CREATE A BETTER LIFE

SCHOOL CATALOG

1/1/2024 - 12/31/2024

NCI

NEVADA CAREER INSTITUTE

nevadacareerinstitute.com

Table of Contents

History and Educational Philosophy, Our Mission, and Our Staff & Faculty 1
CPE Approval Statement, Catalog Update Policy, and Statement of Ownership 1-2
A Special Message 3
Accreditation and Approval Information 4
Institute Locations and Programs Offered 5-6
Facilities 7
State of Nevada Residency Requirement/Student Physical Location 7
Classroom/Lab Equipment 8-9
General Information 10
Admission Requirements & Procedures
- Admissions Requirements 11-15
- Transferability of Credits and Credentials Earned at Our Institution 16
- Transfer Credit Policy 16-17
- Program Physical Requirements 17-19

Section 504/ADA Policy 20
Title IX/ Sexual Harassment Policy 21-44
Information Regarding Academic Calendars 45
Institute Calendar 45
Student & Alumni Services 46
Career Services 47
Code of Conduct 48-49
Disciplinary Procedures and Termination and Appeal Policy 50
Copyright Policy 51
Attendance Policy 52-53
Internship/Externship/Clinical Experience 53
Make-Up Policy 54
Distance Education Attendance Policy 55
Leave of Absence (LOA) 56-57
Notification of Rights Under FERPA 57-58
Institutional Records Retention 59
Student Complaints/Grievance Procedure 59
Non-Discrimination and Anti-Harassment Policy 60-64
Graduation Requirements and Diploma 64
Other License and Certification Information 64
Use of Images 64
The Programs
- Associate of Arts in Nursing 65-72
- Business Office Administration 73-76
- Dental Assistant 77-79
- Medical Assistant 80-82
- Medical Insurance Biller & Coder 83-85
- Pharmacy Technician 86-89
- Surgical Technology-Associate of Occupational Science Degree 90-96

Program Tuition Schedules 97-98
Refund Policy 99-100
Withdrawal Policy 100
Tuition and/or Other Fee Payments 101
Financial Aid Information 101-103
Return of Title IV Funds 104-105
Program Information/Program Credit Hours & Outside Prep Hours Required 106-107
Grading System 108
Satisfactory Academic Progress (SAP) 109-112
Termination Policy 112-113
Re-admittance Policy 113
Articulation Agreements 113
Faculty Information 114-116

Catalog Publication Date: March 20, 2024

Service to Humanity
A Career…Not Just A Job!

History

In 1946, Dr. Byron Prout established Glendale College of Business. In 1974, Mrs. Gloria Green and Mr. Joseph Blum acquired the College. Later, the College broadened its offerings to include programs for the medical and legal professions. The name of the college was changed to Glendale College of Business and Paramedical, and in 1988 to Glendale Career College. The College established a branch campus, Nevada Career Institute, in Las Vegas, Nevada in 1993. The College established Nevada Career Institute's West branch campus in 2004. On October 1, 1999, Glendale Career College was acquired by Glendale Career Schools, Inc., a division of Landmark Education Services, Inc. On April 15, 2008, Glendale Career Schools, Inc. was acquired by Success Education Colleges (SEC), which operates North-West College, Glendale Career College, and Nevada Career Institute. In February 2019, the College launched the San Diego campus.

Our Mission

Nevada Career Institute's mission is to prepare students in short-term programs for gainful employment. This is accomplished by a professional faculty, as well as a qualified administration and support staff. Facilities are well equipped and the atmosphere is vibrant, friendly and warm. The quality of education is the highest priority at Nevada Career Institute. Students are accepted on their ability to benefit without regard for race, color or creed.

Our Team Members

Team Members are chosen with the same non-discriminatory criteria as our students, providing a diverse staff who offer a professional, career-orientated educational experience with enthusiastic support for all students in a multicultural environment. All faculty Team Members are required to have, at minimum, three years of actual work experience in their field. Faculty Team Members providing instruction in programs that lead to licensing and/or certification are required to maintain their own licenses and certifications as well. The Institute orients all faculty Team Members to Nevada Career Institute's own unique way of teaching. Faculty Team Member orientation includes ongoing workshops and meetings to help keep skills current.

Approval Statement

Nevada Career Institute is a private institution and was granted institutional licensing to operate from the Commission of Postsecondary Education (CPE). The Commission's licensing means that the Institution and its operations are licensed to operate a postsecondary educational institution.

Catalog Update Policy

Period covered by this catalog: 01-01-2024 to 12-31-2024.

This catalog will be updated at least annually and as necessary at the discretion of the President and can be viewed online at www.nevadacareerinstitute.com. Click on e-campus, then NCI students. Use the following login: Username: student / Password: catalog

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Statement of Ownership

Southwest College of Medical and Dental Assistants and Practical Nurses, Inc. owns and operates nationally accredited career colleges and institutes with a focus on allied health. The organization currently operates locations in California and Nevada.

Corporate Officers

Mitchell Fuerst, President

Hours of Operation

The administrative office business hours are Monday through Thursday 8:00 a.m. to 8:00 p.m., Friday 8:30 a.m., to 5:00 p.m. Class schedules vary by program and can begin as early as 7:00 a.m. and end as late as 10:00 p.m.

A SPECIAL MESSAGE…

Mitchell Fuerst, President

The Team Members of Nevada Career Institute, including faculty, administrators, and support staff, welcome you to the Institute. Your decision to prepare for a career in the health or business field is a great one. At Nevada Career Institute, we prepare you in short-term programs for gainful employment. The knowledge you gain at Nevada Career Institute will act as a foundation, should you choose to climb the ladder to another career.

The learning experience at Nevada Career Institute includes classroom learning, hands-on practice in a laboratory that simulates the real workplace, and an Internship/Externship/Clinical component that provides you with real-world experience. This truly powerful combination will prepare you for a great future.

As a prospective student, you are required to review the catalog prior to signing an Enrollment Agreement.

All of us at Nevada Career Institute are here to assist you. We are excited to share your educational experience during these next months. We are here to support you and look forward to celebrating your accomplishments at graduation with your family and friends.

Nevada Career Institute
Accreditation and Approval Information

Institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730, North Bethesda, Maryland MD 20852 (Tel 301-291-7550) abhes.org.

Licensed to operate by the Commission on Postsecondary Education (CPE), 2800 East St. Louis, Las Vegas, NV 89104 (Tel 702-486-7330) www.cpe.nv.gov

The Associate of Arts in Nursing program is approved by the Nevada State Board of Nursing (NSBN). General Contact Information: (Tel 888-590-6726), nursingboard@nsbn.state.nv.us.

The Medical Assistant program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730, North Bethesda, Maryland MD 20852 (Tel 301-291-7550) abhes.org.

The Surgical Technology program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730, North Bethesda, Maryland MD 20852 (Tel 301-291-7550) abhes.org.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
www.caahep.org

The Pharmacy Technician programs at Nevada Career Institute is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814 (Tel 866-279-0681), https://www.ashp.org/.

Nevada Career Institute is approved by the Nevada Commission on Postsecondary Education for Veterans Education.

Nevada Career Institute is approved to train State Vocational Rehabilitation students.

Nevada Career Institute is approved by the U.S. Department of Education to participate in Title IV programs.

Documents describing accreditation and approvals may be viewed by contacting the Campus Director.

As a prospective student, you are required to review this catalog prior to signing an Enrollment Agreement.

Institute Locations: Branch and Main Campus Locations

Glendale Campus (GCC-GL-*Main Campus*)
240 North Brand Blvd., Lower Level
Glendale, CA 91203
818-243-1131
glendalecareer.com
Emille Gonzalez, Campus Director

Satellite/Separate/Classroom
221 North Brand Blvd.
Glendale, CA 91203

San Diego Campus (NWC-SD-*Branch Campus*)
6106 Arosa St.
San Diego, CA 921115
858-715-1120
glendalecareer.com
Paul Gibson, Campus Director

Bakersfield Campus (NWC-BA-*Branch Campus*)
3000 Ming Ave.
Bakersfield, CA 93304
661-501-6010
glendalecareer.com
Michael Rugnao, Campus Director

North-West College-MFSON (West Covina Branch Campus)
2029 West Garvey Ave. North
West Covina, CA 91790
626-251-1078
glendalecareer.com
Aldwin Dauis, Executive Director

North-West College-MFSON (Riverside Branch Campus)
4601 La Sierra Ave.
Riverside, CA 92505
951-405-7800
glendalecareer.com
Tammy Latu, Campus Director

Nevada Career Institute (NCI-*Branch Campus*)
3231 North Decatur Blvd., Suite 201
Las Vegas, NV 89130
702-893-3300
nevadacareerinstitute.com
Mary Ann Jefferson, Campus Director

Programs Offered at Nevada Career Institute include:

Associate of Arts in Nursing (Degree)
Business Office Administration (Diploma)
Dental Assistant (Diploma)
Medical Assistant (Diploma)
Medical Insurance Biller and Coder (Diploma)
Pharmacy Technician (Diploma)
Surgical Technology (Degree)

FACILITIES

Nevada Career Institute is designed to provide an optimum learning environment. The campus has multiple, well-equipped classrooms, consisting of laboratories and lecture rooms. In some cases, the laboratories and lecture rooms are combined within the same classroom. Laboratory equipment is chosen so that students will be acquainted with equipment used in the field. The campus has administrative offices, a student union, restroom facilities, faculty lounge, study space, and open labs containing computers and printers (some of which may be in the classrooms themselves). Each program maintains a Learning Resource System and other on-line resources to assist students in their various research projects, as well as providing links to employment websites. Students are provided instructions for accessing the Learning Resource System during the classroom orientation process. Students are encouraged to use the Learning Resource System during class time, as well as other times outside of their class time. Available books can only be used within the facility to ensure accessibility to all students and may not be checked out.

