- Access to the 24-hour help desk

## Technology and Equipment Requirements for Digital Instruction

To enroll in a program with a digital instruction component, you must have access to a computer, tablet or smart phone with access to the internet as well as an email address and account, which will be issued to all students for use within their courses.

## Student Verification Policy

### I. Verification

A. Throughout the program, the Institution will verify that a student who completes digital sessions is the same student who participates in on-ground sessions for the course.

- Student attendance is recorded face-to-face during the on-ground portion of the program.
- Students are provided with a secure login and password for the student portal that must be changed every 180 days.
- Final exams and major tests are taken in a proctored environment at the campus.

B. There are no additional charges or fees associated with the verification of student identity.

### II. Privacy

(also see the *Intellectual Property Protection and Ownership* section in the campus catalog)

A. In order to protect the privacy of the student, the Institution uses a secure process for providing students with their student portal login credentials.

- A system-generated e-mail is sent to the student's personal e-mail account. This e-mail contains the student's private login credentials for the student portal.
- If no personal e-mail account exists for the student, the student portal account is provisioned by a member of the Admissions Department. Once the account is created, the Admissions Department provides the student with the login credentials. The student is then advised to change his or her password to ensure that the credentials are private.
- The student is advised to keep his or her login information in a secure place.

B. The only individuals who have access to the digital classroom are the students in the class, instructors, and academic administrators.

## 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
Computer Numerical Control Machinist	40:1	20:1
Electrical Technician	40:1	20:1
Heating, Ventilation, Air Conditioning and Refrigeration	40:1	20:1
Medical Assistant	40:1	20:1
Medical Billing and Coding	40:1	20:1
Occupational Therapy Assistant	40:1	20:1
Practical Nursing	40:1	20:1

The student-to-teacher ratio for the Nursing program is 10:1 for clinical classes.

### Hours of Operation

#### Business Offices

MON-THU.....8:00 a.m. to 7:00 p.m.

FRI.....8:00 a.m. to 5:00 p.m.

#### Classes

MON-THU.....8:00 a.m. to 5:00 p.m.

FRI.....8:00 a.m. to 3:30 p.m.

### Definition of an Academic Year

The academic year consists of a minimum of 30 weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits.

The academic year for the Practical Nursing diploma program, consists of a minimum of 40 weeks in which a full-time student is expected to complete at least 900 clock hours.

### 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 5 clock hours may include acceptable and documented student digital learning activities. 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 7.5 clock hours may include acceptable and documented student digital learning activities.
4. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direction 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

President's List - 4.00 CGPA

Dean's List - 3.50 to 3.99 CGPA

Career Compass Certified Professional - Per program requirements

Graduation and Term/Mod Awards

Perfect Attendance - 100%

Term/Mod Awards

President's List - 4.00 CGPA

Dean's List - 3.50 to 3.99 CGPA

## 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.

## 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 specialized associate's degree 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

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 Institution 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 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

- 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.

### 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	

- 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).
- 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 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 ( $1.5 \times 60$ ) 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-specialized degree students***

Non-specialized degree students may only remain in SAP Probation for one payment period (each academic module). A non-specialized 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-specialized 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.

***Specialized degree students***

Specialized degree students will be placed on SAP probation for one payment period (each academic term). If a specialized 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. Specialized 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. Specialized 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-specialized degree students***

Non-specialized degree students may only remain in extended enrollment for one payment period (each academic module). A non-specialized 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-specialized 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.

### ***Specialized degree students***

Specialized degree students will be placed on extended enrollment for one payment period (each academic term). If a specialized 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. Specialized 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. Specialized 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**

### **Financial Aid Services**

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 Institution's Student Finance Office to help each student and their family clearly understand their financial situation before entering into a contractual agreement. The Institution is approved for the following loans and grants:

#### **Loans**

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

#### **Grants**

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Pennsylvania Higher Education Assistance Agency Grant (PHEAA)
- Pennsylvania Target Industry Program (PATIP)

#### **Work**

- Federal Work Study Program

### **Scholarships**

The following scholarship is offered to high school seniors: \$1,000 Imagine America scholarships through individual Pennsylvania high schools.

Interested students should contact their high school counselors or the above organizations for application information and selection criteria. Scholarship applicants must successfully complete high school and begin their studies at the School no later than the fall class start of the year in which they graduated. Recipients may select the program of their choice from which the scholarship was received. Scholarship recipients must meet all entrance requirements to the Institution, must abide by all attendance and conduct rules at the School, and must complete their course of study in

consecutive terms (the Campus President may waive this requirement in special situations). Scholarship funds will be applied to tuition and will not be given directly to the student.

## **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>. Repayment 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.

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.

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.

## 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

### Computer Numerical Control Machinist

(720 Clock Hours \$)

Academic Year	1		Total
Term	1	2	
Academic Credit Hour	22.5	22.5	45
Tuition	\$4,745.00	\$4,745.00	\$9,490.00
Technology fee (post enrollment per initial enrollment)	\$250.00		\$250.00
Total	\$4,995.00	\$4,745.00	\$9,740.00
Total Cost per academic credit hour excluding technology fee	\$210.89	\$210.89	\$210.89
Total Cost per academic credit hour with technology fee	\$222.00	\$210.89	\$216.44

### Electrical Technician

(960 Clock Hours \$)

Academic Year	1			2	Total
Term	1	2	3	4	
Clock Hours	240	240	240	240	960
Financial Aid Weeks	12	12	12	12	48
Billing Weeks	12	12	12	12	48
Academic Weeks	12	12	12	12	48
Tuition	\$4,975.00	\$4,975.00	\$4,975.00	\$4,975.00	\$19,900.00
Technology fee (post enrollment per initial enrollment)	\$250.00				\$250.00
Total	\$5,225.00	\$4,975.00	\$4,975.00	\$4,975.00	\$20,150.00
Total Cost per clock hour excluding technology fee	\$20.73	\$20.73	\$20.73	\$20.73	\$20.73
Total Cost per clock hour with technology fee	\$21.77	\$20.73	\$20.73	\$20.73	\$20.99

### Heating, Ventilation, Air Conditioning and Refrigeration

(960 Clock Hours \$)

Academic Year	1			2	Total
Term	1	2	3	4	
Clock Hours	240	240	240	240	960
Financial Aid Weeks	12	12	12	12	48
Billing Weeks	12	12	12	12	48
Academic Weeks	12	12	12	12	48
Tuition	\$4,625.00	\$4,625.00	\$4,625.00	\$4,625.00	\$18,500.00
Technology fee (post enrollment per initial enrollment)	\$250.00				\$250.00
Total	\$4,875.00	\$4,625.00	\$4,625.00	\$4,625.00	\$18,750.00
Total Cost per clock hour excluding technology fee	\$19.27	\$19.27	\$19.27	\$19.27	\$19.27
Total Cost per clock hour with technology fee	\$20.31	\$19.27	\$19.27	\$19.27	\$19.27

**Medical Assistant**

(760 Clock Hours §)

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	21	18	12	51
Tuition	\$7,000.00	\$6,000.00	\$4,000.00	\$17,000.00
Technology fee (post enrollment per initial enrollment)	\$250.00			\$250.00
Total	\$7,250.00	\$6,000.00	\$4,000.00	\$17,250.00
Total Cost per academic credit hour excluding technology fee	\$333.33	\$333.33	\$333.33	\$333.33
Total Cost per academic credit hour with technology fee	\$345.24	\$333.33	\$333.33	\$338.24

**Medical Billing and Coding**

(760 Clock Hours §)

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	21	18	12	51
Tuition	\$6,176.47	\$5,294.12	\$3,529.41	\$15,000.00
Technology fee (post enrollment per initial enrollment)	\$250.00			\$250.00
Total	\$6,426.47	\$5,294.12	\$3,529.41	\$15,250.00
Total Cost per academic credit hour excluding technology fee	\$294.12	\$294.12	\$294.12	\$294.12
Total Cost per academic credit hour with technology fee	\$306.02	\$294.12	\$294.12	\$299.02

**Occupational Therapy Assistant**

(2069 Clock Hours §)

Academic Year	1			2			3		Total
Term	1	2	3	4	5	6	7	8	
Academic Credit Hour	17	19	18	20	16	10	9	9	118
Tuition	\$5,027.10	\$5,618.53	\$5,322.81	\$5,914.24	\$4,731.39	\$2,957.12	\$2,661.41	\$2,661.41	\$34,894.00
Technology fee (post enrollment per initial enrollment)	\$250.00								\$250.00
Total	\$5,277.10	\$5,618.53	\$5,322.81	\$5,914.24	\$4,731.39	\$2,957.12	\$2,661.41	\$2,661.41	\$35,144.00
Total Cost per academic credit hour excluding technology fee	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71
Total Cost per academic credit hour with technology fee	\$310.42	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71	\$295.71	\$297.83

## Practical Nursing

(1565 Clock Hours §)

Academic Year	1		2		Total
Payment Period	1	2	1	2	
Clock Hours	452.5	452.5	330	330	1565
Tuition	\$8,615.14	\$8,615.14	\$6,282.86	\$6,282.86	\$29,796.00
Technology fee (post enrollment per initial enrollment)	\$250.00				\$250.00
Total	\$8,865.14	\$8,615.14	\$6,282.86	\$6,282.86	\$30,046.00
Total Cost per Clock Hour excluding technology fee	\$19.04	\$19.04	\$19.04	\$19.04	\$19.04
Total Cost per Clock Hour with technology fee	\$19.59	\$19.04	\$19.04	\$19.04	\$19.20

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

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.

