



SCHOOL CATALOG 2025-2026

**751 West Hundred Road
Chester, VA 23836
Phone (804) 751-9191
Fax (804) 751-2599**

Revised December 2024

TABLE OF CONTENTS

WELCOME FROM THE CEO	1
APPROVALS, LICENSURE, ACCREDITATION.....	2
Mission/Philosophy	3
Purpose	3
Equal Opportunity Statement.....	3
Accommodations for Students with Special Needs	3
Facilities and Equipment.....	4
History	5
ADMISSIONS AND TUITION INFORMATION	6
Admissions Requirements.....	6
Admissions Procedure.....	6
Notification of Acceptance.....	6
Application for Re-Admission	6
Veterans Education	7
Tuition and Fees	8
Repeating Courses	8
Registration/Application Fee.....	8
Returned Item Fee.....	8
Transcript Fee	8
Cancellation and Refund Policy	9
FINANCIAL AID INFORMATION	10
Types of Aid Available	10
How to Apply	10
Student Eligibility Requirements	10
Distribution of Financial Aid	10
Treatment of Title IV Funds When A Student Withdraws	10
“Official” Voluntary Withdrawal	11
Unofficial Withdrawal.....	12
Withdraw Before 60%.....	13
Withdraw After 60%	13

The Calculation Formula	14
Order of Return	15
Earned Aid	15
Post Withdraw	15
Institution Responsibilities	16
Overpayment of Title IV, HEA Funds	16
Student Responsibilities in regard to return of Title IV, HEA funds	16
Refund vs. Return to Title IV	16
Return to Title IV Questions	17
STUDENT SERVICES	18
Drug and Alcohol Prevention and Awareness Policy	18
Job Placement Assistance	18
Orientation	19
Library	19
Housing	19
Health Services	19
ACADEMIC INFORMATION	20
Satisfactory Academic Progress	20
Process Overview & Responsibilities	20
Financial Aid Warning	20
Financial Aid Probation	21
Pace Measure of Satisfactory Academic Progress (SAP)	21
Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe	21
Diploma Timeframe Maximum Timeframe	21
Degree	21
Qualitative Measure of Satisfactory Academic Progress (SAP)	22
Clock Hour/Credit Hour Conversion Formula	22
Evaluation Periods	23
Increments for Evaluation	23
Academic Probation	23

Grading System	24
Grade and Progress Reports	25
Attendance	26
Tardiness / Leaving Early	26
Make-Up/Incomplete Work	26
Exemption Credit	27
Leave of Absence (LOA)	27
Withdrawals	27
Withdrawal Procedure	27
Incompletes	28
Repeated Courses.....	28
Frequency of Courses	28
Clinical / Externship Assignment	28
Externship/Clinical Requirements	28
Conduct Requirements	29
Dismissal from School	29
Student Dress Code	29
Student Appeal Procedures	30
Reinstatement.....	30
Student Grievance Procedure	31
Transfer Students	32
Transfer of Credits from Other Institutions	32
Transfer of Credits to Other Institutions	32
Transfer of Students Between Programs	32
Credits for Work/Life Experience	33
Change of Address	33
Graduation Requirements	33
Graduation Documents	33
Academic Honors	33
Release of Information	33
Student Records	33
Inclement Weather or Other Emergency School Closing Policy.....	34

School Holidays	34
School Hours	34
Associate of Applied Science Degree	35
Diploma	36
<i>CAREER PROGRAMS</i>	37
Major: Massage Therapy Program.....	38
Major: Medical Assistant Program (AAS)	39
Major: Medical Assistant Program (Diploma)	40
Major: Nurse Aide Program.....	41
Major: Pharmacy Technician Program.....	42
Major: Phlebotomy/EKG Technician Program.....	43
Major: Surgical Technology.....	44
<i>COURSE DESCRIPTIONS</i>	45
Course Description – General Education	46
Course Descriptions – Massage Therapy Program	48
Course Descriptions – Medical Assistant Program.....	50
Course Descriptions – Pharmacy Technician	54
Course Descriptions – Phlebotomy/EKG Technician Program	56
Course Descriptions – Surgical Technology Program.....	58

WELCOME FROM THE CEO

Dear Student:

Welcome! I would first like to thank you for entrusting us to guide you through your educational experience. We take our commitment to each and every student very seriously. Our instructors have the knowledge and skills necessary to prepare you for employment in your chosen field of study. In order to be successful, you must make a personal commitment to your education. You must attend classes, study hard and give every day your best. We will assist you every step of the way. It is our goal to prepare and assist you in obtaining the job for which you have trained.

We take a team approach to carrying out our mission. The entire faculty and staff are here to assist you. We have staff members who will do everything from training you in chosen fields and setting up appointments for interviews. Counseling services are available through everyone from administrators, instructors and even the School Director. We want to assist you in whatever way possible to meet your career goals.

Your input is very important to us. We will request your feedback periodically on evaluations and surveys. If you have suggestions at any time that you feel will help us to better serve you, please let us know.

Again, welcome to Chester Career College. We look forward to working with you.

Sincerely,

Debbie Harris
CEO

APPROVALS, LICENSURE, ACCREDITATION

Chester Career College:

Is accredited with the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

Holds a certificate to operate from the Commonwealth of Virginia, State Council of Higher Education for Virginia (SCHEV), 101 North 14th Street, 9th Floor, Richmond, VA 23219.

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.” 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 website at <http://www.benefits.va.gov/gibill>.

Is approved to offer programs for the training of eligible individuals by the Commonwealth of Virginia, Department of Rehabilitative Services.

Is approved by the Commonwealth of Virginia, Board of Nursing to offer the Nurse Aide Program.

Is approved by the U.S. Department of Education to offer Federal Financial Aid.

Is approved by the school’s governing body to offer its approved educational programs.

Certified Content:

This catalog is an official publication of Chester Career College. It is certified true and correct in content and policy.

ABOUT CHESTER CAREER COLLEGE

Mission/Philosophy

The mission of Chester Career College (CCC) is to provide educational career programs which prepare students to succeed in selected professions. Students at Chester Career College are provided the opportunity to develop knowledge and skills; self-discipline and confidence; a professional attitude; and the ability to meet employer expectations in order to enter and advance in the job market.

Providing a quality educational experience to each individual student is a priority at Chester Career College. The needs of the students remain in the forefront of the daily activities of each employee. The management of this school requires and expects that quality and prompt service will be provided to each student on a consistent basis.

Purpose

The primary purpose of Chester Career College is to instruct students to such competency levels that they are qualified for employment and/or advancement in existing or potential occupational fields.

Equal Opportunity Statement

The goal of Chester Career College is to present the opportunity for job development and career advancement to all persons who commit to this goal when enrolling in school. This opportunity is given to all persons without regard to race, religion, color, sex, disability, age or national origin.

Accommodations for Students with Special Needs

The goal of Chester Career College is to present the opportunity for job development and career advancement to all persons who commit to this goal when enrolling in school. We are committed to providing reasonable accommodations to individuals with disabilities to ensure that they have an equal opportunity to participate in the academic programs offered. Reasonable accommodations are modifications or adjustments to the tasks, environment or the way things are usually done. Broad categories of accommodations include changes to the application process to ensure an equal opportunity to apply for program enrollment, changes that enable a student with a disability to perform the essential functions of the academic program, and changes that enable a student with a disability to enjoy equal benefits and privileges of the program.

The Americans with Disabilities Act (1990) stipulates that postsecondary institutions are responsible for providing necessary accommodations when a student discloses a disability. Individuals in need of special accommodations must notify and provide necessary documentation to the School Director, Academic Dean, Program Directors, or Admissions Representatives.

Facilities and Equipment

This campus is conveniently located in the Phoenix Building Complex on West Hundred Road (Route 10) between I-95 and I-295 near Rivers Bend. This facility provides approximately 17,526 square feet of space. The campus includes a Nursing Laboratory, Library, Medical and Phlebotomy/EKG Laboratories, Computer Laboratories, Surgical and Sterile Processing Laboratories, and Pharmacy Laboratories, Massage Rooms, Media Center, Student Lounge, Faculty Work Room, Staff and Faculty Lounge, Administrative Offices, Restrooms and Visitor and Reception areas. State-of-the-practice equipment is utilized for all programs. The Computer Labs and Media Center are fully networked with internet access. Maximum class sizes are 20-25 students.