Nevada Career Institute programs are “non-residential” and the Institute has no responsibility to find or assist a student in finding housing. Student advisors and other staff members can provide students with information on community resources as necessary.

S*tate of Nevada Residency Requirement/Student Physical Location*

Programs offered at Nevada Career Institute (“NCI” or “Institution”) are only offered to residents of the State of Nevada. Prior to enrollment, and as part of the enrollment processes, NCI requires an attestation of the Student’s physical address/location of record. The physical address/location provided on the Enrollment Agreement will serve as the basis for the Institution’s residency determination and serve as the address of record in the Institution’s Population Management System (Campus Nexus). By signing the Institution’s Enrollment Agreement, the Student is attesting to the fact that the physical address included on the Enrollment Agreement is the Student’s address of record. Students can submit a change of address request through the Student Portal for changes of address within the State of Nevada. If a student should happen to move out of the State of Nevada, the student is required to immediately notify the Institution as this will likely impact their ability to remain enrolled at the Institution and complete their program of study at NCI, and it could adversely impact their ability to obtain licensure and employment.

Classroom/Lab Equipment and Supplies

- Tables and chairs
- White Boards
- Starboard
- LCD projector
- Computers and Printers
- Appropriate posters, charts and handouts

Program-Specific Equipment and Supplies

Associate of Arts in Nursing

- Functional Headwall
- Welch Allyn integrated diagnostic System (wallmount)
- Electric bed w/4 side rails with traction
- Traction Set With Trapeze and Weights
- Overbed table
- Bedside Cabinet w/3 Drawers
- Adjustable Height Stretcher (Guery)
- Wheelchairs w/Swing Away Footplates
- Vital Signs Monitor Chart for Allyn Spot
- Welch Allyn SPOT Vital Sign NIBP
- Isolation Cart (yellow)
- Emergency Cart (red)
- Treatment Cart (blue)
- Super Erecta Shelf Stem Cart/Wire Shelf
- 3-In-1 Steel Bedside Commode
- Rinsette White Plastic (Patient Hair washing)
- Folding Walker
- Quad Cane
- Aluminum Crutch
- Aluminum Single Point Cane Adjustable
- Nurse Training Baby M/F
- IV Arms
- NG Tube & Trach Teaching Torso
- Cath Enema Simulator
- Chester Chest w/New Advanced Arm
- Table Top Hook Stand
- IV Poles Square Hamper & Replacement Hamper Bag
- Alaris Medley Comb #1
- Kangroo 924 Enteral Pump
- Kangaroo Gastrostomy Feeding Tube w/Y Port
- Detecto Portable Standard Physician Scale
- 3-Channel Wide-Screen ECG Monitor
- Glucocard 01 Glucose Meter Kit

Business Office Administration- no laboratory equipment required.

Dental Assistant

- Laboratory Set-Ups
- Sterilizers
- Complete Dental Operatories
- X-Ray Machines/ X- Ray Viewboxes
- Typodonts for Dental Procedures
- Business Administration front office procedures area
- Instruments in Operatories for Proper Set-up with Separated Tray

Medical Assistant

- Anatomical Models
- Skeleton
- Weight/Height Scale
- Baby Scale
- Digital Thermometer
- Otoscope/Ophthalmoscope
- Blood Pressure Cuffs
- EKG Machine(s)
- Centrifuge
- Laboratory equipment for urine and blood testing
- Examination tables
- Sterilization Units (Autoclaves)
- Disposable supplies commonly found in a doctor's office
- Office Productivity Software
- Electronic Health Record Simulation
- Doctor's office exam room, including instrument cabinet, and instruments

Medical Insurance Biller and Coder

- Insurance Coding References
- Office Productivity Software
- Electronic Health Record Simulation
- Appropriate Files

Pharmacy Technician

- Pill Counter
- Oral Syringes
- Mortar and Pestle
- Erlenmeyer Flasks
- Conical Cylinders
- Graduated Cylinders
- Spatulas
- Pipettes
- Beakers
- Ampules
- Sterile Gloves
- Torsion Balance and Weights
- Amber Oval Bottles with Child-Resistant Caps
- Hypodermic Needles and Syringes
- Sharps Containers
- Sterile Water for Injection
- Demo Dose Powder
- Intravenous Bags
- Laminar Flow Hood Cassette
- Complete Mock Pharmacy

Surgical Technology

- Mock operating rooms
- Back Tables
- Mayo Stands
- OR Tables
- Surgical Lights
- Kick Buckets
- Gurneys
- Anesthesia Machine
- Suction Unit
- Electrosurgical Unit
- Laparoscopic Tower (monitor, light source, camera, CO2 Insufflator
- Surgical Supplies (gowns, gloves, Custom Surgical Packs, sponges, sutures, scalpel blades, dressing materials, etc.)
- Mannequins
- General and Specialty surgical instruments
- Skeletal and anatomical models
- Simulated Central Service

GENERAL INFORMATION

The Institute's facilities can accommodate:

*400 students at Glendale Career College-GL
*400 students at North-West College-SD
*350 students at North-West College-BA
*250 students at North-West College-MFSON-WC
*350 students at Nevada Career Institute

A typical lecture class size is approximately 35 students; however, many classes may be smaller, and occasionally larger. Laboratory classes, except in Surgical Technology, Dental Assistant, and Pharmacy Technician are conducted observing a 20:1 student-to-instructor ratio. Laboratory classes in Surgical Technology are conducted observing a 10:1 student-to-instructor ratio. All courses at the Institute are taught entirely in English.

ADMISSION REQUIREMENTS

Nevada Career Institute seeks students who are interested in practical career training and who are motivated to succeed in their chosen career fields. Admissions representatives are available at each campus to assist potential students in the admissions process.

Admissions Requirement Pathways:

Prospective students can apply to the Institute using one of the following pathways:

1. Applicants who possess a high school diploma or equivalent;
2. Applicants who do not hold a high school diploma or equivalent, and who established ability-to-benefit (ATB) eligibility under federal regulations prior to July 1, 2012 and registered for or attended a Federal Student Aid eligible program prior to July 1, 2012; or
3. Applicants who do not hold a high school diploma or equivalent, and who did not establish ATB eligibility prior to July 1, 2012.

Students who do not possess a high school diploma or equivalent may not apply for admission to the Surgical Technology, Pharmacy Technician, and the Associate of Science in Healthcare Administration. Students are responsible for verifying licensure/certification eligibility requirements with the respective regulatory agency.

1. Applicants Who Possess a High School Diploma or Equivalent

Applicants must possess a high school diploma or its equivalent and provide verifiable documentation.
The equivalent to a high school diploma includes:

- a GED®, HiSET™, TASC™, or other approved high school equivalency certificate; or
- for homeschooled students, a transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education.

Applicants who possess a high school diploma or equivalent must complete the Wonderlic Scholastic Level Exam (SLE) assessment during the enrollment process and achieve a required minimum score for the applicable program of study.

In this admissions pathway, the applicant may apply for enrollment in any of the Institute's programs for which he/she qualifies. Federal Student Aid is available to those who qualify and are eligible.

2. Applicants Who Do Not Hold a High School Diploma or Equivalent, but Established Ability-to-Benefit (ATB) Eligibility Prior to July 1, 2012 and Registered for or Attended a Federal Student Aid Eligible Program Prior to July 1, 2012

Ability-to-benefit (ATB) students are those individuals who wish to attend the Institute but do not possess a high school diploma or recognized equivalent, and are beyond the age of compulsory school attendance in the State of Nevada.

If the applicant's ATB eligibility was established prior to July 1, 2012, the applicant will be required to provide the official ATB test scores to document eligibility. In addition to the test scores, the student must also have registered for or attended a Federal Student Aid eligible program prior to July 1, 2012. Applicants utilizing this pathway are not required to take an entrance exam or retake the ATB test. An admissions decision will not be made until all required documentation has been received by the Institute.