## Refund Policy

Effective October 29, 2018

## 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 and prior to starting school.
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 21<sup>st</sup> 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

### **Institutional Refund Policy**

All refunds due will be made within 30 days of the student's effective withdrawal date or cancellation. The last date of actual attendance is used in calculating any refund amount.

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Within the first week	75% Refund
After week 1 to 25% of the term	55% Refund
After 25% of the term to 50% of the term	30% Refund
After 50% of the term	No Refund

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**

A term is considered complete if you receive a letter grade (other than a "Z") 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.

## Specialized Associate's Degree Programs

### Occupational Therapy Assistant

#### Program Description

The Occupational Therapy Assistant program is designed to provide an in-depth study of the occupational therapy field. The School assumes primary responsibility for the academic and clinical components of this educational program and assures that the practice activities assigned to students in a clinical setting are appropriate to the program.

Duties of the Occupational Therapy Assistant graduate, under the supervision of an Occupational Therapist, may include teaching daily living skills, developing perceptual motor skills and sensory integrative functioning, developing play skills and prevocational and leisure capacities, using specifically designed crafts and exercises to enable functional performance, administering tests such as functional muscle and range of motion, and adapting environments for people with disabilities.

The length of the program is eight quarters over a period of 88 weeks. Prior to graduation, students are required to complete two 9.0-credit-hour fieldworks. Please refer to the Externship requirements contained within the Academic Information section of the catalog. Students must complete the program with 118 credit hours. Upon successful completion of the program, graduates will be awarded an Associate in Specialized Technology in Occupational Therapy Assistant.

This program is intended, among other things, to help eligible students prepare for the Occupational Therapy Assistant exam, sponsored by the National Board for Certification in Occupational Therapy (NBCOT). The campus pays the fee for the examination for the first attempt. Additional attempts are the responsibility of the student. Applications for the NBCOT examination are located online at [www.nbcot.org](http://www.nbcot.org). Detailed information regarding the examination is available in the Candidate Handbook. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). 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. The level of background check will vary according to state, licensure and employer requirements. Other employment requirements may include a valid driver's license, reliable transportation and physical ability to include lifting and transporting patients. Employers will require proof of CPR certification. Prior to fieldwork, graduates are required to complete a background check for the state. Information can be found at [www.dhs.state.pa.us](http://www.dhs.state.pa.us). Criminal background checks may take up to eight weeks to be processed.

In the state of Pennsylvania, occupational therapy assistants may not work without a temporary or permanent license. To apply for licensure, students must submit an application to the State Board of Occupational Therapy Education and Licensure. The application can be found at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy). In order to be eligible for the state licensure, applicants must be a graduate of an AOTA accredited school or a foreign equivalent school as determined by AOTA, and has passed the NBCOT examination.

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 that specified 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.

Occupational Therapy Assistant students must pass each core Occupational Therapy course with a minimum grade of C. A minimum grade of C- is required for all Fieldwork courses.

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.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/healthcare/occupational-therapy-assistants-and-aides.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

## Curriculum

### *CIS101 Introduction to Computers*

- Credits: 3.0 credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 30, Lab 30)

This course is designed to introduce students to concepts and the history of data processing within a business environment including computers and other related data-processing components. Topics covered in this course include computer fundamentals, hardware, software, data, data entry, information processing, microcomputer operation, the operating systems environments, CD-ROM/multimedia, GUIs, and software applications.

### *CM102 Composition I*

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

This course gives students the opportunity to develop writing skills by focusing on research, prewriting, drafting, revising, and editing. Emphasis is on developing the elements of form and style in writing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of ten hours of out-of-class work will be assigned per week.

### *CM206 Interpersonal Communication*

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

This course gives students the opportunity to become more effective communicators in their personal and professional interpersonal relationships. Emphasis is placed on surveying interpersonal communications in varying contexts, including personal, social, professional, and cultural dimensions. Topics include the communication process, the influence of perception on communication, verbal and nonverbal elements of interaction, listening, the communication of emotions, and effective communication strategies. 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.

#### *CM220 Composition II*

- Credits: 5 quarter credit hours
- Prerequisites: CM102
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course focuses on the development of critical thinking skills presented in written short and long response and research papers. Methods of research documentation are emphasized. 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.

#### *CS123 Professionalism & Financial Literacy*

- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

This course will emphasize the importance of professionalism to the student. Students will be encouraged to commit to the life-long process of career development and financial literacy. Emphasis is placed on seven areas identified as crucial to career development and professionalism: Building a Network, Dress for Success, Creating an Elevator Speech, Portfolio Development, Preparing for the interview, Resumé Building, and Positive Social Media Presence. Students will identify financial needs and options while creating a personal plan to successfully budget and transition into the sector of gainfully employed professionals. A minimum of 2 hours of out-of-class work will be assigned per week.

#### *CSP210+ Career Development Strategies*

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 39 contact hours (Lecture 39, Lab 0)

This course introduces the student to the life-long process of career development. Emphasis is placed on exploring possible professions and making sound career choices. Self-assessment activities teach the students to identify their current qualifications and preferences for a profession and set goals to fill gaps that may exist. Students prepare a portfolio that contains job-search documents used to research companies, apply for jobs that match their qualifications, and track their progress toward educational and career goals. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seven hours and forty-five minutes of out-of-class work will be assigned per week.

#### *MM103 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.

#### *OT110 Anatomy and Physiology I*

- Credits: 3.0 credit hours
- Prerequisites: None

- Course Hours: 60 contact hours (Lecture 45, Lab 15)

This course is a comprehensive study of human anatomy and physiology to be understood by the occupational therapy assistant. This course provides a solid foundation for understanding the structure and function of the human body, focusing on the skeletal system and introducing the muscular system.

#### *OT111 Fundamentals of Occupational Therapy*

- Credits: 4.0 credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60)

This introductory course to the Occupational Therapy Assistant program provides students with a base for current occupational therapy practice including the historical background of the profession, philosophy, ethics, occupational therapy process, role delineation, and communication related to occupational therapy.

#### *OT112 Introduction to Therapeutic Activities*

- Credits: 3.0 credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 30, Lab 30)

This course is designed to introduce students to the purpose and process of activity analysis. Students develop analysis skills, adapt and grade activities, and are taught OT terminology. Laboratory portions of this course are designed to provide students with hands-on opportunities to learn and practice specific skills.

#### *OT121 Principles of Occupational Therapy with Children*

- Credits: 4.0 credit hours
- Prerequisites: OT110, OT111, OT112
- Course Hours: 60 contact hours (Lecture 60)

This course gives students a basic understanding of theory and practice for children from birth through adolescence. Focus is on occupational therapy concepts to facilitate learning of developmental stages for all children; promotion of quality care for children with disabilities and/or dysfunction; stages of occupational therapy practice including screening, evaluation, and treatment; practice settings; developmental principles and theories; acquired or congenital dysfunction; strategies for working with others including parents and teachers; and clinical reasoning to enable students to make appropriate treatment plans and interventions after the evaluation process is completed.

#### *OT122 Pediatric Therapeutic Activities*

- Credits: 3.0 credit hours
- Prerequisites: OT110, OT111, OT112
- Course Hours: 60 contact hours (Lecture 30, Lab 30)

This course focuses on activity analysis and adaptation of a variety of media applicable to the pediatric population. Appropriate utilization and adaptation of games and appropriate crafts suited to this population are discussed. Sensory integration, positioning, ball therapy, and ADLs appropriate for the pediatric client also will be discussed.