History

Richmond School of Health and Technology, Inc. dba Chester Career College was incorporated in February 1997 for the purpose of providing residents of the Richmond Metropolitan Area with a quality professional school with diverse training programs.

Application for a certificate to operate was made with the Commonwealth of Virginia, Department of Education in March 1997. Approval was granted in June 1997. The first classes were started on September 2, 1997.

Application for accreditation was submitted to the Commission of the Council on Occupational Education (COE) in November 1998. Candidacy status was confirmed in December 1998. This school became fully accredited by COE in September 1999.

The main campus which was started on Franklin Street in Richmond was relocated twice. Its final location was in the Willow Lawn area of Richmond.

A branch campus was opened in Charlottesville, VA in June 2001 to provide training and job placement services to the residents of the Charlottesville area. This campus operated for five years. In 2006, the training of all students at this location was concluded. A decision was made by the Board of Directors to close this campus and open a branch campus in closer proximity to its main campus.

In March 2006 a branch campus was opened in Chester, VA. This proved to be an ideal location which allowed this campus to grow and thrive in this community.

After careful consideration, the Board of Directors decided in July 2011 to combine the two campus locations. Application to make the Chester Campus the main campus was made with the Council on Occupational Education. Approval was granted in February 2012. In May 2012, students who were enrolled at the Richmond Campus were transferred to the main campus in Chester. The Richmond Campus was officially closed. The Chester Campus combined all programs from both schools which allowed this school to serve a broader population in the Chester community.

In the fall of 2012, the Board of Directors decided to change the school's name from RSHT to Chester Career College. The name was officially changed to Chester Career College (CCC) in January 2013.

Chester Career College will continue to seek innovative ways to offer opportunities to those who desire to acquire and increase their skills and capabilities.

ADMISSIONS AND TUITION INFORMATION

Admissions Requirements

It is the policy of Chester Career College to recruit and admit only those students who can demonstrate a sincere desire to succeed in life with new career skills and those who have a positive attitude toward learning. To be considered for enrollment all students must have a high school diploma or its equivalent.

Admissions Procedure

To qualify for enrollment at Chester Career College, each applicant must meet the following requirements:

1. Complete an admissions application and pay the \$25 application fee.
2. Complete background check paperwork.
3. Complete and submit a request for official transcripts from high school, GED program, professional school and all colleges attended.
4. Complete and sign an enrollment agreement.

Upon completion of the above steps, the candidate's application is reviewed by the Admissions Committee and submitted to the School Director for approval. Notification of acceptance and/or denial is made on a continuing basis. Individuals will be notified in writing as soon as possible, generally within three school days. Chester Career College admits applicants without regard to race, religion, color, disability, sex, age or national origin.

Notification of Acceptance

Applicants who are accepted for admission will receive an Acceptance Letter following the review and approval of their application by the School Director.

Application for Re-Admission

A student who withdraws from school, and subsequently request to return, must make application to the Admissions Committee. To do so, the student must contact the Admissions Department for specific information as to which forms and procedures to follow. The Committee will evaluate all information made available for the purpose of determining if readmission is in the best interest of the student and the school. A recommendation will be made to the School Director, who will make the final decision. The student will be notified in writing within 10 days of the decision. A re-admission application fee of \$25.00 will be required.

Veterans Education

Chester Career College is approved to offer training to eligible veterans under Chapter 31, 33, or 35 of the GI Bill®. Veterans must abide by policies and procedures as described in this catalog. Additionally, the following policies are enforced which applies to eligible veterans:

- The student is permitted to attend the course, beginning on the date the student provides a Certificate of Eligibility (COE) until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees.
- The school will not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the school as a result of delayed payments for education assistance under Chapter 31, 33 or 35, unless the student is less than 100% covered.
- The student must submit a certificate of eligibility for entitlement to educational assistance no later than the first day of class.
- The student must provide additional information necessary to the proper certification of enrollment by the school.
- The school may require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.
- If the student is forced to withdraw due to military service while actively enrolled in any classes, the student will receive and "I" (Incomplete) for affected courses. The student will have 2 years to make up the academic work.
- Upon release from the military service, the student may return to school after a cumulative absence of not more than five years.
- The student must provide a notice of intent to return to school not later than three years after completion of the period of service.
- Reinstatement into Specific Program of Study: A description of the circumstances under which a student may be reinstated is the same program of study in which he or she had been enrolled prior to withdrawal. Counseling services will be provided for the student to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.
- Deferral of Enrollment: A student who was admitted to a program but did not begin attendance because of military service will be able to defer his or her enrollment into the program for up to five years.
- In order to preserve his or her prerogatives under this policy, the student must submit documentation to verify his or her military orders which demonstrate that the student will not be available to meet the program requirements.

Tuition and Fees

Tuition and fees for each education program are available in the addendum to this catalog. This information is also available on the school's website at www.chestercareercollege.edu.

Tuition for the program selected is billed upon the first day of active enrollment into the selected program. Any portion of the bill which will not be met by Federal Financial Aid, or scholarships must be paid at the beginning of the semester. All arrangements for Federal Financial Aid and cash arrangements must be completed in advance of beginning the program.

FEDERAL FINANCIAL AID is available to students who qualify.

Repeating Courses

Should a student be required to repeat a course, he/she will be charged a *per credit hour* fee.

Registration/Application Fee

A **\$25.00** application fee must accompany all applications for admission.

Returned Item Fee

A Returned Item fee of **\$50.00** will be charged to the student's account for any payment method not honored by the fiduciary institution.

Transcript Fee

Academic transcripts are issued by this school and mailed directly to the receiver upon written request. Graduates receive their first transcript free. Graduate and discontinued students' transcripts are issued when all financial obligation to the school are satisfied. Additional transcripts are **\$5.00** per request.

Cancellation and Refund Policy

A period of three (3) business days, weekend and holidays excluded, is provided during which an applicant may cancel his/her enrollment by written notification to the School Director, without financial obligation other than the \$25.00 application fee.

This School plans expenses, engages faculty, selects students and bases its budget upon collection of tuition from all accepted students. Refunds or adjustments for dismissals, withdrawals, or academic failures are made according to the tuition refund policy below.

All students will be charged a **non-refundable \$25.00 application fee** in addition to the tuition charges, as specified below. The portion of the program completed will be determined by the number of weeks attended. Any portion of a week's attendance will be considered a full week's attendance for the purpose of the refund calculation.

1. During the first 10% of the period of financial obligation, the school shall refund 90% of the tuition;
2. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the school shall refund 50% of the tuition;
3. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the school shall refund 25% of the tuition; and,
4. After the first 50% of the period of financial obligation, the school will retain all of the tuition.

If tuition and fees are collected in advance of the start date of a program and the school cancels the class, 100% of the tuition and fees collected will be refunded.

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees may be retained by the school.

Refunds, when due, are made without requiring a written request from the student.

All refunds are made within 45 days of the cancellation date or date of withdrawal.

FINANCIAL AID INFORMATION

Types of Aid Available

Chester Career College is approved by the U.S. Department of Education to offer federal financial aid to its students. The types of financial aid available includes: Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, Federal Pell Grants, and Federal Supplemental Educational Opportunity Grants. In many cases, qualified students are offered a financial aid package which consists of at least two types of financial aid. Additional information about the types of aid available is listed on the school's website.

How to Apply

Students interested in applying for financial aid should complete the Free Application for Federal Student Aid (FAFSA) which is available on-line. This application must be completed, and all necessary documentation required (i.e. tax returns, proof of income, proof of household size, etc.) before any type of federal financial assistance is granted.

Student Eligibility Requirements

Financial assistance is distributed to students based on their financial need as determined by the Federal Financial Aid Application (FAFSA). Your financial need is the difference between the cost of your education and the total contribution expected from your family. Your family's contribution is based on an analysis of the financial qualifications form.

Distribution of Financial Aid

All financial assistance is credited to student's accounts each session that they are enrolled as a regular student.