Federal Student Aid is available to those who qualify and are eligible.

3. Applicants Who Do Not Hold a High School Diploma or Equivalent and Did Not Establish ATB Eligibility Prior to July 1, 2012.

Applicants who do not hold a high school diploma or equivalent and did not establish ATB eligibility prior to July 1, 2012 may apply to the Institute, but are not eligible to apply for Federal Student Aid. Applicants in this admissions pathway will be required to achieve a minimum score on a U.S. Department of Education-approved Ability-to-Benefit test, in place of the standard entrance exam prior to enrollment at the Institute. The student must achieve the minimum passing scores to be considered for admission to the Institute.

Admissions Process

Nevada Career Institute requires applicants who meet the criteria set forth in one of the three admissions pathways to complete the following admissions process:

- Complete an admissions interview and tour of the Institute (Note: The Surgical Technology, program requires an additional interview with the Program Director or designee);
- Provide or request official high school graduation or applicable equivalent documentation;
- Take and pass a standardized basic skills assessment designed to measure aptitude for successful completion of the chosen program of study (see the testing requirements in the admissions pathway information above). Please note that the Institute does not:
    - require ACT or SAT scores for admission;
    - consider advanced placement credit and experiential learning credit in the admissions process; or
    - give credit for advanced placement courses or experiential learning.
    - Applicants in the full distance education or blended programs, will be required to complete a Distance Education Readiness Assessment questionnaire during the admissions process;
- Applicants from foreign countries where English is not the primary language must be proficient in English as demonstrated with a minimum TOEFL score of 450 or a passing score on the College's entrance evaluation;
- Interview with a Financial Aid Advisor prior to completing the enrollment process;
- Review the Institute's catalog and all required programmatic, state, and federal disclosures; and
- Complete all necessary paperwork for admission including completion of an Institute Enrollment Agreement.
- Pay the $100 Registration Fee on or prior to the start date, or make arrangements to pay;

Students enrolled in the Surgical Technology, and Pharmacy Technician programs are required to pass a background check, physical examination, and drug screening prior to enrollment and/or during their program of study.

Prior to enrolling, the applicant will be given the Institute catalog, and may request completion and placement rate data. The applicant will also be given an opportunity to review the Institute's website containing additional disclosures and consumer information. Each publication should be reviewed by the applicant before deciding to enroll. The Institute makes changes to these disclosures and publications from time to time and publishes the most current version on the Institute's website.

High school equivalency preparation and testing information in your local area is available through the admissions office at each campus. The Institute highly recommends each ATB applicant obtain a high school equivalency prior to graduation, as this will improve the graduate's employment options. If an ATB applicant successfully earns a high school equivalency certificate prior to graduation, the student may become eligible to apply for Federal Student Aid if ATB eligibility was not established prior to July 1, 2012.

Nevada Career Institute does not offer on-campus housing. Student Advisors and other Team Members can provide students with information about housing and other community resources. The price of housing varies widely by geographical location. On average the cost of housing ranges between $950.00 and $1,550.00 per month.

Nevada Career Institute does not discriminate in their admissions practices with regard to race, age, gender, gender identity, disability, religion, sexual orientation, or national and ethnic origin of the applicant. Each student is entitled to all rights, privileges, and access to programs and activities generally accorded or made available to students at the Institute. However, Nevada Career Institute reserves the right to refuse admission to any applicant who does not meet the Institute's established criteria for admission as outlined above or, who, by their behavior in the enrollment process indicates disregard for the Institute's policies relating to student conduct, or any student who is deemed unable to benefit from the educational program due to certain criminal convictions or related concerns.

Admissions Requirement Pathway for Futoro Health Students:

Prospective students referred to the College by Futoro Health need to meet the following admissions requirements:

Applicants must possess a high school diploma or its equivalent and provide verifiable documentation. The equivalent to a high school diploma includes:

- GED®, HiSET™, TASC™, or other approved high school equivalency certificate;
- a certificate of the successful completion of the California High School Proficiency Exam; or
- for homeschooled students, a transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education.

- Either completion and passage of applicable Futuro Health introductory courses, or completion and passage of applicable entrance assessments if direct admitted to HCTC college by Futuro Health.

- Applicants in the distance education programs will be required to complete the pre-enrollment computer skills assessment during the admissions process.

- Complete an admissions interview and virtual or on campus tour of the College.

- Provide or request official high school graduation or applicable equivalent documentation.

- Meet with a Financial Aid Advisor prior to completing the enrollment process.

- Review the College's catalog and all required programmatic, state, and federal disclosures.

- Complete all necessary paperwork for admission including completion of a College Enrollment Agreement.

ARBITRATION and CLASS ACTION WAIVER DISCLOSURE

Nevada Career Institute requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the Institute prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Campus Director.

Any dispute I may bring against the Institute, or any of its parents, subsidiaries, officers, directors, or employees, or which the Institute may bring against me, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules ("Consumer Rules"), with the exception that the arbitrator appointment process shall be governed by AAA

Commercial Rule 12(a)-(b). The arbitration shall be conducted and decided by a single Arbitrator. Any remedy available from a Court under the law shall be available in the arbitration. The arbitration hearing will be conducted in the city in which the campus is located.

Notice Regarding Borrower Defense Claims: I understand this Agreement is a condition of my enrollment in the Institute. This Agreement does not, in any way, limit, relinquish, or waive my ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. This Agreement does not require that I participate in arbitration or any internal dispute resolution process offered by the Institute prior to filing a borrower defense to repayment application with the US Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by this Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way.

The Federal Arbitration Act ("FAA") shall govern the interpretation, scope, and enforcement of this Agreement. Any and all disputes concerning the interpretation, scope, and enforcement of this Agreement shall be decided exclusively by a Court of competent jurisdiction, and not by the Arbitrator.

Both the Institute and I explicitly waive any right to a jury trial. I understand that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgment in any Court having jurisdiction.

I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action.

This Agreement does not affect either party's right to seek relief in small claims court for disputes or claims within the scope of the small claims court's jurisdiction.

I may, but need not, be represented by an attorney at arbitration.

Except as specifically required by the laws of the State of California, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. I agree that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

I understand the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at www.adr.org. I shall disclose this Agreement to the AAA if I file an arbitration.

If any part of this Agreement is declared unenforceable or invalid, it shall be severable and the remainder of this Agreement shall continue to be valid and enforceable.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFER CREDIT POLICY

At the Institute's discretion, transfer credits for courses or programs completed in other postsecondary institutions may be accepted when comparable in scope and content to the Institute's own programs. At a minimum, 25 percent of the required curriculum must be completed at the Institute.

Evaluation of Transfer Credit

Students previously enrolled in a college or university accredited by an agency recognized by the United States Department of Education (ED) or the Council for Higher Education Accreditation (CHEA) may submit their academic records to Nevada Career Institute for review and possible transfer of credit during the enrollment process. Students with applicable work experience, training, or competencies may also be evaluated for the receipt of transfer credit. For VA beneficiaries, all postsecondary education and military transcripts must be submitted. Students who have prior training and skills applicable to their program of study but without college credit may also apply for challenge credit or credit for previous learning.

The transfer credit evaluation process includes the following:

1. Students who wish to transfer college credits must request an official transcript and description of the applicable course(s) be sent directly to Office of the Registrar at Nevada Career Institute from the transferring institution at least ten (10) business days before the start date of the program.
2. Upon review of the transcript and course description, the Institute, at its discretion, may award transfer credit for equivalent course(s) that are part of the student's program of study at Nevada Career Institute and for which the student earned a passing grade at the transferring institution. Courses completed within the following time may be considered for evaluation: Occupational Courses within 1 year, Science Courses within 2 years, and General Education Courses within 5 years.

3. A student with prior applicable experience may also petition to receive transfer credit by submitting to an examination for which the student must score an 80% or higher to receive credit.
4. A minimum of 25 percent of the required curriculum must be completed at the Institute.
5. Students who are granted transfer credit may receive a corresponding reduction in their tuition charges.
6. Granted transfer credit may result in a corresponding reduction in financial aid eligibility based on a reduction in program length.
7. Transfer credits are included in the satisfactory academic progress measurements as attempted and completed credits, but not in the cumulative GPA.
8. Students will be notified, in writing, of the outcome of their transfer credit request. The student may appeal the transfer credit decision, in writing, within 10 days of the receipt of the Institute's transfer credit decision. The appeal must contain compelling evidence to support the student's request. The Institute has the final decision regarding all transfer credit appeals.

Transfer Credit Policy – Associate of Arts in Nursing

Please see the Associate of Arts in Nursing Handbook for this policy.