#### *OT210 Anatomy and Physiology II*

- Credits: 3.0 credit hours
- Prerequisites: OT110, OT111, OT112
- Course Hours: 60 contact hours (Lecture 45, Lab 15)

This course is a continuation of the comprehensive study of human anatomy and physiology to be understood by the occupational therapy assistant. This course provides a solid foundation for understanding the structure and function of the human body, focusing on the nervous system and muscular system. Functional kinesiology will be taught and applied to the musculoskeletal system.

#### *OT211 Principles of Occupational Therapy with Physical Disabilities*

- Credits: 4.0 credit hours

- Prerequisites: OT121, OT122, OT210
- Course Hours: 60 contact hours (Lecture 60)

This course prepares students for practice with adults with physical dysfunction. It also provides instruction in the pathology of dysfunction and the applicable treatment principles and methods specific to the dysfunction.

#### *OT212 Therapeutic Activities for the Physically Disabled*

- Credits: 3.0 credit hours
- Prerequisites: OT121, OT122, OT210
- Course Hours: 60 contact hours (Lecture 30, Lab 30)

This course advances students' skill in activity analysis and adaptation during daily living self-care tasks and home-management tasks. Adaptive equipment options and environmental modifications are explored in order to assist the physically disabled.

#### *OT213 Treatment Foundations and Evaluation Methods*

- Credits: 3.0 credit hours
- Prerequisites: OT121, OT122, OT210
- Course Hours: 60 contact hours (Lecture 30, Lab 30)

This course highlights foundations for treatment, including frames of reference for practice, treatment planning, and evaluation procedures commonly used with the physically disabled. Instruction and application of techniques will take place in the laboratory.

#### *OT214 Fieldwork I - Physical Disabilities*

- Credits: 1.0 credit hour
- Prerequisites: OT211, OT212, OT213
- Course Hours: 40 contact hours

This course is designed to expose the Occupational Therapy Assistant students to direct observation and select participation in patient treatment activities within a supervised physical disabilities setting.

#### *OT220 Fieldwork I - Psychosocial Disabilities*

- Credits: 1.0 credit hour
- Prerequisites: OT221, OT222, OT223
- Course Hours: 40 contact hours

This course is designed to expose the Occupational Therapy Assistant students to direct observation and select participation in patient treatment activities within a supervised psychosocial/geriatric setting.

#### *OT221 Principles of Occupational Therapy with Psychosocial Dysfunction*

- Credits: 4.0 credit hours
- Prerequisites: OT211, OT212, OT213
- Course Hours: 60 contact hours (Lecture 60)

This course exposes students to the most commonly seen psychological disorders in the occupational therapy clinic. Examination of how each dysfunction affects psychological factors and occupational performances will take place. Medications, therapeutic use of self, and theories utilized with this population also will be discussed.

#### *OT222 Psychosocial Therapeutic Activities*

- Credits: 3.0 credit hours
- Prerequisites: OT211, OT212, OT213
- Course Hours: 60 contact hours (Lecture 30, Lab 30)

This course advances skill in activity analysis, critical thinking, and problem solving related to craft media commonly used with the psychiatric population. The course also addresses appropriate skills needed for independent functioning in the community and common assessment tools utilized with this population.

### *OT223 Group Dynamics*

- Credits: 4.0 credit hours
- Prerequisites: OT211, OT212, OT213
- Course Hours: 60 contact hours (Lecture 60)

This course is designed to be both a theoretical and experiential approach to the study of groups. Students lead and co-lead groups to ensure understanding of group processes and dynamics.

### *OT231 Principles of Occupational Therapy with Mature Adults*

- Credits: 4.0 credit hours
- Prerequisites: OT221, OT222, OT223
- Course Hours: 60 contact hours (Lecture 60)

This course offers a basic understanding of theory and practice for the mature adult. Focus is on the various diagnoses common for this population including the pathology of dysfunction, applicable treatment principles, and methods specific to the dysfunction.

### *OT232 Therapeutic Activities for the Mature Adult*

- Credits: 3.0 credit hours
- Prerequisites: OT221, OT222, OT223
- Course Hours: 60 contact hours (Lecture 30, Lab 30)

This course is designed to maximize the clinical reasoning of students in occupational therapy practice with the elderly population through selection and application of appropriate assessment and intervention techniques.

### *OT233 Ethics and Management in Occupational Therapy*

- Credits: 4.0 credit hours
- Prerequisites: OT221, OT222, OT223
- Course Hours: 60 contact hours (Lecture 60)

This course is designed to provide students with an organized view of the practice field of occupational therapy. Knowledge and skills essential for ethical and clinical decision making are discussed and role-played. In addition, professional roles and responsibilities and administrative tasks will also be presented.

### *OT310 Fieldwork II*

- Credits: 9.0 credit hours
- Prerequisites: OT214, OT220, and all other didactic coursework
- Course Hours: 270 contact hours

This course is designed to be a continuation and expansion of competencies previously met in Fieldwork I. In addition, students will be exposed to gradually increasing responsibilities, in-depth experiences, and increased exposure to developing treatment programs and methods. Level II Fieldwork must be completed within 18 months of completing the didactic portion of the OTA program.

### *OT311 Fieldwork II*

- Credits: 9.0 credit hours
- Prerequisites: OT214, OT220, and all other didactic coursework
- Course Hours: 270 contact hours

These courses are designed to be a continuation and expansion of competencies previously met in Fieldwork I. In addition, students will be exposed to gradually increasing responsibilities, in-depth experiences, and increased exposure to developing treatment programs and methods. Level II Fieldwork must be completed within 18 months of completing the didactic portion of the OTA program.

### *PSY201 Abnormal Human Behavior*

- Credits: 4.0 credit hours
- Prerequisites: SS124
- Course Hours: 60 contact hours (Lecture 60)

This course represents an introduction to the study of abnormal and social disorders of the mind. The course uses an operational approach to understanding intelligence, anxiety-based disorders, and other personality disorders, along with their treatment and background.

### *PSY202 Human Growth and Development*

- Credits: 4.0 credit hours
- Prerequisites: SS124
- Course Hours: 60 contact hours (Lecture 60)

This course is designed to acquaint students with the many aspects of human behavior. Students are introduced to the life span beginning with basic theories from prenatal to adulthood.

### *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.

### *SS144 Sociology*

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

This course is designed to introduce students to sociology, the scientific study of societies and groups, as well as the social context of human behavior. Students are expected to examine core sociological concepts and research strategies, along with topics such as socialization; crime and deviance; social class; and the stratification of wealth, race, gender, and age in a global context. Other areas of study include family, religion, education, economy, health care, and government. By the end of this class, students are expected to have a solid understanding of how their own lives are shaped by the larger society around them and the influence society has on people's attitudes and behaviors. 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.

NOTE: The following courses above are General Education courses

- CM102
- CM206
- CM220
- MM103
- SS124
- SS144

## Diploma Programs

### Computer Numerical Control Machinist

#### Program Description

The objective of the Computer Numerical Control Machinist program is to prepare students to pursue an entry-level position in computer numerical control manufacturing, mold making, die making, or general machinist positions. Educational emphasis is placed on use of precision-measuring tools, mathematics related to manufacturing, print reading as used in industry, computer numerical control turning, computer numerical control milling, and setup and operation of lathes and milling machines. Skill development and practical applications are stressed during the entire study program.

The length of the program is 720 contact hours over a 26 week period. All students must complete the program with 45.0 quarter credit hours. Upon successful completion of the program, graduates will be awarded a Diploma.

Graduates may be qualified to work as a computer numerical control machinist or a general machinist, or in positions related to quality control of machined products. 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.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

#### Curriculum

##### *NCB101 Introduction to Milling*

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

In this module, students are taught the fundamental operation of the vertical milling machine. Topics include the basic parts of a vertical milling machine, safety, selection of cutting tools for drilling, reaming, counterboring, countersinking, and tapping of holes along with various work holding methods. Students have the opportunity to perform operations including milling, drilling, counterboring, countersinking, reaming and tapping to print specifications on a vertical milling machine. A minimum of five hours of out-of-class work will be required per week.

##### *NCG120 Intermediate Skills for Mechanical Trades*

- Credits: 5.0 quarter credit hours
- Prerequisites: NCW101, NCK101, NCB101
- Course Hours: 80 (Lecture 80)

This course focuses on the basic concepts of sectional view drawings, dimensioning and tolerancing used on industrial drawings, the use of equations, ratios and proportions to solve shop math problems, and the principles of plane geometry and right-angle trigonometry. Major topics include various types of sectional view drawings, section lines or hatching, cutting plane lines, detail drawings, print reading terminology related to geometric dimensioning and tolerancing, solution of equations using principles of equality, application of ratios, direct and inverse proportions to determine tapers and gear ratios, and the principles of plane geometry and right-angle trigonometry. A minimum of five hours of out-of-class work will be required per week.