Treatment of Title IV Funds When A Student Withdraws

This policy applies to students who withdraw officially, unofficially, are dismissed from enrollment at the School. It is separate and distinct from the School's refund policy.

The calculation of the amount of Return of Title IV, HEA (R2T4) funds are determined according to the following definitions:

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. Because the requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds

earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The payment Period for Semester credit hours programs is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. The Withdraw Date is the Last Date of Attendance (LDA). The date that the school determines that the student withdrew can be no later than 14 calendar days after the student's last date of attendance as determined by the school from its attendance records. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student that if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date the student withdrew.

"Official" Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies Chester Career College in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the School's records.
3. After missing seven consecutive days without communication with the college.

A student will be permitted to rescind his notification in writing and continue the program if they chose to do so. However, if the student subsequently drops, the student's withdrawal date is the last of date of attendance or notification of intent to withdraw.

Upon receipt of the written withdrawal request the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations

- a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade at the time of withdrawal.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the last date of attendance.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than seven (7) consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual

agreement, will be subject to termination and will be considered to have unofficially withdrawn. Within two weeks of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make an attempt to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 7 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and if any, the amount of Federal funds for which the school is responsible for returning.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with notice in writing showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period, the institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

The Calculation Formula:

Determine the amount of Title IV, HEA funds that was disbursed plus Title IV aid that could have been disbursed.

For Clock hour programs:

Calculate the percentage of Title IV, HEA aid earned:

1. Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex. 44.93 = 44.9%.)

For Credit hour programs:

Calculate the percentage of Title IV HEA funds earned:

1. Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

COMPLETED DAYS

TOTAL DAYS IN THE PAYMENT PERIOD = % EARNED

(Rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%)

2. If this percentage is greater than 60%, the student earns 100%.

3. If this percentage is less than or equal to 60% proceed with calculation.

Percentage earned from (multiplying by) total funds disbursed or could have been disbursed
= AMOUNT STUDENT EARNED.

Subtract the Title IV funds earned from the total disbursed = AMOUNT TO BE RETURNED.

100 % minus percent earned = UNEARNED PERCENT.

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV funds disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent of unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or replay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if the amount is equal to or less than 50% of the total grant assistance that was disbursed—or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50.00 or less.

The School will issue a grant overpayment notice to the student within 30 days from the date the school's determination that the student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to MCCNC
2. Sign a repayment agreement with the U.S. Department of Education

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grant for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV Assistance

Earned Aid:

Title IV, HEA funds is earned in a prorated manner on a per diem basis up to the 60% point in the semester, Title IV, HEA funds is viewed as 100% earned after the point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The school may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to the school. You must have the student's permission to disburse a loan as a post-withdrawal disbursement.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

The school's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regard to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when the student withdraws are separate from any refund policy that the School may have to return to the school due to a cash credit balance. Therefore, the student may still owe funds to cover unpaid institutional charges. The School may also charge the student for any Title IV, HEA program funds that they were required to return on the student's behalf.

Return to Title IV Questions

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

STUDENT SERVICES

Faculty Accessibility

Chester Career College realize that students sometimes need assistance beyond the normal classroom/lab hours. Faculty members are available to students for academic or course advising outside the course's regularly scheduled class hours. Students in need of such advising should make an appointment with the Instructor. If further assistance is required, the student may contact the Program Director or Academic Dean.

Drug and Alcohol Prevention and Awareness Policy

Chester Career College has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students. Information regarding the program offered by Chester Career College and other programs available in the community are available on the school's website.

Job Placement Assistance

It is the goal of Chester Career College to assist each student in their pursuit of employment in a job in his/her field. Although we cannot guarantee you a job, we make every effort to assist you. You must, however, make yourself available for assistance. If you do not keep in contact with the school, it is very difficult to set up a job interview for you. If you obtain a job on your own, please contact the school to give us the job information.

Students who have an outstanding balance on their account or who have not met the graduation requirements must make arrangements with the School Director prior to receiving placement assistance.

Academic Counseling

Academic counseling is provided for each educational program. The Program Director, Lead Instructor, and/or Academic Dean are all qualified to provide academic advisement. Students may contact these individuals through direct contact, email or phone calls to the school. Academic counseling is available to students outside of regularly scheduled class hours. Faculty members may access school facilities during normal hours of operation in order to facilitate student counseling and advisement services. Requests for counseling services will be responded to in a timely manner. This school expects and requires a response within one business day unless there are unforeseen circumstances.

Students are made aware of counselors for their program during student orientation.

Orientation

Orientation is held at the beginning of each new program start. Orientation is designed to acquaint new students with Chester Career College and is an excellent opportunity to meet the faculty and other students. Orientation consist of a review of school policies and expectations, financial assistance procedures, job placement assistance activities, educational programs, and the school facilities.

Library

Media Centers are available in each core classroom which consist of a collection of books, periodicals, and reference materials to support the programs offered. Chester Career College is also a member of the Library Information and Resources Network (LIRN). Through this online network, students have 24/7 access to electronic textbooks, journals, videos, demonstrations, etc. Students are oriented to this online library during student orientation and given access codes. All students are encouraged to use the library to enhance classroom instruction and for research purposes.

Housing

Housing facilities are not provided by the school.

Health Services

In the event of sickness or accident requiring emergency care, an ambulance is summoned. Additionally, students may be assisted by registered nurses who serve as instructors in our school. These individuals are certified in standard first aid and cardiopulmonary resuscitation (CPR). In non-threatening situations, a faculty or staff member may be asked to phone a family member. For minor emergencies, first aid kits are maintained throughout the campus.

Upon entrance into the school, students must complete medical emergency forms at orientation. These forms are kept in the student's permanent files and are referenced as needed.

Faculty & Student Interaction

In order to foster an educational environment which is conducive to student success, Chester Career College provides opportunities for students and faculty to interact on a consistent basis. Faculty members provide academic counseling to students throughout the period of enrollment with at least one academic review each mod which is documented on the student's mid-mod grade reports. Additional counseling is available as needed. Faculty members are available to provide individualized or additional instruction to students as needed and scheduled.

This school hosts various social events throughout the year in order allow students and faculty opportunities to interact outside of the traditional classroom environment.

ACADEMIC INFORMATION

Satisfactory Academic Progress:

Process Overview & Responsibilities

To be eligible for Title IV aid, students must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. The school developed policies determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and qualitative standards. If the student has made acceptable Pace and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completing their training objectives. However, benefits can be resumed if the student reenrolls in the same educational institution and the same program.

The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period and will be checked prior to disbursement of aid.

Same As or Stricter Than:

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director of Finance reviews the Title IV SAP policy to ensure it meets all federal requirements. The School Director notifies financial aid office if the school changes its academic policies.

Financial Aid Warning:

Chester Career College evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below the required cumulative grade point average or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150%-time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Financial Aid Probation:

When the student does not make SAP at the end of the warning period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the Program Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Pace Measure of Satisfactory Academic Progress (SAP)

The school's satisfactory academic progress policies must contain a PACE (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For an undergraduate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For clock hour schools, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe.

<u>Diploma</u>	<u>Timeframe</u>	<u>Maximum Timeframe</u>
Massage Therapy	40 weeks	60 weeks
Nurse Aide	6 weeks	9 weeks
Phlebotomy/EKG Technician	24.5 credit hours	36 credit hours
Pharmacy Technician	36 credit hours	54 credit hours
<u>Degree</u>		
Medical Assistant	62 credit hours	93 credit hours
Sterile Processing Technician	65.5 Credit hours	98 credit hours
Surgical Technology - Day/Eve	76 credit hours	114 credit hours

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's credit hour requirements. **Example:** The maximum time frame for Medical Assistant Degree program is 93 credit hours. The total credits needed for completion is 62. By the time the student has been in the program 1/2 of the maximum timeframe, they must have completed at least 31 credits. This time frame is applicable for all students including those who did not receive financial aid.