Transfer Credit Policy – Nevada Career Institute Surgical Technology Diploma Program Alumni

Graduates of the Nevada Career Institute Surgical Technology diploma program who hold a valid Certified Surgical Technologist (CST) credential may transfer the Surgical Technology core courses they completed during their enrollment at the college towards the Surgical Technology-AOS degree program. Upon successfully completing the required general education courses for the Associate of Occupational Science degree-Surgical Technology program, they will be eligible to earn their Associate of Occupational Science degree in Surgical Technology.

Program Physical Requirements

Students are required to complete certain health and safety requirements according to individual program needs. Because many students at the College are involved with direct patient care in health care careers, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from students. Individual programs may have clinical or externship requirements that must be met before the first day of the clinical or externship class.

Associate of Art in Nursing (ADN):
Students in the Nursing Program are expected to perform the following during their Externship/Clinical Experience:

- Lift up to 50 lbs. individually.
- Full manual dexterity of both upper extremities is required.
- Sustain repetitive movement (CPR compressions, bagging, etc.).
- Strength to pull and push.

- Maintain physical tolerance (stand, bend, walk, and sit for 8-12 hours) in a clinical setting.
- Effectively communicate in English to patients and members of the health team.
- Vision must be within normal limits for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments of patients, including subtle color changes.
- One must have normal hearing, with the use of hearing aids being permitted, to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Additionally, it is essential to have the ability to hear to detect subtle, yet critical information regarding patient conditions, including alarms, and to communicate effectively with physicians and other professionals involved in patient care.
- One must have a normal sense of smell to detect odors indicating unsafe conditions or changing patient status.
- Drug testing may be required in certain clinical placement situations.

Surgical Technology:
Students in the Surgical Technology Program are expected to perform the following during their Externship/Clinical Experience:

- Lift up to 30 lbs. individually.
- Demonstrate visual capacity to read small print.
- Vision must be within normal limits for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments of patients, including subtle color changes.
- One must have normal hearing, with the use of hearing aids being permitted, to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Additionally, it is essential to have the ability to hear to detect subtle, yet critical information regarding patient conditions, including alarms, and to communicate effectively with physicians and other professionals involved in patient care.
- Effectively communicate in English to patients and members of the health team.
- Demonstrate a coordinated range of motion of all four extremities.
- Stand, bend, walk, and sit for 6-12 hours in a clinical setting performing physical activities.
- Drug testing may be required in certain clinical placement situations.

Dental Assistant:
Students in the Dental Assistant Program are expected to perform the following during their Externship/Clinical Experience:

- Lift up to 30 lbs. individually.
- Stand, walk, bend, or kneel and be able to maneuver in small areas.
- Possess gross and fine motor skills.
- Occasionally lift and/or move up to 25 pounds.

Medical Assistant:
Students in the Medical Assistant Program are expected to perform the following during their Externship/Clinical Experience:

- Lift up to 30 lbs. individually.
- Stand, walk, bend, or kneel and be able to maneuver in small areas.
- Possess gross and fine motor skills.
- Occasionally lift and/or move up to 25 pounds.

Medical Insurance Biller & Coder:
Students in the Medical Insurance Biller and Coder Program are expected to perform the following during their Externship/Clinical Experience:

- Lift up to 15 lbs. individually.
- Effectively communicate in English to patients and members of the health team.
- **Vision must be** within normal limits for reading patient data to process claims.
- Sit for long periods at a time.

Pharmacy Technician:
Students in the Pharmacy Technician Program are expected to perform the following during their Externship/Clinical Experience:

- Stand, bend, walk, and sit for 6-12 hours in a clinical setting performing physical activities.
- Lift up to 40 lbs. individually in addition to pushing & pulling materials up to 40 pounds for distances to 10 feet.
- Responsiveness to auditory alarms and communication devices including telephones, beepers, fire alarms, and mechanical failure alarms.

STATEMENT OF NON-DISCRIMINATION

The Institute does not discriminate in the provision of educational access on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity or national origin. In addition to the policy information contained in this catalog, please also see the *Non-Discrimination and Anti-Harassment Policy* and *Title IX/Sexual Misconduct Policy*, available at the Institute's website nevadacareerinstitute.com.

SECTION 504/ADA AND SPECIAL ACCOMMODATION POLICY

Pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Institute does not discriminate on the basis of disability. The Institute will provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in a school's program, while not creating a fundamental alteration of the academic program or imposing an undue burden.

Applicants and qualified students with disabilities, as defined in Section 504 of the Rehabilitation Act, may request reasonable accommodations and/or auxiliary aids in order to access the Institute's educational programs. The Institute will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

If you would like to request academic adjustment or auxiliary aids, please contact the Campus Director. You may request academic adjustments or auxiliary aids at any time. The Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should:

1. Notify the Campus Director, in writing, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Campus Director by telephone at 702-893-3300.

2. The Campus Director will respond within two (2) weeks of receiving the request.

3. A request for reconsideration of the decision regarding denial of a requested accommodation should be submitted to the Campus Director within five (5) business days of receipt of the accommodation decision. The request for reconsideration should include a written explanation as to why and how you think the response should be modified.

Title IX / Sexual Harassment Policy

PART 1: DEFINITIONS, RESOURCES, AND POLICY OVERVIEW

I. INTRODUCTION

A. Notice of Nondiscrimination and Policy on Statement on Sexual Harassment

The health, safety, and well-being of all members of the North-West College, Glendale Career College, and Nevada Career Institute ("College/Institute") community are the College's/Institute's primary concerns. In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), its implementing regulations at 34 CFR §106, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by the Violence Against Women Act/Campus Sexual Violence Act ("Campus SaVE Act"), and other applicable state, federal and local laws, the College/Institute is committed to maintaining a community free from all forms of sex discrimination, including sexual harassment, as defined in 34 CFR §106 (et seq.). In accordance with Title IX, the College/Institute does not discriminate on the basis of sex in its education programs and activities, and the College/Institute is required by Title IX and 34 CFR §106 not to discriminate in such a manner. This requirement extends to admissions and employment. Inquiries about the application of Title IX and this part may be referred to the Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both. Under Title IX, discrimination on the basis of sex includes sexual harassment, which includes sexual violence.

Sexual harassment includes a broad range of behaviors that will not be tolerated in the College's/Institute's education programs or activities. The federal rules governing Title IX define sexual harassment broadly to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education Title IX is designed to protect:

- Any instance of quid pro quo harassment by a school's employee.
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or.
- Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Sexual harassment can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity. The College/Institute does not tolerate any form of sexual harassment.

Questions regarding Title IX and the Campus SaVE Act may be referred to the College's/Institute's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

B. The Title IX Coordinator

The College's/Institute's designated Title IX Coordinator is:
Title IX Coordinator:
Serjik Kesachekian
Chief Compliance Officer
2101 West Garvey Avenue, North
West Covina, CA 91790
626-251-1078
SerjikK@Success.edu

The Title IX Coordinator's responsibilities include, but are not limited to:

- Communicating with all members of the College/Institute community regarding Title IX and VAWA, and providing information about how individuals may access their rights.
- Reviewing applicable College/Institute policies to ensure institutional compliance with Title IX and VAWA.
- Monitoring the College's/Institute's administration of its own applicable policies, including this policy and the College's/Institute's Non-Discrimination and Anti-Harassment Policy and all related record keeping, timeframes, and other procedural requirements.
- Conducting or coordinating training regarding Title IX, VAWA, and prohibited conduct defined in this policy and related policies.
- Responding to any report or Formal Complaint regarding conduct that violates this policy. For any report of which the College/Institute has actual knowledge (and any Formal Complaint), the Title IX Coordinator shall oversee and implement the explanation and provision of any supportive measures. For any Formal Complaint, the Title IX Coordinator oversees the investigation and resolution of such alleged misconduct, directs the provision of any additional supportive measures, and monitors the administration of any related appeal.

The Title IX Coordinator may delegate certain responsibilities under this policy to designated administrators, who will be appropriately trained.

C. Definitions within the Policy

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the College's/Institute's Title IX Coordinator or to a Campus/Executive Director.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Bystander means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior or conduct that is in violation of rules or policies of the College/Institute.

Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law.

Consent must be affirmative. Consent means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

In **California**, and for the purposes of the College's/Institute's Title IX/Sexual Harassment Policy at its California campuses, an **Affirmative Consent** standard is applied to allegations of sexual harassment. That term is defined in the California Education Code §67386 as follows:

1) An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

(2) A policy that, in the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

(a) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.

(b) The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

(3) A policy that the standard used in determining whether the elements of the complaint against the accused have been demonstrated is the preponderance of the evidence.

(4) A policy that, in the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

(a) The complainant was asleep or unconscious.

(b) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
(c) The complainant was unable to communicate due to a mental or physical condition.

Formal Complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College/Institute investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College/Institute with which the Formal Complaint is filed. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. As used here, the phrase ‘‘document filed by a complainant’’ means a document or electronic submission (such as by email) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the Formal Complaint.