##### *NCK101 Introduction to Turning*

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

This course focuses on the use of precision measuring tools, engine lathe operation and the machining of precision diameters and lengths on engine lathes. Major topics include the use of precision measuring tools including micrometers, calipers, dial indicators, the basic components of an engine lathe, cutting tools selection, calculation of speeds, the procedure required to safely turn diameters, machine grooves, and perform external threading operations on an engine lathe. Upon successful completion of the course, students will be able to set machine diameters and lengths on an engine lathe to print specifications. A minimum of five hours of out-of-class work will be required per week.

#### *NCM130 G- and M- Code Milling II*

- Credits: 2.5 quarter credit hours
- Prerequisites: NCG120, NCO120
- Course Hours: 40 contact hours (Lecture 5, Lab 35)

This course focuses on G- and M- Code milling processes. Major topics include letter address variables, and break down of basic G- and M- Code commands for linear and circular milling. Upon successful completion of the course, students will be able to write programs for selected milling operations on a CNC mill. A minimum of five hours of out-of-class work will be required per week.

#### *NCN150 Conversational Milling*

- Credits: 5.0 quarter credit hours
- Prerequisites: NCR130, NCM130
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

This course focuses on the operation and programming of a CNC milling machine using a conversational format controller. Major topics include programming drilled holes, circular, linear, pocketing, and face milling operations, repetitive operations, and tool changes. Upon successful completion of the course, students will be able to write programs for selected milling operations for a CNC mill. A minimum of five hours of out-of-class work will be required per week.

#### *NCO120 G- and M- Code Milling I*

- Credits: 2.5 quarter credit hours
- Prerequisites: NCW101, NCK101, and NCB101
- Course Hours: 40 contact hours (Lecture 15, Lab 25)

This course focuses on the components, operations performed, and programming of a CNC milling machine. Major topics include the basic components of a CNC milling machine, the Cartesian coordinate system, interactive simulation milling, canned cycles and subroutines. Upon successful completion of the course, students will be able to understand the fundamentals and vocabulary of CNC milling. A minimum of five hours of out-of-class work will be required per week.

#### *NCP150 Advanced Skills for Mechanical Trades*

- Credits: 5.0 quarter credit hours
- Prerequisites: NCR130, NCM130
- Course Hours: 80 contact hours (Lecture 60, Lab 20)

This course focuses on the use of CAD/CAM to aid in the manufacturing of parts on CNC machines, programming a CNC lathe using menus for turning of profiles, tapers, radii, grooves, threading, and CNC milling. Major topics include the concept of CAD/CAM, advantages of CAD/CAM, and CAD/CAM software, advanced procedures required for turning, and advanced procedures for milling. Students have the opportunity to discuss the concept of CAD/CAM, describe the advantages of CAD/CAM, perform procedures including hole machining operations, circular and linear milling, pocketing, face milling, and tool changes on a CNC milling machine. A minimum of five hours of out-of-class work will be required per week.

#### *NCR130 G- and M- Code Turning I*

- Credits: 5.0 quarter credit hours
- Prerequisites: NCG120, NCO120
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

This course focuses on the components, operations performed, and programming of a CNC lathe. Major topics include an

introduction to the basic components of a CNC lathe, the Cartesian coordinate system, the use of interactive simulation software, and letter address variables with a breakdown of basic G- and M- Code commands for turning operations. Programming techniques include the turning of straight diameters, tapers, and radii, grooving and threading operations, canned and repetitive cycles. Students have the opportunity to write programs for selected turning operations for a CNC lathe. A minimum of five hours of out-of-class work will be required per week.

#### *NCW101 Introduction to Mechanical Trades*

- Credits: 5.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 45, Lab 35)

This course focuses on the reading of industrial drawings based on ANSI standards, the use of common and decimal fractions found on industrial drawings, how digital readouts assist with machining calculations, and improving the marketability of graduating students. Major topics include basic line types, orthographic projection, dimensioning and tolerancing techniques used on industrial drawings, practical math skills for CNC technicians, the major components of a digital readout, setting datums, and abs/inc units of dimensioning. This module is also designed to develop professional skills and proactive career management through writing and typing resumes, interviewing skills, and procedures for following up on a job interview. Upon successful completion of the course, students will be able to interpret industrial drawings based on ANSI standards, use a scientific calculator to solve basic math shop math problems related to industrial drawings, use digital readouts to assist with measurements, create a resume, and present themselves properly for a job interview. A minimum of five hours of out-of-class work will be required per week.

#### *NCY150 G- and M- Code Turning II*

- Credits: 5.0 quarter credit hours
- Prerequisites: NCR130, NCM130
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

This course focuses on the operation and programming of a CNC lathe using menus for turning of profiles, tapers, radii, grooves, and threading. Major topics include the use of menus to step turn, profile, groove, thread, turn tapers, and radii, and compile data into a CNC formatted program. Students have the opportunity to write programs for selected turning operations for a CNC lathe. A minimum of five hours of out-of-class work will be required per week.

## Electrical Technician

### Program Description

The objective of the Electrical Technician Diploma program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position as an electrical technician. The program concentrates on helping students acquire knowledge and develop skills in the fundamentals of electricity and its practical applications. The program instructs students in direct current and alternating current circuitry, as well as residential and commercial wiring. In addition, this program addresses topics such as transformers and lighting installations. Instruction in the National Electrical Code's requirements, OSHA regulations, NFPA 70E for safe electrical system installations is included throughout the program. Duties for graduates may include assisting electricians with residential and commercial electrical services and the installation, servicing, and troubleshooting of electrical equipment and supply. Competence in the field also requires that an electrical technician display professionalism, communicate effectively, and demonstrate competency in residential and commercial electrical services. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in provider level CPR while in class.

Students enroll in this program to seek post-graduation employment in positions typically including entry-level employment as electrical technicians with various companies associated with electrical work, including commercial and residential building construction, construction equipment and supply, and residential field services and installation. Additionally, graduates may serve as entry-level electrical technicians on new construction projects, additions for restoration or remodeling sites, or within commercial maintenance.

The Electrical Technician program is 960 contact hours over a period of 48 weeks. All students must complete the program

with 71.5 quarter credits hours. Upon successful completion of the program, graduates will be awarded an Electrical Technician Diploma.

There are no programmatic certifications offered for the Electrical Technician program. The state of Pennsylvania has no requirements related to the registration, certification or licensure of contractors (or their employees) that are engaged in the construction industry. Some of Pennsylvania's municipalities have established local licensure or certification requirements for contractors or construction trades people. Typically, these requirements pertain to home improvement contractors and electrical contractors (or electricians). This information can only be obtained by contacting the municipality where construction work will occur. For the city of Pittsburgh, you are required to obtain an Electrical Contractor license. Information regarding these requirements can be found at <http://pittsburghpa.gov/pli/licenses/trades/electrical>. Although not required for entry-level employment, some students plan to continue their career and become an electrical contractor. Pennsylvania state rules for acquiring an electrical contractor license include training in electrical wiring and two years minimum of work experience. The city of Pittsburgh has five levels: standard master electrician, master electrician, journeyman, maintenance electrician and residential electrician. There are specific requirements for each level. Additional information can be obtained at <http://pittsburghpa.gov/pli>. The licensure process includes an examination by the International Code Council.

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 for 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.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/Installation-Maintenance-and-Repair/Electrical-and-electronics-installers-and-repairers.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

## Curriculum

### *ETA150 Distribution Equipment, Transformers, and Estimating*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of distribution equipment, distribution transformers, specialty transformers, and their use. Topics include distribution equipment; transformer types, construction, connections, protection, and grounding; and various specialty transformers and their applications. In addition, arc flash protection and the process of developing a cost-of-work estimate are explored. 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 five hours of out-of-class work will be assigned per week.