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So, if we take a with a 900-hour program, at the end of each payment period the student is expected to have attempted 450 hours and completed 450 hours to complete the program within the allotted normal time frame of 30 weeks. If the student only completed successfully 300 hours we would divide 300 by 450 or 67%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 45 weeks. The student has 30 weeks remaining and could complete the remaining 600 hours within the time frame. So the student is making satisfactory pace progress.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Program Directors monitors Pace progress

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, Chester Career College follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. The school realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. The financial aid office receives quantitative information about Title IV recipients from the Program Directors. The qualitative SAP is reviewed manually, and a copy of the latest transcript is kept on student file. The office of financial aid notifies students in writing their progress or lack of progress at the end of each payment period. The student must be at a high enough grade point average to be able to reach graduation standards.

Clock Hour/Credit Hour Conversion Formula

Chester Career College measures most of its programs in credit hours. A credit hour is one semester credit which is awarded for each fifteen (15) clock hours of lecture, thirty (30) clock hours of laboratory, and forty-five (45) clock hours of externship.

The measure of hours for program(s) which use clock hours is as follows: A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

Evaluation Periods

At each formal SAP evaluation point at the mid/end of each semester, or payment period the school checks:

- Qualitative Measure (grade based)
- Quantitative Measure (Pace)
- Maximum time frame.

Increments for Evaluation:

Financial Aid Purposes:

For programs participating in federal Title IV financial aid programs, evaluation periods or increments for determining student financial aid eligibility must align with payment periods. These evaluation periods or increments may not be longer than 50% of the program or 50% of an academic year, whichever is less.

Academic Purposes:

To ensure that students are informed of their progress on a regular and timely basis, evaluation periods or increments for academic purposes may be no longer than 25% of the program or 25% of the academic year, whichever is less. A grade report is made available to students at the specified appropriate increments for evaluation, so that all students are aware of their academic progress.

Academic Probation

Students who fail to meet the required grade point average, as outlined below, will be placed on academic probation for one semester. The student is still eligible for Title IV funds, (if applicable). Students who fail to establish SAP by the end of the next semester will become ineligible for Title IV funds for the following semester unless they make an appeal and win the appeal to be placed on academic probation for an additional semester (see Financial Aid Probation). In addition, students will be dismissed from school at the end of the probationary period. Students who are dismissed due to failure to meet SAP may request re-entry after they have sat out for one full semester. Students must follow the school's Readmissions Policy. If the student is granted readmission, he/she must pay for the cost of tuition until Satisfactory Academic Progress is obtained. Prior to maintaining SAP, the student is not eligible to receive Title IV funds.

Satisfactory Academic Progress for **Degree Granting Programs** is as follows:

1. First Semester - Students must achieve at least a 1.5 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.
2. Second Semester - Students must achieve at least a 1.75 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.

3. Third Semester and Following - Students must achieve at least a 2.0 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.

Satisfactory Academic Progress for **Diploma programs** is as follows:

1. First Semester - Students must achieve at least a 1.5 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.
2. Second Semester - Students must achieve at least a 2.0 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.

Grading System

The grading scale for the **Medical Assistant, Massage Therapy, Pharmacy Technician, Phlebotomy/EKG, and Sterile Processing** programs is as follows:

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Points</u>
100 - 93	A	4.0
92 - 85	B	3.0
84 - 77	C	2.0
76 - 70	D	1.0
69 & Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Student must obtain a “C” letter grade or higher and have 80% attendance to pass the class.

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The grading scale for the **Surgical Technology and Nurse Aid** programs is as follows:

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Points</u>
100 - 94	A	4.0
87 - 93	B	3.0
80 - 86	C	2.0
73 - 79	D	1.0
72 & Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Student must obtain a “C” letter grade or higher and have 80% attendance to pass the class.

Pass - Satisfactory completion of non-graded Clinical Training.
Fail - Unsatisfactory completion of non-graded Clinical Training

Additional Grading Requirements:

- A passing grade of all lab/clinical/externship components is required to progress to the next level of study.
- Schedules permit students to complete programs within allotted time frames.
- Students who withdraw after completing 75% of the course will receive a failing grade for that course.

Students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Finance in coordination with the Program Directors monitors qualitative progress

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

Externship/Clinical Policy

In order that students may gain occupational skills prior to program completion, they must complete an externship or clinical training specific to their educational program. This training is a part of the approved curriculum for each program. Students must successfully complete all required externship or clinical training in order to graduate or receive a graduation credential. Externship/Clinical training must meet the following criteria:

- Must be a part of the approved curriculum,
- Must be monitored by Career Services Director or Program Director during the entire period,
- Must not be used to provide labor or as replacement for permanent employees,
- Must be performed according to a specified schedule of time required for training including an expected completion date,
- Students may not receive compensation for this training.

Grade and Progress Reports

All students will receive progress reports after they have completed the first half of each course. Instructors will review these reports with the student after which the student will sign indicating that they have reviewed their reports. Final report cards will be issued within a week after the student has completed the semester.

Attendance

Attendance is taken each day in class. Students are required to attend at least 80% of their scheduled classes to receive a passing grade for the class. Students in a clock hour program must meet the required mod hours to successfully pass the course. Massage Therapy program requires students to have 80 hours for all didactic classes and 190 hours for clinicals to successfully pass. Nurse Aide program requires students to have 70 hours didactic, 20 work-base and lab and 40 clinical hours to successfully pass. For all clock hour programs, missed time must be made up within the current mod. Any request for special considerations due to extenuating circumstances must be approved by the Academic Dean or School Director.

Attendance is required at all scheduled classes. If a student is absent because of illness or other good cause, he/she should notify the school prior to the beginning of the scheduled class. Any student who misses seven (7) consecutive days will be dropped from the program unless they have provided evidence of an unusual circumstance. Extenuating circumstances which can be documented, will be reviewed by the School Director. Approval to remain in class can only be granted by the School Director. Students with absentee problems will be counseled by school administration.

Allied Health students may not miss more than three (3) clinical/externship training days during the entire program. A passing grade in both lecture and clinical/externship are required to progress to the next level of study.

***Students who have a covid exposure must notify the school of the expected exposure date. If they are having symptoms, they must provide a negative covid test result from an officially recognized medical facility to return. Students with no symptoms can report to class but must adhere to a more stringent mask mandate at all time while on campus.**

Tardiness / Leaving Early

Students are required to arrive on time for each class to minimize class interruptions and develop a professional work attitude. In keeping with the school's attendance policy, any student arriving late or departing early will be marked as out-of-class. Three (3) tardy or three (3) leave early days equals one (1) absence.

Make-Up/Incomplete Work

The make-up work policy will be strictly enforced. The student must make up all assignments the day they return unless other arrangements have been made with the Instructor and approved by the Academic Dean or School Director. It is the responsibility of the student to obtain any missed assignments (before or after class). The student will be given a zero for missed assignments. Assignments are due at the beginning of class. Points will be deducted for late assignments. If an extenuating circumstance caused the student to miss an assignment the student can request special considerations for makeup with the Academic Dean. Documented proof of the circumstance must be provided.

No-show, No-call to the Academic Dean's Office on Mid-term Exam or Final Exam Day will result in a "0" for the exam with NO chance to re-take it at a later date without documentation of extenuating circumstance.

Test and quizzes (scheduled or unannounced) if missed can only be made up on the first day the student returns and must be accompanied with documentation of extenuating circumstance.

Exemption Credit

Students may not exempt any courses at Chester Career College.

Leave of Absence (LOA)

Chester Career College does not grant Leave of Absence. Students who leave school prior to program completion must reapply to the school for re-entry.

Withdrawals:

A student who withdraws from a course and receives a "W" in the course will have that course counted in the Pace component of Academic Progress.

Withdrawal Procedure

A student who wishes to withdraw from school for compelling personal reasons should notify and meet the Academic Dean. When possible, written notice should be given to the Program Director (ST) or Academic Dean stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study.

Students who fail to complete the program will be charged the application fee and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition and applicable fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Academic Dean.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school. In addition, I understand that my financial aid and /or other tuition benefits may not cover all cost incurred if I do not complete my program. I may have out of pocket expenses as a result of withdrawal prior to completion of program.

In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible as withdrawal may result in a tuition balance owed to the school.

Incompletes

Incomplete grades will convert to an "F" if work is not completed within two weeks, and will impact on the qualitative GPA, timeframe and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

Repeated Courses

If a student repeats a course only the highest grade will be counted, and previous grades will be substituted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the PACE SAP standard.