Incapacitation (or incapacity), for purposes of this policy, is the state in which an individual’s perception or judgment is so impaired that the individual lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where an individual knows or ought reasonably to have understood that the individual is incapacitated, constitutes Title IX Sexual Harassment as defined by this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation mean taking any adverse action or attempting to take adverse action, including intimidating, threatening, coercing, or in any way discriminating against an individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation,
proceeding, or hearing.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the College/Institute conditioning the provision of an aid, benefit, or service of the College/Institute on an individual’s participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s/Institute’s education program or activity; or

(3) one of the following offenses:

(a) ‘‘Sexual assault’’ means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Forcible sex offenses means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; these offenses include:

- Rape: The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because

of their age or because of their temporary or permanent mental or physical incapacity;

- Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

Nonforcible Sex Offenses (Except Prostitution Offenses) means unlawful, nonforcible sexual intercourse; these offenses include:

- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

(b) ‘‘Dating violence’’ means violence committed by a person—

(i) who is or has been in a social relationship of a romantic or intimate nature with the

victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

(c) ‘‘Domestic violence’’ includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

(d) ‘‘Stalking’’ means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress.

Supportive measures means nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's/Institute's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College/Institute must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College/Institute to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Third party refers to any individual who is not a College/Institute student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or local residents).

Witness refers to any individual who shares information relating to an allegation of prohibited conduct under this policy.

D. Scope of Policy

This policy governs sexual harassment involving persons in the United States, and applies regardless of sex, race, national origin, disability, part-time/fulltime status, sexual orientation, gender identity, or other protected status.

Under Title IX, the College/Institute must respond when sexual harassment occurs in the school's education program or activity, against a person in the United States. "Education program or activity" includes locations, events, or circumstances over which the College/Institute exercises substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by the College/Institute. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on campus or off campus.

Complaints of discrimination or harassment on the basis of sex that do not involve Title IX-defined sexual harassment, or do not otherwise meet the Title IX threshold for investigation, are governed by the College's/Institute's Non-Discrimination and Anti-Harassment Policy contained in the College's/Institute's catalog.

E. Rights of the Complainant and Respondent

1. The complainant may make a report to local law enforcement and/or state police;
2. The complainant will have reports of Sexual Harassment treated seriously;
3. The complainant will have the right to make a decision about whether or not to disclose a crime or violation and participate in the investigation and hearing process and/or criminal justice process free from pressure from the College/Institute;
4. Both parties will be provided a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. The complainant will be treated with dignity and to receive from the College/Institute courteous, fair, and respectful referral to health care and counseling services, where available;
6. The complainant will be free from any suggestion that s/he is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. The complainant will be asked to describe the incident with as few College/Institute representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Both parties will be protected from retaliation by the College/Institute, any student, and/or their friends, family and acquaintances within the jurisdiction of the College/Institute;
9. Both parties may be accompanied by an advisor of choice who may assist and advise a complainant or respondent throughout the grievance process, including during all meetings and hearings related to such process;
10. Both parties may exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the College/Institute;
11. Both parties will be informed of the outcome of the College's/Institute's investigation;
12. All members of the College/Institute community may obtain information about health and counseling support resources from the College's/Institute's Title IX Coordinator.

Local community resources include:

Agency	Location	Telephone Number
California		
Rape Crisis Center	7116 Sophia Ave. Van Nuys, CA 91406	818-886-0453
Sexual Assault Crisis Agency	1703 Termino Ave. Long Beach, CA 90804	562-494-5046
Riverside Area Rape Crisis Center	1845 Chicago Ave, Suite A Riverside, CA 92507	951-686-7273
Project S.I.S.T.E.R.	PO Box 1369 Pomona, CA 91769	909-626-4357
Glendale Adventist Medical Center	1509 Wilson Terrace Glendale, CA 91206	818-409-8027
Alliance Against Family Violence & Sexual Assault	1921 19th Street Bakersfield, CA 93301	661-322-9199
Foothill Family Services – West Covina	1215 West Covina Pkwy, Suite 200 West Covina, CA 91790	626-338-9200
Center For Community Solutions/Rape Crisis Center	4508 Mission Bay Dr. San Diego, CA 92109	858-272-5777
Nevada		
Community Action Against Rape (CARR)–Rape Crisis Center	6375 West Charleston Blvd., W1B Las Vegas, NV 89146	702-385-2153
Mental Health Services for Children & Adults	6600 W. Charleston Blvd., #140 Las Vegas, NV 89146	702-437-4673

13. Both parties will be notified of options for changing academic, living, transportation, and working situations;
14. The complainant may report the incident to the College's/Institute's Title IX Coordinator using any of the published contact methods, including during non-business hours;
15. Both parties will be provided a prompt, impartial, and thorough investigation of the complaint in accordance with this policy;
16. Both parties will be informed of the importance of preserving evidence;
17. Both parties will be provided confidentiality in accordance with this policy.

II. RESOURCES AND REPORTING OPTIONS FOR VICTIMS OF SEXUAL HARASSMENT

A. Immediate Medical Assistance and Counseling

If you or someone you know is or may be the victim of any form of sexual assault, the College/Institute strongly urges you to seek immediate assistance. Assistance is available 24 hours a day, 7 days a week, from the local police and Emergency Assistance—call 911, and from the following:

Hospital	Location	Telephone Number
California		
Glendale Adventist Medical Center	1509 Wilson Terrace Glendale, CA 91206	818-409-8202
UC Irvine Medical Center	101 The City Drive South Orange, CA 92868	714-456-7890
Queen of the Valley Hospital	1115 S. Sunset Ave. West Covina, CA 91790	626-962-4011
Pomona Valley Hospital	1798 N. Garey Ave. Pomona, CA 91767	909-865-9500
Riverside County Regional Medical Center	26520 Cactus Ave. Moreno Valley, CA 92555	951-486-4000
Alvarado Hospital Medical Center	6655 Alvarado Rd. San Diego, CA 92120	619-287-3270
Adventist Health Bakersfield	2615 Chester Ave. Bakersfield, CA 93301	661-395-3000
Nevada		
University Medical Center	1800 W. Charleston Blvd. Las Vegas, NV 89102	702-383-2000

B. College Counseling Resources

The College/Institute does not offer campus based counseling resources. However, whether or not an official complaint of sexual harassment is made, students may be referred to various community counseling options.

C. Reporting Options:

For complainants who wish to make a Formal Complaint, s/he should contact the Title IX Coordinator using the contact information provided in this report, or report it to a Campus/Executive Director who will coordinate a report with the Title IX Coordinator. A complainant is always free to reach out to a faculty member, program director, or other administrator regarding sexual harassment allegations, but doing so will not be considered "notice" of a Formal Complaint. If a student requests to make a Formal Complaint to one of these employees, s/he will be referred to the Title IX Coordinator.

III. REPORTING OF INCIDENTS OF SEXUAL HARASSMENT

A. Law Enforcement Notification

If you are the victim of sexual assault, the College/Institute strongly encourages you to promptly report the incident to the police. Timing is a critical factor in collecting and preserving evidence that may assist in proving that the alleged assault occurred, or may be helpful in obtaining a protection or restraining order from the police. College/Institute representatives are available to assist you in notifying law enforcement of an incident of sexual assault and in contacting law enforcement or legal service organizations to learn about these remedies. You may also decline to notify law enforcement.

B. College Notification

The College/Institute is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual harassment. Therefore, the College/Institute also encourages the reporting of sexual harassment to the College/Institute Title IX Coordinator in a timely manner. Any incident of sexual harassment reported to another College/Institute employee, other than the Campus Director, as set forth herein, will not be reported to the Title IX Coordinator unless the complainant requests to be referred to him/her for a Formal Complaint.

When the Title IX Coordinator receives a report of sexual harassment, the Title IX Coordinator will confidentially and promptly contact the complainant and provide the complainant with an explanation of his or her rights and options, including the availability of supportive measures and the process for filing a Formal Complaint, if one has not been filed. The Title IX Coordinator will also discuss the complainant's wishes regarding supportive measures, regardless of whether a Formal Complaint is filed. The College/Institute will also provide information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims in the community.

The complainant reserves the right to withdraw a complaint or his/her involvement in the College's/Institute's investigation or resolution process at any time. However, in such instances the College's/Institute's ability to respond will be limited and Title IX may, nevertheless, require the College/Institute to complete the investigation processes for the safety of the campus community.

C. Reports of Sexual Harassment from Someone Other than Complainant

If the College/Institute receives a report of alleged sexual harassment by someone other than the complainant (e.g., friend or roommate, resident advisor) or from an anonymous source, the College's/Institute's Title IX Coordinator will promptly notify the Complainant of the report, inform the complainant of the available resources and assistance, and will follow the process outlined in this policy.