### *ETB130 Electrical Concepts*

- Credits: 6.0 quarter credit hours
- Prerequisites: TRW105, TRK105
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, Electrical Concepts covers fundamental theory, and knowledge and skills applicable to the electrical trades. Several topic areas are explored, including an introduction to the Electrical Trade, an introduction to the National Electrical

Code (NEC), alternating current, electrical conductors and cables, conduit bending by hand, and using power tools. This course is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

#### *ETG150 Residential and Commercial Wiring*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

The Residential and Commercial Wiring module covers the procedures and methods used in residential and commercial wiring installations. Related topics in this module include switches, sizing the electrical service, installing the service entrance, branch circuit layouts, and conductor terminations. This module is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

#### *ETM150 Motor Theory and Applications*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETG150, ETP150, ETO150, ETN 150, ETA150
- Course Hours: 80 (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of electric motors and their uses, as well as electrical theory and applications behind motor installation and maintenance. Topics include terminology of the trade; theory and application of motors; single- and multi-motor calculations; and cleaning, operation, testing, maintenance, and troubleshooting of motors. 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 five hours of out-of-class work will be assigned per week.

#### *ETN150 Electric Services and Overcurrent Protection*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module focuses on the installation of electric services encountered in various residential and commercial applications, as well as load calculations for feeders and services in residential and commercial applications. Single- and three-phase connections are covered, including NEC requirements and installation of related equipment and devices. Overcurrent protection is explored in depth. This module is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

#### *ETO150 Grounding, Circuit Breakers, and Branch Circuits*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module covers branch circuit calculations and related concepts pertaining to this portion of an electrical system. Branch circuit load calculations are covered in depth, as well as conductor selections and calculations. Additional topics include circuit breakers and fuses, grounding, and NEC requirements. This module is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

#### *ETP150 Lighting Applications and Electronic Theory*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of lighting and its uses. Topics include characteristics of lighting and the human eye; handling and installation of lamps and lighting fixtures; types of lighting, ballasts, and controls; and related wiring devices. Additional topics include basic electronic theory and components as they relate to regulating and controlling various power characteristics, including current, voltage, and frequency. This module is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

#### *ETR180 Control Systems*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETG150, ETP150, ETO150, ETN150, ETA150
- Course Hours: 80 (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of control systems and their uses. Topics include the operating principles of contactors and relays, selecting sizing, installing motor controllers, advanced motor controls, and HVAC systems and controls. 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 five hours of out-of-class work will be assigned per week.

#### *ETT180 Hazardous Locations, Emergency Systems, and PLCs*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETG150, ETP150, ETO150, ETN150, ETA150
- Course Hours: 80 (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of the requirements for the safe application of electrical systems in hazardous locations, emergency systems, and specialty electrical systems, including standby, emergency, and fire alarm systems. In addition, students explore the hardware and software components of programmable logic controllers, including techniques for wiring and installation. 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 five hours of out-of-class work will be assigned per week.

#### *ETY130 Raceway Systems*

- Credits: 6.0 quarter credit hours
- Prerequisites: TRW105, TRK105
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module focuses on the theory and practice used in the installation of electrical raceways, boxes, fittings, and cable tray systems in various residential, commercial, and industrial settings. Conductor installations, conductor fill capacities as described by NEC limits, and electrical blueprint reading are also covered. This module is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

### *TRK105 Electricity for Trades*

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 42, Lab 38)

This module focuses upon basic electricity, electrical safety, and electrical power systems. Topics include conductors and insulators, voltage, current, resistance, direct current, parallel and series circuits, and electrical power. In addition, students explore the study skills and strategies that maximize their learning and retention of knowledge as they progress through their chosen programs of study. This module is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

### *TRW105 Introduction to Trades*

- Credits: 6.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 48, Lab 32)

This module provides students with an opportunity to gain an understanding of basic building construction; blueprint reading; tools; device boxes; safety procedures; OSHA standards and regulations; and mathematics emphasizing units of measure, temperature, and conversion used by technicians in the building trade professions. In addition, students explore the communication skills and strategies that are needed by professionals in the building trades. This module is also designed to cover other topics, including American Heart Association Heartsaver CPR/AED/First Aid skills, professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

## Heating, Ventilation, Air Conditioning and Refrigeration

### Program Description

The objective of the Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position as an HVAC/R technician. The program concentrates on helping students acquire knowledge and develop skills in installation, servicing, and troubleshooting of various heating, air conditioning, and refrigeration systems. Duties for graduates of this program may include the installation, servicing, and troubleshooting of various heating, air conditioning, and refrigeration systems. In addition, this program addresses topics including safety, OSHA regulations, cardiopulmonary resuscitation, automatic external defibrillator, and first aid skills. Competence in the field also requires that an HVAC/R Technician display professionalism, communicate effectively, and demonstrate competency in Heating, Ventilation, and Air Conditioning/Refrigeration. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in provider-level CPR while in class.

Students enroll in this program to seek post-graduation employment in positions typically providing repair services in heating, ventilation, air conditioning, and refrigeration.

The Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) program is 960 contact hours over a period of 48 weeks. All students must complete the program with 68 quarter credit hours. Upon successful completion of the program, graduates will be awarded a Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) Diploma.

Students are prepared to complete the EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration. The certification is offered through [www.escoinst.com](http://www.escoinst.com). This examination is completed prior to graduation and the fee for the first attempt is paid by the School. 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.

There is no uniform licensing or certifying body with respect to HVAC technicians. The state of Pennsylvania does not currently offer HVAC licenses. Although not required for entry-level employment, to become an HVAC contractor, the state of Pennsylvania requires that you have four years of work experience. Contractors in the city of Pittsburgh are required to have a license. Additional information can be obtained at [http://www.city.pittsburgh.pa.us/BBI/html/hvac\\_contractor\\_license.html](http://www.city.pittsburgh.pa.us/BBI/html/hvac_contractor_license.html). The licensure process includes an examination by the International Code Council.

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.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/Installation-Maintenance-and-Repair/Heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

## Curriculum

### *HVA150 Hydronic and Electric Heating Systems*

- Credits: 6.0 quarter credit hours
- Prerequisites: HVO135, HVR135, HVG135, HVN135
- Course Hours: 80 (Lecture 40, Lab 40)

The Hydronic and Electric Heating Systems module provides students with an opportunity to gain an understanding of the use of safety practices as well as the installation and troubleshooting of basic heating systems. Topics include terminology of the profession, preventive maintenance, and troubleshooting hydronic heating systems, electric heat, and boilers. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *HVB101 Fundamentals of Refrigeration*

- Credits: 6.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 (Lecture 40, Lab 40)

The Fundamentals of Refrigeration module provides students with an opportunity to gain an understanding of the major tools and equipment of refrigeration for the HVAC/R technician and instructs students in their use. Topics include principles of matter; thermodynamics; gas laws; the refrigeration cycle; refrigerants; and use of the major tubing, piping, refrigerant servicing, testing equipment, and refrigeration components for the HVAC/R technician. Professional development is 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 five hours of out-of-class work will be assigned per week.

#### *HVG135 Controls*

- Credits: 5.5 quarter credit hours
- Prerequisites: TRW105, TRK105, HVB101
- Course Hours: 80 contact hours (Lecture 36, Lab 44)

The Controls module provides students with an opportunity to gain an understanding of control systems and major tools and equipment for the HVAC/R technician, and instructs students in their use. Topics include terminology of the profession; contactors, relays, overloads, thermostats, pressure switches, and other electric control devices; heating control devices; troubleshooting electric control devices; air conditioning control systems; and control systems circuitry. Professional development is 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 five hours of out-of-class work will be assigned per week.

#### *HVM150 Commercial Refrigeration*

- Credits: 6.0 quarter credit hours
- Prerequisites: HVG135, HVR135, HVO135, HVN135
- Course Hours: 80 (Lecture 40, Lab 40)

The Commercial Refrigeration module provides students with an opportunity to gain an understanding of safety and teaches students to troubleshoot basic commercial refrigeration systems used in industry. Topics include application of commercial refrigeration systems, troubleshooting, typical operating conditions for commercial refrigeration, and professional development. Hands-on laboratory work provides practical experience so students can troubleshoot mechanical and control malfunctions as they relate to the operation of commercial refrigeration systems. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *HVN135 Air Distribution Systems*

- Credits: 5.5 quarter credit hours
- Prerequisites: TRW105, TRK105, HVB101
- Course Hours: 80 (Lecture 43, Lab 37)

The Air Distribution Systems module provides students with an opportunity to gain an understanding of the basic requirements of central air conditioning equipment operation. Topics include basic psychrometrics' (air properties), indoor air quality and air distribution, ductwork, refrigeration load calculations, and construction, and blueprints for an indoor air system. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *HVO135 Refrigeration Systems*

- Credits: 5.5 quarter credit hours
- Prerequisites: TRW105, TRK105, HVB101
- Course Hours: 80 (Lecture 30, Lab 50)

The Refrigeration Systems module provides students with an opportunity to gain an understanding of the major tubing, piping, and refrigeration components for the HVAC/R technician and instructs students in their use. Topics include terminology of the profession; tubing and piping; system evacuation; refrigerant and oil management-recovery, recycling, reclaiming, and retrofitting; system charging; EPA Certification; and EPA 608 Refrigerant 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 five hours of out-of-class work will be assigned per week.