If a student receives a "C" grade or better, and then retakes the course to obtain a better grade, that course can be counted for the enrollment periods. However, only those students in a term-based program will be eligible to receive Title IV aid to repeat a course in which they are seeking to get a better grade. Student may only take one repetition of a previously passed course.

If a student receives a failing grade in a course and therefore retakes the course so he/she may obtain the required credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

Frequency of Courses

All courses are repeated at least once within the students' enrollment period.

Clinical / Externship Assignment

All students are required to attend clinical/externship assignments. Hours for these assignments may not coincide with normal school hours or days. Failure or refusal to accept an assigned clinical may result in permanent dismissal or prolong the student's graduation date. ***All students enrolling in classes understand that if a clinical facility requires vaccination, they are expected to meet the requirement to attend clinicals or they will be discontinued in the program***

Externship/Clinical Requirements

To be eligible for externship/clinical assignments, students must provide the school with a completed physical and required inoculation report including HBV and PPD (TB skin test) report, ten weeks prior to their assignment. Students must have fulfilled their financial obligations and be cleared by the Finance Department, Academic Department, Bursar and final approval will be authorized by the School Director.

Conduct Requirements

Students are required to abide by proper standards of conduct while in attendance in all classes. Profanity, disorderly conduct, or other actions that are considered disruptive by the school will not be tolerated and can lead to the student's dismissal from the program or termination without opportunity to return.

Dismissal from School

Chester Career College reserves the right to terminate a student's enrollment for any of the following reasons:

1. Destruction or unauthorized removal of school property.
2. Failure to make satisfactory progress.
3. Failure to meet attendance requirements.
4. Failure to meet financial obligations.
5. Misconduct which may include dishonesty or plagiarism.
6. Possession or consumption of illegal drugs and/or alcohol.
7. Possession of a gun or other weapon on campus.
8. Failure to comply with Chester Career College policies and rules.

Student Dress Code

1. Appearance should reflect professional standards at all times.
2. Good hygiene is important at all times. No perfume or cologne is to be worn on clinical sites. Chewing gum and excessive make-up are not permitted in clinical or classrooms.
3. Students are required to wear their appropriate colored program scrubs in order to attend class and at all times when on campus.
4. Students must wear clean comfortable athletic shoes.
5. Uniforms/scrubs must be wrinkle free and clean at all times.
6. All students must wear ID badges; report lost ID badges immediately.
7. Hair must be clean, simply styled and away from the face. Bright hair colors or unnatural hair color highlights are not permitted. Long hair is to be fastened with a small, simple holder and should be pinned up off of the collar.
8. Fingernails should not be seen past the fingertip when the palm is facing away from you. If nails are polished, it must be a neutral color.
9. Earrings should not be dangling or hoop (Can be dangerous when working with patients). All jewelry should be kept to a minimum.
10. Any visible body piercing and tongue rings are prohibited. Tattoos should be covered at all times.
11. Scarves, caps or head coverings are not allowed at any time unless worn for religious reasons.
12. Students with inappropriate appearance will be dismissed from school and marked absent for the day.

Student Appeal Procedures

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Academic Dean. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Academic Dean will hear any student who disagrees with a SAP decision, on an appointment basis only. The student will be notified of the decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken if further documentation is needed to be reviewed.

A student, who wishes to appeal any SAP decision made by the Program Director must submit a typed letter to the School Director with supportive documentation explaining the reason why the student is wishing to appeal the decision of the Program. The School Director will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal request. If Satisfactory Progress was not made due to extraordinary mitigating circumstances the student must submit a written appeal to the School Director within two weeks of being notified that he/she has not met Satisfactory Academic Progress (SAP). Mitigating circumstances are situations beyond your control (i.e., illness, accident, trauma). Documentation of the situation must be provided. The School Director will make a decision within two (2) weeks.

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting student shall be notified of the Reinstatement Review within 5 days following the decision of School Director.

Student Grievance Procedure

Any student who desires to file a grievance about any action, employee, or student of the school must follow the procedure outlined below:

1. The aggrieved student should first bring the matter to the attention of his/her instructor within 24 hours of the grievance. The instructor has two days to resolve the issue.
2. If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Program Director within one day. The Program Director has two days to resolve the issue.
3. If the matter remains unresolved at this point the student may then bring it to the attention of the School Director within one day. The School Director should resolve the issue within four days.
4. If the matter cannot be resolved by the School Director, the student may appeal, **in writing within 14 days of grievance**, to the Board of Directors of Chester Career College at 751 West Hundred Road, Chester, VA 23836. The Board of Directors will have 30 days to respond to the written complaint. Their decision ends the in-house process.

After a student has exhausted all means listed above, and the matter remains unresolved, he/she may contact the State Council of Higher Education for Virginia, **in writing**, at the following address:

State Council of Higher Education for Virginia
James Monroe Building
101 North Fourteenth Street
Richmond, VA 23218
www.schev.edu

Students may also contact the Council on Occupational Education, **in writing**, regarding any matters which they are unable to resolve by following the procedures outlined above. The address and phone number for the commission are:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: 770-396-3898
www.council.org

Veterans Grievance: For complaints associated with GI Bill® benefits and other non-POE issues, individuals are directed to submit their concerns via the “Ask a Question” section of the GI Bill® Web site or call GI Bill® hotline at 1-888-442-4551.

Students will not be subject to unfair actions as a result of initiating a complaint proceeding.

Transfer Students:

The School will count transfer hours/credits that apply toward the student's current program in determining SAP. Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program.

Transfer of Credits from Other Institutions

Credit for courses or degrees completed at another institution by a student enrolling at Chester Career College will be subject to approval first by the Program Director with final approval from the School Director.

1. The student is responsible for having an **official transcript** from previous institution mailed directly to Chester Career College. Unofficial transcripts **will not** be accepted.
2. Chester Career College will accept a maximum of 30% of credits transferred from a previous institution.
3. Student must have received a grade of "C" or better in the course in order for the credit to be considered.
4. Only General Education class credits earned within five (5) years prior to enrollment at Chester Career College will be considered.
5. All requests for transfer of credits must be made prior to or within the first five (5) weeks of the start of school.

All students will be notified in writing of any credits accepted as transferable.

Transfer of Credits to Other Institutions

Chester Career College is accredited by the Commission of the Council on Occupational Education. Our mission is workforce development. While we encourage the pursuit of higher learning, credits earned at this institution may not transfer to another institution. The decision to accept transfer credits is determined at the discretion of the receiving institution. Associate of Applied Science (A.A.S.) degrees earned at this college are technical programs and credits earned in these programs are not applicable to other degrees.

Transfer of Students Between Programs

Any student interested in transferring from one program to another within the institution (i.e., from the Medical Assistant Program to the Surgical Technology Program or from a diploma program to a degree program) must seek counseling and approval from the Program Director. A meeting with the student is arranged to discuss how the transfer will affect the student academically and financially. Based upon this meeting, the School Director may approve or deny the student's request. If approval is granted, the student must first be officially withdrawn from the current program before starting the new program.

Credits for Work/Life Experience

Chester Career College does not award credits for Work/Life Experience.

Change of Address

At any time that a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform Chester Career College of the new address/telephone number. The efforts of the school depend upon accurate information. The student must obtain a **Change of Address** form from the Registrar and submit the correct information. Chester Career College will not be responsible for any information not received by the student if a change of address form has not been submitted.

Graduation Requirements

In order to graduate from a program, students must complete all required course work with a passing grade point average of at least 2.0 (C) and pass clinical/externship requirements. In addition, all financial obligations to the school must be current in order for a diploma to be issued.

Graduation Documents

Upon successful completion of all graduation requirements, students will be awarded a diploma or degree stamped with the official seal of the school and signed by the School Director.

Academic Honors

Certificates are awarded at graduation exercises to students who achieve academic excellence and perfect attendance.

Release of Information

In order to maintain student confidentiality, Chester Career College will not release any information unless the student has signed a release form. All information requests must be made in writing and should be submitted to the School Director.

Student Records

Chester Career College maintains academic, financial aid and placement records for each student while enrolled in school. The school maintains student transcripts containing program of study, courses of study completed with corresponding grades, and period of enrollment. This information is kept indefinitely.