D. Time for Reporting

There is no time limit for reporting sexual harassment. Nevertheless, any member of the College/Institute community who believes that he or she has been a victim of sexual harassment is encouraged to report the alleged sexual harassment immediately in order to

maximize the College's/Institute's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation.

Under no circumstances will the College/Institute allow an impending graduation to compromise its resolution of a sexual harassment complaint. The conferral of a degree or diploma may, therefore, be withheld, if necessary, until proper resolution of any sexual harassment allegations, provided that a hearing opportunity be scheduled for the earliest practical date that can accommodate the parties and their witnesses.

E. Confidentiality

The College/Institute understands that confidentiality is a primary concern when making a report of sexual harassment. However, certain College/Institute employees are required by state and federal law to share information from a report of sexual harassment within the College/Institute or governmental agencies. However, College/Institute employees who cannot guarantee confidentiality will maintain the privacy of the reporting individual to the greatest extent possible. The information that the reporting individual provides to a non-confidential resource will be relayed only to the Title IX Coordinator to investigate and/or seek a resolution only if the complainant makes that request and files a Formal Complaint. When reporting crimes for the purposes of Clery Act compliance, the College/Institute will not release identifying information regarding the victim.

Confidentiality Rights of Complainants and Respondents. While complainants, respondents, and witnesses involved in the grievance process under this policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, complainants and respondents are not restricted from discussing the allegations under investigation.

Medical, psychological, and similar treatment records are privileged and confidential documents that cannot be accessed or used for a grievance process under this policy without the relevant party's voluntary, written consent.

1. Professional and Pastoral Counselors

The College/Institute does not offer professional, licensed counselors, or pastoral counselors (ordained clergy).

2. Other College/Institute Employees

Under this policy, other than the Title IX Coordinator, the only College/Institute employee who has the authority to redress sexual harassment, and thus has a duty to report incidents of sexual harassment, is the Campus/Executive Director. If a report of sexual harassment is made to the Campus/Executive Director, s/he must report all relevant details about the alleged sexual harassment shared in the report to the Title IX Coordinator. The Director will strive to maintain privacy and information reported, including the identities of the parties, will be shared only with those having a need to know such information in order to respond in accordance with College/Institute policy, and in compliance with the Family Education Rights and Privacy Act (FERPA).

If a complainant files a Formal Complaint but wishes to remain anonymous or requests that no investigation into the incident be conducted, the College/Institute will weigh that request against the College's/Institute's obligation to provide a safe, nondiscriminatory environment for all members of the College/Institute community, including the complainant. In certain circumstances, the College/Institute may not be able to honor a complainant's request when doing so would jeopardize the College's/Institute's responsibility to provide a safe, non-discriminatory environment. The Title IX Coordinator is designated to evaluate the complainant's request and make the final determination.

F. College Amnesty Policy

The health and safety of every student at the College/Institute is of utmost importance. The College/Institute recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College/Institute strongly encourages students to report sexual harassment to College/Institute officials. A bystander acting in good faith or reporting individual acting in good faith that discloses an incident of sexual harassment to College/Institute officials or law enforcement will not be subject to the College/Institute Code of Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident.

G. Supportive Measures

Supportive measures are nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the College's/Institute's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's/Institute's educational environment and campus community, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The College/Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College/Institute to provide the supportive measures.

Requests for supportive measures should be made to the College's/Institute's Title IX Coordinator. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. The College/Institute will provide supportive measures, provided they are reasonable and available, regardless of whether the complainant chooses to report the crime to law enforcement, or make a Formal Complaint.

H. Anti-Retaliation Policy

The College/Institute prohibits retaliation against an individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation,
proceeding, or hearing. Retaliation should be reported promptly to the College's/Institute's Title IX Coordinator. Reports of retaliation will be investigated in accordance with the appropriate College/Institute policy.

PART 2: PROCEDURES FOR RESPONDING TO A COMPLAINT OF SEXUAL HARASSMENT

The College/Institute is committed to providing a prompt, fair, and impartial investigation and resolution of all allegations of sexual harassment. Incidents of sexual harassment should be reported to the College's/Institute's Title IX Coordinator. Any incident of sexual harassment reported to the Campus/Executive Director will be reported to the Title IX Coordinator.

I. INITIAL STEPS

A. Initial Report

Upon notice of any allegation of sexual harassment, the Title IX Coordinator or his or her designee will reach out to the complainant. At that time, the Title IX Coordinator or his or her designee will provide the complainant with a general understanding of this policy for reports of student sexual harassment, and identify forms of support or immediate assistance available to the complainant (e.g., referrals to appropriate law enforcement agencies, referrals for medical treatment at local hospitals and trauma centers), discuss any supportive measures that may be appropriate concerning the complainant's academic schedule and/or College/Institute employment arrangements, as well as the College's/Institute's Grievance Process.

B. Formal Complaint

If the complainant wishes to proceed with filing a Formal Complaint, the College/Institute will promptly respond, providing the following information to both the complainant and the respondent:

(1.) Notice of the College's/Institute's grievance process, including any informal resolution process.

(2.) Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in Title IX/34 CFR §106.30, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. The written notice will:

- Include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence collected as part of the investigation.
- Inform the parties of the College's/Institute's Code of Conduct, which prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The College/Institute seeks to resolve every report of sexual harassment within a reasonable period of time following the Formal Complaint, excluding any appeal. The College/Institute may extend any time frame for good cause, provided the complainant and respondent are given a written explanation as to the reason for such extension.

After issuing the notices outlined above, the Title IX Coordinator or his/her designee will schedule an individual intake meeting with each party.

II. INFORMAL RESOLUTION PROCESS

Subject to the consent of the parties and the approval of the Title IX Coordinator, the College/Institute permits informal resolution processes in cases in which a Formal Complaint has been filed with the Title IX Coordinator. Subject to approval by the Title IX Coordinator, the informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent; the informal resolution process is not available in matters involving a student and an employee.

The informal resolution process is a voluntary, remedies-based process designed to provide parties with an option to resolve disputes with other students in a forum that is separate and distinct from the College's/Institute's formal grievance processes under the Title IX Sexual Harassment Policy. The purpose of the informal resolution process is to address the conduct that has been reported by the complainant, and place the parties in a position to pursue their academic and non-academic interests in a safe, respectful, and productive educational and working environment. Under this process, there will be no disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record.

The College/Institute may facilitate the informal resolution process prior to conducting a hearing. Before the informal resolution process is used, both parties must provide voluntary, written consent to the informal resolution process and must receive written notice disclosing: the allegations, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations), and any outcomes resulting from participating in the informal resolution process (including the records that will be maintained or could be shared). At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

The College/Institute will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Title IX sexual harassment. Similarly, the College/Institute will not require, encourage, or discourage the parties from participating in the informal resolution process. The College/Institute will not offer the informal resolution process unless a Formal Complaint is filed.

III. FORMAL RESOLUTION—GENERAL TERMS

The College/Institute is committed to providing a prompt and impartial investigation and adjudication of all Formal Complaints alleging violations of this policy. During the grievance process, both parties (complainant and respondent) have equal rights to participate.

A. Conflict of Interest

All individuals who have responsibilities in administering the grievance process under this policy must be free of any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will be trained as provided by federal regulations. Parties will be notified at the appropriate junctures of the identities of the individuals serving as investigators, Hearing Panel members, and Appeal Panel members. A party who has concerns that one or more of the individuals performing one of the aforementioned roles has

conflicting interest or is biased must report those concerns to the Title IX Coordinator within 48 hours of being notified of their identities and include a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether the identified individual(s) can fulfill their duties in an impartial way. If the Title IX Coordinator concludes the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.

B. Responsibility to Review Reports and Formal Complaints

In order to protect the safety of the campus community, the Title IX Coordinator may review reports of violations of this policy even absent the filing of a Formal Complaint, or under certain circumstances, even if a Formal Complaint has been withdrawn. The Title IX Coordinator may need to themselves file a Formal Complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the College/Institute community, fair treatment of all individuals involved, and the College's/Institute's obligations under Title IX.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

C. Presumption of Good Faith Reporting

The College/Institute presumes that reports of prohibited conduct are made in good faith. A finding that the alleged behavior does not constitute a violation of this policy or that there is insufficient evidence to establish that the alleged conduct occurred as reported does not mean that the report was made in bad faith.

D. Presumption of Non-Responsibility

The respondent is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the grievance process.

E. Honesty and Cooperation during Grievance Process

The College/Institute expects all members of the campus community to be honest and cooperative in their official dealings with the College/Institute under this policy. In this regard, individuals are expected to acknowledge requests from College/Institute officials for information in a timely fashion and to make themselves available for meetings with College/Institute officials or any officials acting on behalf of the College/Institute; any student or member of the faculty or staff who fails to do so may be subject to discipline. However, parties and witnesses may choose not to attend the hearing or may choose not to participate in cross examination at the hearing.