#### *HVP150 Gas and Oil Heating Systems*

- Credits: 6.0 quarter credit hours
- Prerequisites: HVG135, HVR135, HVO135, HVN135
- Course Hours: 80 (Lecture 40, Lab 40)

The Gas and Oil Heating Systems module provides students with an opportunity to gain an understanding of the use of safety practices as well as the installation and troubleshooting of basic heating systems. Topics include terminology of the profession, basic installation, operation, troubleshooting techniques and tools, the efficiency and operating costs of different fuels, and sketching basic wiring diagrams of gas furnaces. Professional development 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 five hours of out-of-class work will be assigned per week.

#### *HVR135 Electrical Diagrams and Motors*

- Credits: 5.5 quarter credit hours
- Prerequisites: TRK105, TRW105, HVB101
- Course Hours: 80 (Lecture 35, Lab 45)

The Electrical Diagrams and Motors module provides students with an opportunity to gain an understanding of the major components, diagrams, electrical circuits, and graphs for the HVAC/R technician and instructs students in their use. Topics include terminology of the profession; components, symbols, and circuits for air conditioning; wiring diagrams; and reading schematics and diagrams. Electric motors and their components, and professional development are also explored. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *HVT155 Commercial Systems*

- Credits: 5.5 quarter credit hours
- Prerequisites: HVG135, HVR135, HVO135, HVN135
- Course Hours: 80 (Lecture 41, Lab 39)

The Commercial Systems module explores special topics in commercial refrigeration. Topics include special refrigeration system components, application of refrigeration systems, special refrigeration applications, troubleshooting, and typical operating conditions for commercial refrigeration. Employment skills 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 five hours of out-of-class work will be assigned per week.

#### *HVY155 Air Conditioning Systems*

- Credits: 5.0 quarter credit hours
- Prerequisites: HVG135, HVR135, HVO135, HVN135
- Course Hours: 80 (Lecture 28, Lab 52)

The Air Conditioning Systems module provides students with an opportunity to gain an understanding of central air conditioning equipment installation, operation, service, maintenance, troubleshooting, and repair. Topics include basic troubleshooting techniques using wiring diagrams and electrical controls, installation procedures, and service and maintenance. The course also covers heat pump systems, packaged air systems, and professional development. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *TRK105 Electricity for Trades*

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 42, Lab 38)

This module focuses upon basic electricity, electrical safety, and electrical power systems. Topics include conductors and insulators, voltage, current, resistance, direct current, parallel and series circuits, and electrical power. In addition, students explore the study skills and strategies that maximize their learning and retention of knowledge as they progress through their chosen programs of study. This module is also designed to develop professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

### *TRW105 Introduction to Trades*

- Credits: 6.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 48, Lab 32)

This module provides students with an opportunity to gain an understanding of basic building construction; blueprint reading; tools; device boxes; safety procedures; OSHA standards and regulations; and mathematics emphasizing units of measure, temperature, and conversion used by technicians in the building trade professions. In addition, students explore the communication skills and strategies that are needed by professionals in the building trades. This module is also designed to cover other topics, including American Heart Association Heartsaver CPR/AED/First Aid skills, professional skills and proactive career management. 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 five hours of out-of-class work will be assigned per week.

## Medical Assistant

### Program Description

The objective of the Diploma in Medical Assistant program is to provide students with the knowledge, technical skills, and work habits 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. Instruction occurs in some combination of classroom, laboratory, practicum, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course ([www.heart.org](http://www.heart.org)). Students must earn CPR certification to pass the introductory module.

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 760 contact hours over a period of 36 weeks. The program will include 550 hours of on-ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with 51 quarter credit hours. Prior to graduation, students are required to complete a practicum for a total of 200 contact hours. The practicum is an uncompensated experience. Please refer to the Practicum, Externship, or Clinical 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 an optional certification exam offered by an external certifying agency nor their 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.

The state of Pennsylvania does not regulate the Medical Assistant profession. Licensure is not required for employment. 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.

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. The practicum experience required in this program must be completed without compensation.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/healthcare/medical-assistants.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

## Curriculum

### *AH101 Fundamentals of Allied Health*

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

### *AH102 Introduction to Allied Health Careers*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

### *CS101 Academic Strategies*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

#### *CS102 Academic Skills*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

#### *MAB155 Medical Front Office*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Medical Front Office module focuses on the front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students have the opportunity to obtain skills in performing insurance coding for proper application to insurance billing systems. Students gain an awareness of administering an office reception area and preparing the office for the business day. Students also have the opportunity to gain an understanding of office emergencies and how to handle them. This module is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

#### *MAG155 Musculoskeletal, Digestive, and Respiratory*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Musculoskeletal, Digestive, and Respiratory module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

#### *MAP155 Nervous, Sensory, and Endocrine*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Nervous, Sensory, and Endocrine module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students have the opportunity to gain competency in a variety of clinical and laboratory procedures. This module is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

#### *MAR155 Circulatory, Immune, and Lymphatic*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Circulatory, Immune, and Lymphatic module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In this module, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECG or EKG) diagnostic test. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

#### *MAX156 Medical Assistant Practicum I*

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100)

The Medical Assistant Practicum I module is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *MAX157 Medical Assistant Practicum II*

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100)

The Medical Assistant Practicum II module is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *MAY155 Integumentary, Urinary, and Reproductive*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Integumentary, Urinary, and Reproductive module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students are given the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are given the opportunity to gain competency in a variety of clinical and laboratory procedures, including urinalysis. This module is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

## Medical Billing and Coding\*

### Program Description

The objective of the Medical Billing and Coding Specialist Diploma program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical billing and coding specialist field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in transforming information from medical records documentation into numeric codes for optimal reimbursement and bills for various insurance plans. Duties for graduates of this program may include accounting, preparing and filing insurance claim forms, Medicare and Medicaid billing, reimbursements, collections, coding procedures, benefits, coverage, and limitations. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course ([www.heart.org](http://www.heart.org)). Students must earn CPR certification to pass the introductory module.

Students enroll in this program to seek post-graduation employment in positions typically including insurance billing specialist, reimbursement specialist, and patient accounts representative.

The Medical Billing and Coding Specialist program is 760 contact hours over a period of 36 weeks. The program will include 550 hours of instruction on ground and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with 51 quarter credit hours. Prior to graduation, students are required to complete two externships for a total of 200 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Billing and Coding Specialist Diploma.

The Institution cannot guarantee a student's an optional certification exam offered by an external certifying agency nor their 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. Externship/Practicum sites may themselves require a criminal background check or medical examination. 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.

The state of Pennsylvania does not regulate the Medical Billing and Coding profession. Licensure is not required for employment. 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.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

\*Brightwood Career Institute is not accepting new enrollments into this program.

# Curriculum

## *AH101 Fundamentals of Allied Health*

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

## *AH102 Introduction to Allied Health Careers*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

## *AHP155 Health Information Management*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught health information management from both the patient and the practice perspective, regulatory guidelines, and legal and ethical aspects of medical insurance, billing, and coding. Students are also taught medical records management, patient information forms, charts, and authorizations for treatment. Topics include privacy laws, fraud and abuse, auditing patient records for correct assignment of codes, and specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

## *CS101 Academic Strategies*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

## *CS102 Academic Skills*

- Credits: 4 quarter credit hours
- Prerequisites: None

- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course includes 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 two and a half hours of out-of-class work will be assigned per week.

#### *MBB155 Inpatient Coding*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about documentation used for coding in an inpatient setting, and on utilizing diagnostic and procedure codes. Students are also taught inpatient billing and coding using the industry standard claim form, as well as specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

#### *MBG155 Reimbursement and Collection Procedures*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught reimbursement methodologies and procedures. Students are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Topics include coding for health care equipment and supplies in health care transactions and Evaluation and Management Coding, and using reference materials to facilitate code assignments. This course is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

#### *MBR155 Government and State Insurance Plans*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about the billing guidelines for the different government programs including Medicare, Medicaid, TRICARE, CHAMPVA, worker's compensation, and disability insurance. Students have the opportunity to practice use of medical office software as well as diagnostic and procedural coding. This course is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

#### *MBX156 Medical Billing and Coding Specialist Externship I*

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to

develop professional skills and proactive career management. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *MBX157 Medical Billing and Coding Specialist Externship II*

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *MBY155 Private and Managed Care Insurance Plans*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught the billing guidelines of various types of insurance plans. Students are taught about the billing guidelines surrounding private and managed care insurance plans. Students are also taught the features and functions of the practice management systems. Students have the opportunity to demonstrate proper billing techniques for both types of insurance plans and are taught specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes 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 five hours of out-of-class work will be assigned per week.