Each student has the right to review his/her student record. The student also has the right to request a meeting to discuss materials which they feel may be inaccurate, misleading, or in violation of the student's right to privacy. Any student requesting a review of his/her student record must

submit a written request to the School Director. The School Director will set an appointment that will be convenient for all parties.

Students may receive copies of their academic records. The school charges ten cents per page to copy student records. Student transcripts or academic records will not be released to students who have not satisfied their financial obligation to the school.

Academic Calendar

The annual academic calendar is available in the addendum to this catalog.

Inclement Weather or Other Emergency School Closing Policy

In the event of inclement weather and/or other adverse conditions, cancellation of classes and/or late openings will be listed on Channel 12 (NBC) news. Updated closing information will also be on school's website and Facebook.

Channel 12 (NBC) will also list the information if there is a change to the normal class schedule on their website at www.nbc12.com/news/closings.

If you decide you will not attend classes for any reason, please remember to call the campus to advise us of your absence at (804)751-9191.

School Holidays

Chester Career College observes the following major Holidays:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Thanksgiving Friday
Christmas Week

School Hours

Monday - Thursday	8:00 a.m. - 10:30 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday & Sunday	Closed

Associate of Applied Science Degree

Division of Allied Health

Associate of Applied Science Degree is considered a terminal degree and is not a transferable degree.

Description:

Chester Career College's Associate of Applied Science Degree trains the student to be a multi-functional professional who assists doctors and health care practitioners within the Health Care profession. The program provides the student with training to perform skills such as, patient care management, taking vital signs, giving injections, performing venipuncture, and assisting in laboratory operations and administrative skills. The program consists of a minimum of 24.0 semester hours of general education courses, which coupled with sound technical education will assist students in achieving their full potential in the workplace.

Objective:

Chester Career College's Associate of Applied Science Degree is designed to provide general educational skills to the technically trained student. The program is designed to help meet the general education requirements necessary in many hospital, health, technical and allied health professions.

Prerequisite:

- A high school diploma or its equivalent.

Course Outline

To receive an Associate of Applied Science Degree, students must complete a general education core of no less than 24 semester hours and a major core of no less than 38 semester hours.

The student must complete 24 credit hours from the following:

English Composition (3.0 credit hours)
Mathematics (3.0 credit hours)
Natural Science - A&P I and A&P II (6.0 credit hours)
Introduction to Psychology (3.0 credit hours)
Introduction to Computers (3.0 credit hours)
Speech (3.0 credit hours)
Literature (3.0 credit hours)
Strategies for Success (3.0 credit hours)

Diploma

Description:

Chester Career College's Diploma programs train the student to be a multi-functional professional who assist Doctors and Health Care practitioners within the Health Care profession. The program provides the student with training to perform skills such as, patient care management, taking vital signs, giving injections, performing venipuncture, and assisting in laboratory operations and administrative skills.

Objective:

Chester Career College's diploma program is designed to provide general educational skills to the technically trained student.

Prerequisite:

- A high school diploma or its equivalent.

Course Outline

The Allied Health Programs are divided into learning units which are called modules and/or externship/practicum. Each module stands alone as a unit of study and is not dependent upon completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the modules and continue through these modules until all have been completed. Following successful completion of the academic classroom modules, students participate in an externship/practicum. This constitutes a supervised, practical in-service in an environment that coincides with each student's area of study. Medical Assistant and Pharmacy Technician students will complete a course in career development CD101 or CD102.

To receive a Diploma, students must complete all modules within their program.

CAREER PROGRAMS

Major: Massage Therapy Program
Diploma Program/625 Clock Hours

Minimum weeks of instruction, 40 weeks. Maximum satisfactory time frame completion, 60 weeks.

Description: The Massage Therapy diploma program provides both technical and practical training which will enable the graduate, upon licensure and/or certification, to function as a competent entry-level massage therapist. The program provides the student with the basic knowledge of the practice in introduction to massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Also covered in this program are psychological concepts, kinesiology and muscle movement, professional health, hygiene, and boundaries. The program emphasizes theory, as well as hands-on practice. Upon completion of this program, the graduate will be fully prepared to take the Massage & Bodywork Licensing Exam (MBLEx), offered by the Federation of State Massage Therapy Boards.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours</u>
MT409	Allied Modalities	80
MT410	Therapeutic Massage	80
MT411	Massage II	80
MT412	Kinesiology	80
MT413	Pathology	80
MT414	Massage Clinical	145
MT415	Massage III	80
Total		625

Major: Medical Assistant Program

Associate of Applied Science Degree/62 Semester Credit Hours

Minimum weeks of instruction, 70 weeks. Maximum satisfactory time frame completion, 105 weeks

Description: The objective of the Medical Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants. Since Medical Assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions including clinical or administrative assistant, medical receptionist and medical insurance biller. Upon satisfactory completion of the program, graduates will receive an Associate of Applied Science Degree. Graduates are eligible to take the National College Competency Test (NCCT) for Medical Assistant and earn the credentials of National Certified Medical Assistant (NCMA).

Program Outline

General Education Core Hours (required)

24 Semester Credit Course

<u>Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
MA612	Patient Care and Communication	4
MA613	Medical Office and Health Sciences	4
MA614	Clinical Assisting and Pharmacology	4
MA615	Cardiovascular and Respiratory System	4
MA616	Maternal Child	4
MA617	Laboratory Procedures	4
MA618	Psychology, Medical Law & Ethics	4
MA619	Externship I	4
MA629	Externship II	4
CD101	Career Development	2
Total		62

Major: Medical Assistant Program

Diploma Program/900 Semester Clock Hours

Minimum weeks of instruction, 50 weeks. Maximum satisfactory time frame completion, 75 weeks

Description: The objective of the Medical Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants. Since Medical Assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions including clinical or administrative assistant, medical receptionist and medical insurance biller. Upon satisfactory completion of the program, graduates will receive a Medical Assistant diploma. Graduates are eligible to take the National College Competency Test (NCCT) for Medical Assistant and earn the credentials of National Certified Medical Assistant (NCMA).

Program Outline

<u>Number</u>	<u>Course Title</u>	<u>Clock Hours</u>
MA612	Patient Care and Communication	75
MA613	Medical Office and Health Sciences	75
MA614	Clinical Assisting and Pharmacology	75
MA615	Cardiovascular and Respiratory System	75
MA616	Maternal Child	75
MA617	Laboratory Procedures	75
MA618	Psychology, Medical Law & Ethics	75
MA619	Externship I	180
MA620	Externship II	180
CD101	Career Development	15
Total		900

Major: Nurse Aide Program
Diploma Program/140 Clock Hours

Minimum weeks of instruction, 6 weeks. Maximum satisfactory time frame completion, 9 weeks.

Description: The Nurse Aide program offers students the opportunity to train for a rewarding career as a Certified Nurse Aide (CNA). As a CNA, you will be responsible for providing care to clients who require basic nursing care. Students are introduced to the role of the Nurse Aide. Discussion and implementation of nursing process with emphasis on the physical, emotional, social, and spiritual needs of the client, and critical thinking are covered. Care of the patients with common disease processes are also covered. Test questions will be in NCLEX format utilizing critical thinking concepts. Legal and ethical aspects, licensure and current trends in health care are noted. The lab portion of this course provides opportunities for the student to observe demonstrations of selected skills and to demonstrate proficiency through a return demonstration. The skills are correlated with the units of study as well as the NNAAP® skills listing. Upon satisfactory completion of the program, graduates are eligible to apply for the NNAAP® Certification Exam which will allow students to petition the Board of Nursing for licensure as a Certified Nurse Aide.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Classroom/ Lecture</u>	<u>Work-Based Shop/Lab</u>	<u>Activities</u>	<u>Total Hours</u>
NUR531	Nurse Aide	60	40	40	140

Major: Pharmacy Technician Program
Diploma Program/ 900 Semester Clock Hours

Minimum weeks of instruction, 45 weeks. Maximum satisfactory time frame completion, 67.5 weeks.