F. Advisers

Throughout the grievance process, each party may have an adviser of their choice; parties may change their adviser at any time during the grievance process. An adviser is an individual chosen by a complainant or a respondent to provide guidance during the grievance process. An adviser may be a member or non-member of the College/Institute community, and may be an attorney.

The role of the adviser is narrow in scope: the adviser may attend any interview or meeting connected with the grievance process, but the adviser may not actively participate in interviews and may not serve as a proxy for the party. The adviser may attend the hearing and may conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the adviser may not actively participate in the hearing.

Any individual who serves as an adviser is expected to make themselves available for meetings and interviews throughout the investigation process, as well as the hearing, as scheduled by the College/Institute. The College/Institute (including any official acting on behalf of the College/Institute, such as an investigator or a hearing panelist) has the right at all times to determine what constitutes appropriate behavior on the part of an adviser and to take appropriate steps to ensure compliance with this policy.

G. Prior Sexual Behavior

The complainant's predisposition or prior sexual behavior are not relevant and will not be used during the grievance process, unless offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

H. Consolidation

The Title IX Coordinator has the discretion to consolidate multiple Formal Complaints as to allegations of Title IX sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Title IX sexual harassment arise out of the same facts or circumstances.

I. Emergency Removal

In connection with this policy, whether or not a grievance process is underway, the College/Institute may summarily remove an individual from an education program or activity on an emergency basis, after undertaking an individualized safety and risk analysis, and upon the determination that the individual poses an immediate threat to the physical health or safety of any student or other individual (including themselves, the respondent, the complainant, or any other individual). In these situations, the College/Institute will provide the individual with notice and an opportunity to challenge the decision immediately following the removal.

IV. INVESTIGATION AND ADJUDICATION

A. Timing

The College/Institute will seek to complete the investigation and adjudication within ninety (90) business days after the investigators' first interview of the complainant. Timeframes for all phases of the grievance process, including the investigation, the hearing, and any related appeal, apply equally to both parties.

There may be circumstances that require the extension of time frames for good cause. Time frames may be extended to ensure the integrity and completeness of the investigation or adjudication, comply with a request by external law enforcement, accommodate the absence of a party, adviser, or witness, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The College/Institute will notify the parties in writing of any extension of the time frames for good cause, and the reason for the extension.

In accordance with College/Institute policy, the College/Institute will review requests for language assistance and accommodation of disabilities throughout the investigation and adjudication process.

Although cooperation with law enforcement may require the College/Institute to temporarily suspend the fact-finding aspect of an investigation, under such circumstances, the College/Institute will promptly resume its investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The College/Institute will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide supportive measures for the complainant or respondent. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

B. Investigation

If the Title IX Coordinator has determined, following an initial assessment, that an investigation is appropriate, the Title IX Coordinator will refer the matter for investigation.

1. Notice of Investigation

Following the receipt and review of the Formal Complaint by the Title IX Coordinator, and it being determined that the matter properly falls under this Title IX/Sexual Harassment policy, the parties will be informed in writing of the initiation of the investigation. The written information shall include:

- The identities of the parties, if known.
- A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
- Notice of the allegations potentially constituting Title IX Sexual Harassment.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
- A statement informing the parties that they may request to inspect and review evidence.
- A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process may constitute a violation of College/Institute policy.
- Information regarding the applicable grievance procedures, including the informal resolution process.
- If, during the investigation, additional information is disclosed that may also constitute prohibited conduct under this policy, the respondent and complainant will be informed in writing that such additional information will be included in the grievance process.

2. Collection of Evidence

The investigator will collect information from each party. While the complainant and the respondent are not restricted from gathering and presenting relevant evidence, the investigator is responsible for gathering relevant evidence to the extent reasonably possible. However, each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and suggest questions to be posed to the other party or witnesses. Parties and witnesses are expected to provide all available relevant evidence to the investigator during the investigation. If a party or witness fails to provide available relevant evidence during the investigation, such evidence may, at the discretion of the Hearing Panel, be excluded from consideration at the hearing. While parties are not restricted from presenting information attesting to the parties' character, such evidence generally is not considered relevant.

The investigator will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time for the party to prepare to participate.

Parties will be interviewed separately and will be interviewed by the investigator. The investigator will interview witnesses as necessary and may, at their discretion, delegate witness interviews to other investigators. The investigator will record all interviews, or notes of the interviews will be taken by the investigator. Any other recording of interviews is prohibited and violations may result in discipline.

In general, a party's medical and counseling records are confidential. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigators obtain that party's voluntary, written consent to do so.

The investigators will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient), unless the individual holding such privilege has waived the privilege.

3. Case File

After each party has been interviewed and had the opportunity to identify witnesses and other potentially relevant information and evidence, and the investigator has completed any witness interviews and any gathering of evidence, the investigator will prepare a case file. The case file will include all collected evidence directly related to the allegations raised in the Formal Complaint, including the evidence upon which the College/Institute does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence, whether obtained from a party or other source as part of the investigation. The case file may include, as applicable, transcripts or summaries of party and witness interviews and other collected documents and evidence. The investigator will provide the case file, redacted of personally identifiable information in accordance with privacy regulations, to each party and their adviser in electronic form or hard copy. In all cases, any information relied on in

adjudicating the matter will be provided to the parties and their advisers. The investigators will also provide an updated Notice of the Allegations, as appropriate.

Within ten (10) business days of receiving the case file, each party may respond in writing, which may include a request that the investigator collect additional evidence. If the investigator believes further information is needed following receipt of any responses from the parties, the investigator will pursue any additional investigative steps as needed. The parties and their advisers will be provided with each party's written responses to the case file, if any, as well as any additional information collected by the investigators, in electronic format or hard copy.

4. Investigative Report

Following their review of the parties' responses (if any) to the case file, the investigator will create a written investigative report that summarizes all relevant evidence; the report will not contain irrelevant information.

At least ten (10) business days prior to the hearing, the investigative report will be provided to the parties and their advisers via electronic format.

The parties may choose to provide a written response to the investigative report, which must be submitted at least five (5) business days prior to the start of the hearing. At least 48 hours prior to the hearing, the parties and their advisers will be provided with the other party's written response to the investigative report, if any, in electronic format.

C. Hearing

A panel of three individuals ("Hearing Panel") will hear every case. The panel may consist of members of the College/Institute community, or, if required to maintain neutrality, an unrelated third party.

The Hearing Panel will have absolute discretion with respect to administering the hearing, will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted, will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or adviser.

Prior to the hearing, the Hearing Panel will be provided with the case file, investigative report, and any responses to the investigative report. All members of the Hearing Panel shall review the case file (including the parties' responses), ask questions during the hearing as they deem appropriate, and participate in the deliberations leading to the Presiding Hearing Panelist's adjudication of responsibility.

At least five (5) business days prior to the hearing, the parties and their advisers will be notified of the hearing date, time, and location (or relevant electronic information, if the hearing will be conducted remotely).

In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Hearing Panel can determine their relevance. The Hearing Panel has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant.

At the Hearing Panel's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisers to explain the hearing protocol.

1. Standard of Proof

The standard of proof under this policy is a preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

2. Expectation regarding the Complainant, the Respondent, and the Witnesses regarding the Hearing

In all proceedings under this policy, including at the hearing, the complainant, the respondent, and the witnesses and other individuals sharing information are expected to provide truthful information.

If the complainant, the respondent, or a witness informs the College/Institute that they will not attend the hearing (or will refuse to be cross-examined), the hearing may proceed, as determined by the Title IX Coordinator. The Hearing Panel may not, however: (a) rely on any statement or information provided by that non-participating individual in reaching a determination regarding responsibility; or (b) draw any adverse inference in reaching a determination regarding responsibility based solely on the individual's absence from the hearing (or their refusal to be cross-examined).

Each party may make requests related to the format or the nature of their participation in the hearing. The Hearing Panel will accommodate requests by either party for the hearing to occur with the parties located in separate locations with technology enabling the Hearing Panel and the parties to simultaneously see and hear the party answering questions. As appropriate and/or at the discretion of the Hearing Panel, hearings may be conducted in person or by video conference or any other means of communications by which all individuals participating are able to see and hear each other.

3. Case Presentation

While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for their advisers to conduct cross-examination of the other party and/or of relevant witnesses. A typical hearing may include brief opening remarks by the Hearing Panel, questions posed by the Hearing Panel to one or both of the parties, questions posed by the Hearing Panel to any relevant witnesses, and cross-examination by either party's adviser of the other party and relevant witnesses.

The parties' advisers will have the opportunity to cross-examine the other party (and witnesses, if any). Such cross-examination must be conducted directly, orally, and in real time by the party's adviser and never by a party personally. Only relevant cross-examination questions may be asked of a party or witness. Before a party or witness answers a cross-examination question that has been posed by a party's adviser, the Hearing Panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

4. Record of Hearing

The College/Institute shall create an official record in the form of a recording or transcript of any live (or remote) hearing and make it available to the parties for inspection and

review. Any other record of the hearing or any other recording is prohibited and violations may result in discipline.