## Practical Nursing\*

### Program Description

The Practical Nursing Program is dedicated to educating diverse students in practical nursing skills needed to be competent, safe, and effective members of the healthcare team. The educational objective of the program is to provide students with a thorough understanding of nursing science and to prepare students for success on the National Council Licensure Exam, NCLEX-PN. Upon successfully passing the NCLEX-PN, the graduate is eligible to receive a state nursing license and work as an entry level Licensed Practical Nurse (LPN) in any healthcare setting.

The Practical Nursing Program is 1565 hours in length with a total of 99.5 quarter credits over six terms of instruction, each being ten weeks in length. The program combines theory and lab activities with clinical practice of nursing theory and care in a variety of settings. Students are responsible for applying beginning nursing skills while working as a member of the healthcare team. Student learning experiences progress from simple to complex and use critical thinking skills in applying the nursing process to the care of patients. Students are encouraged to reach their full potential within the framework of their individual needs, interests, and capabilities.

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.

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 job.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/Healthcare/Licensed-practical-and-licensed-vocational-nurses.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

\*Brightwood Career Institute is not accepting new enrollments into this program.

## Curriculum

### *HS112 Medical Terminology*

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

This course provides an opportunity for understanding the language of medicine. The student is taught basic prefixes, suffixes, word roots, and plural rules, along with word analysis, word building, spelling, and pronunciation. These principles are applied to the study of the following systems: integumentary, skeletal, muscular, blood and lymphatic, nervous, respiratory, and cardiovascular. Each body system is reviewed with regard to anatomy and physiology: diagnostic, lab, surgical procedures, and pharmacology. 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 six hours of out-of-class work will be assigned per week.

### *HS121 Anatomy and Physiology I*

- Credits: 5 quarter credits
- Prerequisites: None
- Course Hours: 60 Contact Hours (Lecture 40, Lab 20, Clinical 0)

In this course, students are taught the anatomy and physiology of the human body. Topics include the various body systems, structures, cells, tissues and the principles of homeostasis. Students are introduced to the organization and structure of the human body. 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 9 hours of out-of-class work will be assigned per week.

### *HS131 Anatomy and Physiology II*

- Credits: 5 quarter credits
- Prerequisites: HS121
- Course Hours: 60 Contact Hours (Lecture 40, Lab 20, Clinical 0)

In this course, which is a continuation of HS121, students are taught the anatomy and physiology of the human body. Topics include the various body systems, structures, cells, tissues and the principles of homeostasis. Students focus on the organization and structure of the human body. 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 9 hours of out-of-class work will be assigned per week.

### *NR106 Concepts of Nursing*

- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45, Lab 0)

In this course, students are introduced to the nursing process, the role of the practical nurse, and the concepts of teamwork and culturally competent care. Students are also taught study skills and test taking strategies in order to maximize their ability to be successful in the program. Topics include legal and ethical issues commonly encountered in providing care to clients, the impact of changes in the resources and care provided to clients within healthcare delivery systems, as well as other basic nursing concepts. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.1 hours of out-of-class work will be assigned per week.

### *NR118 Introduction to Pharmacology*

- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 55 contact hours (Lecture 35, Lab 20)

In this course, students are taught pharmacological principles and legal and ethical considerations for pharmacological therapy. Students are introduced to the nursing process as applied to medication administration and pharmacological therapy. Students will be taught medication calculation procedures, practice medication calculation skills and demonstrate competency in calculating medication dosages in the skills laboratory. Pharmacological classifications, sources, actions, side effects, and adverse reactions of commonly used medications are explored. Topics include medication contra-indications and accurate dosing. Students have the opportunity to practice and demonstrate competency in basic medication administration and documentation skills and procedures in the nursing skills laboratory. 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.

### *NR126 Fundamentals of Nursing I*

- Credits: 7.5 quarter credit hours
- Prerequisites: HS112
- Course Hours: 115 contact hours (Lecture 45, Lab 40, Clinical 30)

In this course, students are taught fundamental nursing care principles. Students are also taught beginning leadership and delegation skills. Emphasis is placed on communication and establishment of nurse-patient relationships; as well as the introduction of the nursing process to use critical thinking and basic assessments in providing and evaluating nursing care and patient outcomes. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse -patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. 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.

### *NR128 Clinical Pharmacology*

- Credits: 3.5 quarter credit hours
- Prerequisites: NR118
- Course Hours: 45 contact hours (Lecture 25, Lab 20)

In this course, students are taught classifications, sources, actions, side effects, and adverse reactions of commonly used medications. Topics include medication contra-indications and accurate dosing. Emphasis is placed on applying critical thinking to procedures, regulations, and issues related to the administration of medications. Students have the opportunity to practice and demonstrate competency in basic medication administration and documentation skills and procedures in the nursing skills laboratory and in the clinical setting. 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 1.1 hours of out-of-class work will be assigned per week.

### *NR136 Fundamentals of Nursing II*

- Credits: 7.5 quarter credit hours
- Prerequisites: NR118, NR126
- Course Hours: 125 contact hours (Lecture 45, Lab 20, Clinical 60)

In this course, students are taught additional clinical skills and knowledge, particularly focused assessment, to enhance beginning nursing care for patients with identified health needs. Students are also taught about complementary and alternative therapies, nutrition as an important factor in health, and the relationship between pain, comfort, and sleep. Students will also learn about infectious agents and the body's natural response to these threats, as well as beginning issues within body systems. Correlation with the Growth & Development course taken concurrently gives the student the opportunity to learn basic concepts with grief and loss. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse-patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. 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.

### *NR138 Geriatric Nursing*

- Credits: 4.5 quarter credit hours
- Prerequisites: NR118, NR126
- Course Hours: 65 contact hours (Lecture 35, Lab 0, Clinical 30)

This course teaches students to apply the nursing process and provide appropriate nursing care to the older adult population. Students examine the theories related to aging, the physical and psychosocial changes that occur with age and the nursing practices that support client safety, promote health and healing. Students are taught the role of the practical nurse in addressing the issues faced by older adults and their caregivers in the final stages of life. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse-patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.9 hours of out-of-class work will be assigned per week.

### *NR140 Normal Growth and Development*

- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 35 contact hours (Lecture 35, Lab 0)

In this course, students are introduced to principles of normal growth and development stages from the infant to the adult. Physical and psychosocial developmental theories across the lifespan will be discussed. Emphasis is placed on the use of critical thinking to make appropriate decisions in the healthcare field. Cultural and spiritual aspects of client care are covered. Students discuss the holistic approach to caring for patients across the lifespan. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.9 hours of out-of-class work will be assigned per week.

### *NR156 Medical Surgical Nursing I*

- Credits: 10.5 quarter credit hours
- Prerequisites: NR128, NR136, NR138
- Course Hours: 195 contact hours (Lecture 55, Lab 20, Clinical 120)

In this course, students are introduced to critical thinking and problem solving skills to assist in caring for medical-surgical patients. Students are taught pre- and post-operative care skills, fluid & electrolyte balance/imbalance, and acid/base balance and imbalance. Emphasis is placed on the nursing process, within the scope of practice for a practical nurse, in the care of patients with respiratory, gastrointestinal, and eye/ear/nose/throat problems. Students will learn the importance of collaborative communications with interdisciplinary team members. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice,

development of nurse -patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.9 hours of out-of-class work will be assigned per week.

#### *NR160 Mental Health Nursing*

- Credits: 5.5 quarter credit hours
- Prerequisites: NR136, NR140
- Course Hours: 75 contact hours (Lecture 45, Lab 0, Clinical 30)

In this course, students are taught the role of the Practical Nurse in addressing the needs of clients in psychiatric/mental health settings. Students are also taught how to support and protect clients during mental health situations in both psychiatric and nonpsychiatric clinical settings. Topics include principles of health promotion, mental health theory, maintenance, ethics and restoration across the lifespan for the client with mental health problems. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse -patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 1.1 hours of out-of-class work will be assigned per week.