Description: The Pharmacy Technician Program will prepare graduates to work under the direct supervision of a registered pharmacist in the dispensing of prescription medication. In addition, the Pharmacy Technician assists in the control of pharmacy inventory, patient education regarding prescription medications, and inpatient record maintenance. A key role of the Pharmacy Technician is direct customer contact, requiring excellent customer service and communication skills. Upon satisfactory completion of the program, graduates are eligible to take the Pharmacy Technician Certification Examination and earn the credentials of Certified Pharmacy Technician.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours</u>
PHT708	Introduction to General Pharmacy	80
PHT709	Pharmaceutical Calculations	80
PHT710	Drug Therapy I	80
PHT711	Pharmacy Operations	80
PHT712	Pharmacy Community Relationships	80
PHT713	Sterile Products	80
PHT714	Drug Therapy II	80
PHT715	Externship I	160
PHT716	Externship II	160
CD102	Career Development	20
Total		900

Major: Phlebotomy/EKG Technician Program

Diploma Program / 600 Semester Clock Hours

Minimum weeks of instruction, 40 weeks. Maximum satisfactory time frame completion, 60 weeks

Description: The Phlebotomy/EKG program will provide students with entry-level training that will prepare them for employment as a phlebotomist and EKG technician. This program consists of an overview of anatomy and physiology and point-of-care testing that separate enhanced skills such as taking a patient's vital signs, temperature, pulse, respirations, and blood pressures from specialized testing such as hematocrits, hemoglobin, blood pressure, coagulation studies, pregnancy testing and other point-of-care tests for more thorough coverage while emphasizing customer service. Individuals, under the supervision of physicians and nurses, are prepared to administer EKG and ECG diagnostic examinations and report results to the treatment team. Upon successful completion of this program, graduates will be eligible to take the NCCT certification examinations for Phlebotomy and EKG Technician.

Program Outline

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours</u>
PHLE101	Introduction, Medical Terminology, Vital Signs	70
PHLE102	Anatomy & Physiology	70
PHLE103	Lab Tests, Specimen Requirements, Office Skills	70
PHLE104	Phlebotomy Techniques, Specimen Preparation	70
PHLE105	Externship	110
PHLE106	Certification Review	70
EKG101	Concepts in EKG	70
EKG102	Lead EKG & Interpretation	70
	Total	600

Major: Surgical Technology

Associate of Applied Science Degree /76 Semester Credit Hours

Minimum weeks of instruction, 80 weeks. Maximum satisfactory time frame, 120 weeks.

Description: The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive training in the essentials of healthcare, surgical instrumentation, anatomy, physiology, medical language and pharmacology. Graduates will be prepared for employment as an operating room technician/scrub tech. A degree will be awarded upon successful completion of this program.

Program Outline

General Education Core (required): 24 Semester Credit Hours

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
STS650	Health Care Concepts	5
STS660	Body Structure and Function	6
STS670	Surgical Technology Theory	5
STS672	Surgical Techniques and Procedures I	4
STS674	Surgical Techniques and Procedures II	4
STS676	Surgical Techniques and Procedures III	4
STS680	Surgical Specialties I with Lab	4
STS682	Surgical Specialties II with Lab	4
STS684	Surgical Specialties III with Lab	4
STS690	Externship I	4
STS692	Externship II	4
STS696	Externship III	4
Total		76

COURSE DESCRIPTIONS

Course Description – General Education

ENG 115 - English Composition

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material (3 credit hours)

LIT 118 - Literature

This course concentrates on the major writers of Modern Literature. Historical background and social forces, which shape literature, are emphasized. (3 credit hours)

IDS 130 - Strategies for Success

Drawing on learning and cognitive theory, this course teaches persistence and high achievement skills to enable students to establish foundations upon which to build in college and later in the business world. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal-setting, self-reflections, and self-evaluation not only in an academic environment, but also in the corporate world. (3 credit hours)

BSC 250 – Anatomy & Physiology I: Cell Structure and Function

Students will study the basic cell structure within the human body and their functions as it relates to health and science. Topics covered include basic physiology cell to organ system, integumentary system, skeletal system, muscular system, nervous system and sensory system. (3 credit hours)

BSC 260 – Anatomy & Physiology II: Body Systems

This course introduces the principles of classification and briefly surveys the five kingdoms of living organisms. Students will study the maintenance of the body system. Topics such as blood, heart and blood vessels, Lymphatic System, Respiratory System, Digestive System, urinary System, Reproductive System, plus pregnancy, prenatal development and Genetics. (3 credit hours)

MFG 210 – Mathematics

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percentages, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. (3 credit hours)

CGS 200 – Intro to Computers

This course is an introduction to the fundamentals of operating personal computer equipment including the basics of word processing, database management, electronic spreadsheets and presentation graphics. Experience with computers and selected software is emphasized. (3 credit hours)

SPC 240 – Speech

This course is designed to develop the students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the students' interpersonal and professional speaking skills. (3 credit hours)

PSY 120 – Introduction to Psychology

This course is designed to provide students with the understanding of the general principles of theories underlying modern psychology. (3 credit hours)

Course Descriptions – Massage Therapy Program

MT308 - Massage I

This course examines the history of massage. Topics covered include indications, contraindications, and areas of endangerment; health, hygiene, sanitation and safety standards; and general principles of giving a massage. The course examines Swedish massage techniques that form the basis for therapeutic massage. (Lect-60/Lab-40)

MT309 - Allied Modalities

This course is designed as an overview of various allied modalities of massage therapy. The topics covered include health related areas such as sports medicine, clinical pathology, exercise physiology and range of motion. Also covered are the Asian bodyworks such as Shiatsu, Tai Massage, and Chinese Medicine. Other modalities including energy techniques, NMT, Trigger Point, Myofascial Release, Rolfing, etc. will be reviewed and demonstrated. Additionally, students study first aid, CPR, and HIV/AIDS. (Lect-60/Lab-40)

MT310 - Therapeutic Massage

This course focuses on the overall therapeutic massage experience. Areas of concentration include therapist care and body mechanics, client draping, client positioning, interpersonal communication, palpatory skills, and joint movement. (Lect-40/Lab-60)

MT311 - Massage II

This course examines how the human body responds to various sports related activities. There is an emphasis on injuries, pain and sports movement. Students are exposed to pre/post sports massage techniques and routines. Also covered is the scientific application of water for the purpose of therapy and rehabilitation. An overview of current trends in spa therapy, spa operations and the study of paraffin baths, hot stone therapy, and various spa applications will be covered. Students will also learn key points of Sports massage, examining how the human body responds to various sports related activities. There is an emphasis on injuries, pain and sports movement. (Lect-60/Lab-40)

MT312 - Kinesiology

This course is an overview of human anatomy, structural kinesiology, and their relation to movement. Lecture to familiarize students with basic techniques and/or improving techniques of advanced students in the use of Swedish massage strokes while applying practical applications. (Lect-60/Lab-40)

MT313 - Pathology

This course focuses on the most common disease conditions a massage therapist encounters. The etiology, prevention and appropriate massage interventions are examined. (Lect-100)

MT314 - Massage Clinical

Upon completion of the core program, Massage Therapy students participate in a 180-hour clinical massage experience. The clinical massage provides the student an opportunity to apply principles and practices learned in the program and utilize entry level massage therapy skills in working with patients and clients. Students must successfully complete their clinical massage experience in order to fulfill requirements for graduation. Prerequisite: Completion of MT308- MT313

MT315 - Massage III

This course focuses on muscle and bone palpation with attention to trigger points, pain referral patterns, and stretching in a lab setting. Muscles will be addressed in groups according to their location. Completion of this course will allow the student to effectively create client treatment plans as related to massage therapy. (Lect-60/Lab-40)

Course Descriptions – Medical Assistant Program

MA612 - Patient Care and Communication

This Course emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. (4 credit hours)

MA613 - Medical Office and Health Sciences

The Medical Office and Health Sciences course introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. (4 credit hours)

MA614 - Clinical Assisting and Pharmacology

The Clinical Assisting and Pharmacology course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. (4 credit hours)

MA615 - Cardiovascular and Respiratory System

The Cardiovascular and Respiratory System course examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. (4 credit hours)

MA616 - Maternal Child

The Maternal Child course covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. (4 credit hours)

MA617 - Laboratory Procedures

The Laboratory Procedures Course introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiologic and nuclear medicine and become familiar with various radiologic examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. (4 credit hours)

MA618 - Psychology, Medical Law & Ethics

Psychology, Medical Law and Ethics covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. (4 credit hours)

MA619 Medical Assisting Externship I

Upon successful completion of Modules A through G, Medical Assisting students participate in a 180-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 90- and 180-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: MA612-618 (4 credit hours)

MA629 - Medical Assisting Externship II

This section of the course is designed to simulate the working environment of a health care facility. The student will demonstrate competency in the administrative and clinical aspects of Medical Assisting. Prerequisite: MA619 (4 credit hours)

CD101 - Career Development Skills

Students are provided with the resources necessary to develop a self-directed career search plan to match their individual goals. To ensure job-readiness and marketability, students will be instructed in all facets of the job search to include networking, lead sources, telephone etiquette, interview preparation and interview techniques. In addition, students will receive instruction and assistance with the preparation of marketing tools such as resumes, cover letters, and various correspondences. Instruction will be delivered through a variety of methods to include lecture,

literature, demonstration and role playing. The use of outside sources to include motivational speakers and facility tours also play a key role in the overall Career Development curriculum. (2 credit hours)

Course Descriptions – Pharmacy Technician

PHT708 - Introduction to General Pharmacy

This course is an overview of the allied health professions including the roles of pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations.

PHT709 - Pharmaceutical Calculations

This course will cover the necessary mathematic concepts and skills used on the job by the pharmacy technician. Basic knowledge of mathematics essential for the understanding of drug dose calculations will also be covered.

PHT710 - Drug Therapy I

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. It will also include the origins, dosage forms, indications, action, routes of administration and side effects of both prescriptions and non-prescription drugs used in diseases of the central nervous system and the autonomic nervous system.

PHT711 - Pharmacy Operations

This course will cover the technical aspects of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations.

PHT712 - Pharmacy Community Relationships

This course covers the basic concepts of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations.

PHT713 - Sterile Products

The student will learn the proper application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products.

PHT714 - Drug Therapy II

This course will cover the relationship between anatomy, physiology, disease states, and pharmaceutical therapy. It will include the origins, dosage forms, and indications, and actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the cardiovascular, endocrine, respiratory, digestive and reproductive systems.

PHT715 - Pharmacy Externship I

This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. Student will return to campus for one week of Career Development skills.

PHT716 - Pharmacy Externship II

A continuation of on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

CD102 - Career Development

Students are provided with the resources necessary to develop a self-directed career search plan to match their individual goals. To ensure job-readiness and marketability, students will be instructed in all facets of the job search to include networking, lead sources, telephone etiquette, interview preparation and interview techniques. In addition, students will receive instruction and assistance with the preparation of marketing tools such as resumes, cover letters, and various correspondences.

Course Descriptions – Phlebotomy/EKG Technician Program

PHLE101 - Introduction, Medical Terminology, Vital Signs

This course is designed to introduce students to the field of phlebotomy and EKG including healthcare structure, safety and infection control. Medical terminology is taught by body systems and covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Students are taught to take and record vital signs and identify normal ranges.

PHLE102 - Anatomy & Physiology

Students will study the basic cell structure within the human body and their functions as it relates to health and science. Topics covered include basic physiology cell to organ system, integumentary system, skeletal system, muscular system, and nervous system.

PHLE103 - Lab Tests, Specimen Requirements, Office Skills

Phlebotomists may be employed in a variety of healthcare settings. Students are taught the skills needed to work in the various environments including the required office skills. The various departments within the clinical laboratory are all involved in the analysis of patient samples, whether blood, urine, or other body fluids or tissues. Students are taught to perform lab testing required in the various sites. Specimen requirements and collections are also taught in this course.

PHLE104 - Phlebotomy Techniques and Specimen Preparation

This course is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy technician.

PHLE105 - Externship

This course consists of 110 hours of supervised, practical hands-on experience in an approved healthcare facility. This class is intended to expound upon the student's knowledge, skills, and attitude as an entry-level technician. Students must successfully complete the required hours and skills in order to pass this course.

PHLE106 - Certification Review

This course is designed to assist students with preparation for the National Certified Phlebotomy Technician (NCPT) and the National Certified ECG Technician (NCET) exams.

EKG101 - Concepts in EKG

This course is designed to introduce students to electrocardiographs (EKG's) and cardiac anatomy and physiology. Topics to be covered include basic cardiac anatomy and physiology, patient preparation, patient confidentiality, identification of irregularities of the heart and distinguishing more complex arrhythmias, cardiac modalities and pharmacology, with a slight emphasis on complex heart rhythms, electrical disturbances, disorders and pacemakers.

EKG102 - Lead EKG & Interpretation

This course is designed to provide instruction of the conductive pathways and then correlate with the EKG waveforms and their normal appearance. A description of the EKG paper will be followed by the techniques for measuring heart rate and intervals. Principles of lead systems, proper placement of leads and bedside monitoring and a systematic approach to analyzing cardiac rhythms is also included in the course.

Course Descriptions – Surgical Technology Program

STS650 - Health Care Concepts

This course teaches the necessary concepts for entry into the healthcare field. This course discusses the historical developments of surgery, information on the healthcare delivery system and facilities, roles and responsibilities of the surgical team, and presents legal/ethical issues. Personal and professional relations, job seeking skills, communication skills, and stress management will be discussed. Students will be introduced to the basic principles of pharmacology. Students will calculate drug levels based on patient's statistics. The principles of anesthesia administration will be addressed. Medical terminology, medical errors and reporting systems will be discussed. Additionally, students study CPR and blood borne diseases including HIV/AIDS. (5 credit hours)

STS660 - Body Structure and Function

This course provides instruction on the structure and function of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology. (6 credit hours)

STS670 - Surgical Technology Theory

Operating room theory and the role of the surgical technologist in the operating room, delivery room, and related areas will also be covered. This includes a basic knowledge of equipment, supplies and instrumentation. The physical environment of the surgical suite will be discussed. An introduction to microbiology and infection control as well as medical as surgical asepsis will also be provided. (5 credit hours)

STS672 - Surgical Techniques and Procedures I with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room; including principles of aseptic technique, correct posture for scrubbing, gowning and gloving, draping and handling of specimens. The basic concepts of microbiology as they apply to the practice of surgery will be covered. Patient psychological needs and assessment, and the processes for obtaining consent for surgery will be covered. (4 credit hours)

STS674 - Surgical Techniques and Procedures II with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room including principles of aseptic technique, care and counting of sponges, sharps and instruments. Wound Principle classifications and the surgical procedures for each will be discussed. In addition, patient transfer and positioning techniques will be covered. Identification of emergency situations and the appropriate action for patient care will be discussed. Application of thermoregulatory devices, vital signs, urinary catheterization, hemostasis and blood replacement will be discussed. (4 credit hours)

STS676 - Surgical Techniques and Procedures III with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room including aseptic technique, and a basic understanding of robotics and their use in the operating room setting. In addition, an understanding of the principles of physics and electricity as it relates to the operating room environment will be covered. Students will gain computer knowledge as it relates to the surgical application of computers, computer hardware, computer software, graphics and internet basics. (4 credit hours)

STS680 - Surgical Specialties I with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include diagnostic procedures, general surgery, plastic and reconstructive surgery, obstetrics and gynecology. Cell pathology, tumors, and disorders of each body system and the diagnostic tests associated with each will be covered. Prep of operative site, handling of specimens, and post-operative care and methods of assessment for discharge are covered. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered. (4 credit hours)

STS682 - Surgical Specialties II with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include urogenital, ophthalmic and orthopedic surgery. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered. (4 credit hours)

STS684 - Surgical Specialties III with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include otorhinolaryngologic, oral/maxillofacial, neurosurgery, cardiothoracic surgery, and peripheral vascular surgery. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered. (4 credit hours)

STS690 - Surgical Technology Externship I

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite). (4 credit hours)

STS692 - Surgical Technology Externship II

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite). (4 credit hours)

STS696 - Surgical Technology Externship III

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite). (4 credit hours)