#### *NR166 Medical Surgical Nursing II*

- Credits: 9.5 quarter credit hours
- Prerequisites: NR140, NR156
- Course Hours: 185 contact hours (Lecture 45, Lab 20, Clinical 120)

In this course, students are expected to apply critical thinking and problem solving skills to assist in caring for medical-surgical patients who have more complex health problems. Topics include specific diseases and disorders of the endocrine, hematological, nervous, immune, and urological systems as well as reproductive disorders, sexually transmitted infections, and cancer. Emphasis is placed on collaboration with interdisciplinary team members to assist with the development of individualized care plans for a select number of patients. Previous learning is expected to be applied to each individual patient as need demands. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse -patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. 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.

#### *NR178 Maternal Child Nursing*

- Credits: 8.5 quarter credit hours
- Prerequisites: NR140, NR156
- Course Hours: 135 contact hours (Lecture 55, Lab 20, Clinical 60)

This course introduces the practical nursing student to the study of maternal and pediatric nursing. The course includes content of maternity care in a healthy pregnancy from conception to postpartum and discharges home. An overview of high-risk situations is included. Additionally, the unique care required for the pediatric patient including health promotion and disease prevention is discussed. Deviation from normal growth and development is discussed from conception on to the neonate and the pediatric patient. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse-patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. This course will include out-of-class work such as reading and writing assignments, and projects. A minimum of 1.9 hours of out-of-class work will be assigned per week.

#### *NR186 Medical Surgical Nursing III*

- Credits: 10.5 quarter credit hours
- Prerequisites: Completion of all program required courses; corequisite NR196

- Course Hours: 215 contact hours (Lecture 45, Lab 20, Clinical 150)

In this course, students use critical thinking and problem solving skills to assist in caring for a caseload of selected medical-surgical patients who have increasingly complex health problems. Topics include specific diseases and disorders of the cardiovascular and vascular systems, respiratory failure, renal failure, shock, spinal cord injuries, brain tumors, meningitis, and seizure disorders. Students are expected to apply previous knowledge to the care of each individual patient within the selected caseload and collaborate with interdisciplinary team members to develop and revise individualized care plans based on focused assessments and data collection. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse-patient relationships and the use of focused assessment skills and other learned psychomotor skills, as available. Students will only be permitted to perform skills which they have previously learned. 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.

#### *NR196 Role Transition*

- Credits: 6.5 quarter credit hours
- Prerequisites: Completion of all program required courses; corequisite NR186
- Course Hours: 125 contact hours (Lecture 35, Lab 0, Clinical 90)

In this course, students are completing final preparation for assuming the role of a beginning practical nurse. Students are taught basic management and leadership skills to utilize along with those necessary to function as effective charge nurses. Students will also learn about informatics, motivation and team building, the importance of quality improvement initiatives, and an introduction to change theory. Students will also learn how to apply for a position as a practical nurse and entry into practice; including future career decisions such as the choice to further their nursing education. Correlation with Medical/Surgical III allows the student additional opportunity to practice leadership skills for staff assisting a selected group of patients. Through structured, competency-based clinical assignments, the experiences are designed to provide practice in application of theory concepts to clinical practice, development of nurse-patient relationships and the use of focused assessment skills and other learned psychomotor skills which they have previously learned. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 0.9 hours of out-of-class work will be assigned per week.

## Short Courses

(None available at this time)

## ACADEMIC CALENDAR

### 2018 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 22, 2018 – January 1, 2019

#### Term Breaks for Degree Programs

April 11	Apr 17
June 27	July 4
September 12	September 18
November 28	December 4

#### Break Days for Diploma Programs

January 19
April 16
June 13
July 13
September 11

### 2018 Computer Numerical Control Machinist

Start Date	Grad Date
January 22, 2018	October 9, 2018
February 19, 2018	November 6, 2018
March 19, 2018	December 9, 2018
April 17, 2018	January 15, 2019
May 15, 2018	February 13, 2019
June 14, 2018	March 17, 2019

July 16, 2018	April 14, 2019
August 13, 2018	May 13, 2019
September 12, 2018	June 12, 2019
October 10, 2018	July 14, 2019
November 7, 2018	August 11, 2019
December 10, 2018	September 9, 2019

## 2018 HVAC/R & Electrical Technician

Start Date	Grad Date
January 22, 2018	January 15, 2019
February 19, 2018	February 13, 2019
March 19, 2018	March 17, 2019
April 17, 2018	April 14, 2019
May 15, 2018	May 13, 2019
June 14, 2018	June 12, 2019
July 16, 2018	July 14, 2019
August 13, 2018	August 11, 2019
September 12, 2018	September 9, 2019
October 10, 2018	October 7, 2019
November 7, 2018	November 4, 2019
December 10, 2018	December 8, 2019

## 2018 Medical Assistant

Start Date	Grad Date
January 22, 2018	October 9, 2018
February 19, 2018	November 6, 2018
March 19, 2018	December 9, 2018
April 17, 2018	January 15, 2019
May 15, 2018	February 13, 2019
June 14, 2018	March 17, 2019
July 16, 2018	April 14, 2019

August 13, 2018	May 13, 2019
September 12, 2018	June 12, 2019
October 10, 2018	July 14, 2019
November 7, 2018	August 11, 2019
December 10, 2018	September 9, 2019

## 2018 Occupational Therapy Assistant

Start Date	Grad Date
January 31, 2018	October 8, 2019
April 18, 2018	December 24, 2019
July 5, 2018	March 17, 2020
September 19, 2018	June 2, 2020
December 5, 2018	August 18, 2020

## 2018-2019 Academic Calendar

Schedule for Medical Assistant (Diploma) and Medical Billing and Coding programs/

### 2018

Holiday and Break Schedule	
January 15, 2018	Martin Luther King Day
January 19, 2018	Break
April 16, 2018	Break
May 28, 2018	Memorial Day
June 13, 2018	Break
July 4, 2018	Independence Day
July 13, 2018	Break
September 3, 2018	Labor Day
September 11, 2018	Break
November 12, 2018	Veterans Day
November 22 - 25	Thanksgiving
December 22 - January 1	Winter Break

ChildTermDescrip	ChildTermStartDate	ChildTermEndDate
2018 January Module	Monday, January 22, 2018	Sunday, February 18, 2018
2018 February Module	Monday, February 19, 2018	Sunday, March 18, 2018
2018 March Module	Monday, March 19, 2018	Sunday, April 15, 2018

2018 April Module	Tuesday, April 17, 2018	Monday, May 14, 2018
2018 May Module	Tuesday, May 15, 2018	Tuesday, June 12, 2018
2018 June Module	Thursday, June 14, 2018	Thursday, July 12, 2018
2018 July Module	Monday, July 16, 2018	Sunday, August 12, 2018
2018 August Module	Monday, August 13, 2018	Monday, September 10, 2018
2018 September Module	Wednesday, September 12, 2018	Tuesday, October 09, 2018
2018 October Module	Wednesday, October 10, 2018	Tuesday, November 06, 2018
2018 November Module	Wednesday, November 07, 2018	Sunday, December 09, 2018
2018 December Module	Monday, December 10, 2018	Tuesday, January 15, 2019
2019 January Module	Wednesday, January 16, 2019	Wednesday, February 13, 2019
2019 February Module	Thursday, February 14, 2019	Sunday, March 17, 2019
2019 March Module	Monday, March 18, 2019	Sunday, April 14, 2019
2019 April Module	Monday, April 15, 2019	Monday, May 13, 2019
2019 May Module	Tuesday, May 14, 2019	Wednesday, June 12, 2019
2019 June Module	Thursday, June 13, 2019	Sunday, July 14, 2019
2019 July Module	Monday, July 15, 2019	Sunday, August 11, 2019
2019 August Module	Monday, August 12, 2019	Monday, September 09, 2019
2019 September Module	Tuesday, September 10, 2019	Monday, October 07, 2019
2019 October Module	Tuesday, October 08, 2019	Monday, November 04, 2019
2019 November Module	Tuesday, November 05, 2019	Sunday, December 08, 2019
2019 December Module	Monday, December 09, 2019	Wednesday, January 15, 2020

\*\*The following program Medical Assistant (Diploma), will be taught in a blended format. The student will receive digital attendance based on completing the required work in the Learning Management System (LMS), Canvas. In the above-cited format, students may be required to submit certain assignments, quizzes, and test via electronic methods which are monitored by a school instructor/professor. There will be times that the date of submission will fall on a Saturday or Sunday.