5. Written Determination

Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility. The Hearing Panel shall make a determination, by a preponderance of the evidence, whether the respondent has violated the policy. The Hearing Panel shall write a written determination, which will contain: (1) the allegations potentially constituting Title IX sexual harassment; (2) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits [if any], methods used to gather other information, and the hearing); (3) findings of fact supporting the determination; (4) conclusions regarding the application of this policy to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed if there has been a finding of responsibility, and whether any remedies designed to restore or preserve equal access to the College's/Institute's education program or activity or working environment will be implemented; and (6) relevant appeal information for the parties. Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below, and the information will be provided to the Hearing Panel for inclusion in the written determination.

The parties and their advisers will simultaneously be provided with the written determination via electronic format.

D. Disciplinary Sanctions and Remedies (to be included in the Written Determination)

If a party is found to have violated this policy, before finalizing the written determination, the Hearing Panel will refer the matter to the appropriate College/Institute official(s) to determine sanctions and remedies. Sanctions being imposed will be included in the written determination.

Sanctions will take into account the seriousness of the misconduct as compared to like cases in the past, the respondent's previous disciplinary history (if any), and institutional principles. Remedies, which may include supportive measures, will be designed to restore or preserve equal access to the College's/Institute's education program or activity. Any sanctions and remedies will be included in the Hearing Panel's written determination, and sanctions will be subject to appeal under this policy.

The Hearing Panel may consider a number of sanctions and remedies when a respondent is found to have violated the Title IX/Sexual Harassment Policy, including:

- Suspending or expelling any student found responsible for sexual harassment.
- Terminating the employment of any employee found responsible for sexual harassment.
- Reprimand or warning.
- Changing the respondent's academic schedule.
- Disciplinary probation.
- Revocation of honors or awards.
- Restricting the respondent's access to College/Institute facilities or activities.
- Community service.
- Issuing a "no-contact" order or requiring that such an order remain in place.
- Dismissal from or restricting or reassignment of College/Institute employment.

E. Appeal

Appeals under this policy will be heard by an appeal panel ("Appeal Panel") comprised of three individuals. The Appeal Panel shall decide appeals by majority vote.

Both parties have equal rights to an impartial appeal at the following junctures:

- Upon the dismissal of a Formal Complaint or any allegations therein.
- Upon receiving the Presiding Hearing Panelist's written determination regarding responsibility and, when applicable, sanction and remedies.

Appeals may be submitted on the following bases: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter; (3) the Title IX Coordinator or their staff, investigator(s), or any member of the Hearing Panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or (4) the sanctions (or recommended sanctions) are not commensurate with the violation.
To appeal, a party must electronically submit a written appeal statement to the Title IX Coordinator within five (5) business days of receipt of the written determination or dismissal. The appeal shall consist of a written statement not to exceed 1,500 words, outlining the basis for appeal and the relevant information to substantiate the appeal. The non-appealing party will be provided with a copy of the appealing party's written statement and may submit a written response, not to exceed 1,500 words, to the Title IX Coordinator within five (5) business days of receipt of the appealing party's written statement. The non-appealing party's statement will be provided to the appealing party. No further appeal submissions from the parties shall be permitted.

An appeal is limited in scope. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College/Institute rules has occurred.

In deciding an appeal, the Appeal Panel may consider the case file and any responses, investigative report and any responses, the hearing record, the written determination, and any written appeal(s) or statements by the parties. The Appeal Panel also may consider any other materials the College/Institute deems relevant and that have been shared with the parties.

The parties and their advisers will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

If the Appeal Panel finds that the earlier decision should stand, the parties will be so informed and the Title IX process is concluded.

If the Appeal Panel finds that there was procedural irregularity that affected the outcome of the matter, the matter will be remanded to the Hearing Panel to determine appropriate further action.

If the Appeal Panel finds that new evidence is available which was not reasonably available at the time of the determination regarding responsibility or dismissal, and such evidence could alter the outcome of the matter, the matter will be remanded to the Hearing Panel for appropriate further action.

If the Appeal Panel finds that the Title IX Coordinator or their staff, investigator(s), or member of the Hearing Panel, had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter, the Appeal Panel will take appropriate measures to address and remediate the impact of the bias or conflict consistent with the general procedures of this policy.

If the Appeal Panel finds that the sanctions (or recommended sanctions) are not commensurate with the violation, the matter will be remanded to the Sanction Officer for reconsideration.

The Appeal Panel will seek to complete the appeal review within thirty (30) business days of receipt of the appealing party's written statement.

Unless further proceedings are necessary, the determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of an appeal if an appeal is filed (at which point the Title IX grievance process is concluded), or if an appeal is not filed, the date on which an appeal would no longer be considered timely (at which point the Title IX grievance process is concluded).

V. TRAINING

The College/Institute will either provide appropriate training, or ensure appropriate training is provided by a qualified third party, to the Title IX Coordinator and Campus/Executive Directors, investigators, Hearing Panel members, Appeal Panel members, and any individual who facilitates the informal resolution process. Such training will cover the definition of Title IX Sexual Harassment; the scope of the College's/Institute's education program or activity; how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes under this policy, as applicable; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The College/Institute will ensure that Hearing Panel members receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including questions and evidence about the irrelevancy of complainant's sexual predisposition or prior sexual behavior. The College/Institute will ensure that investigators receive training on issues of relevance in order to create an investigative report that fairly summarizes relevant evidence. These training materials are publicly available on the College's/Institute's website and will be made available for in-person review upon request. In addition, College/Institute officials with responsibilities under this policy will receive training related to intersectionality.

VI. RECORD RETENTION

The College/Institute will maintain for a period of seven (7) years records of the following:

- Each Title IX Sexual Harassment grievance process conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing, any disciplinary sanction imposed on the respondent, and remedies provided to the complainant designed to restore or preserve access to the College's/Institute's education program or activity.
- Any appeal and the result therefrom.
- Any informal resolution and the result therefrom.; and

- All materials used to train Title IX Coordinators, investigators, Hearing Panel members, Appeal Panel members, and any individual who facilitates the informal resolution process under this Title IX/Sexual Harassment Policy.
- Records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, the College/Institute will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's/Institute's educational and working program or activity. If the College/Institute does not provide a complainant with supportive measures, then the College/Institute will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

VII. MODIFICATION AND REVIEW OF POLICY

The College/Institute reserves the right to modify this policy to take into account applicable legal requirements or extraordinary circumstances. At regular intervals, the College/Institute will review this policy to determine whether modifications should be made.

INFORMATION REGARDING ACADEMIC CALENDARS

The Institute can enroll cohorts on a monthly basis for the Business Office Administration, Dental Assistant, Medical Assistant, and Medical Insurance Biller and Coder programs of study. Enrollment cohorts for the Surgical Technology are limited to several times each year. The Academic Calendar for each enrollment cohort is provided to students at the beginning of each program of study. Specific start dates are published in the Catalog Addendum, or can be obtained from your Admissions Representative.

The majority of our weekday classes meet Monday through Thursday, while others meet Monday through Friday and/or include weekend classes. Programs scheduled to meet evenings and/or weekends may have a longer program length than the day programs. Special classes, holiday make-up classes, workshops and seminars are usually held on non-class days, which may include Fridays, Saturdays, and Sundays depending on the program's schedule, and include: New Student Orientation, CPR Certification, Internship Workshops, and Career Readiness Workshops. Students attend mandatory workshops as scheduled for their program of study.

The Institute follows a seven day cancellation period. In the semester based degree programs, the add/drop period is usually 2 weeks after the start date of the course.

Holidays and Breaks observed by Nevada Career Institute are not included in the calculation of the program length and may affect estimated completion or graduation dates.

INSTITUTE CALENDAR

The Institute observes the following holidays:
Martin Luther King Jr. Day
President's Day
Spring Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving and the Friday following Thanksgiving Day

The Institute does not conduct most classes during the two weeks generally considered "Winter Break" (including Christmas Day and New Year's Day). Other days may be approved by Institute Administration.

STUDENT & ALUMNI SERVICES

The Institute offers student services to facilitate career success during the student's stay at the Institute and after graduation.

Student Assistance

Most campuses have Student Advisors who visit with the student at appropriate times during the program. Students are strongly encouraged to meet with their advisor with or without an appointment for student advising. Students may also meet with any of the Institute's Team Members for advising purposes.

Tutoring

The Institute offers a full range of tutoring services at each campus. Tutoring may be obtained for study skills and program subject matter content. Tutoring appointments may also be arranged prior to the student beginning their program of study at the Institute.

Refresher Assistance

The Institute offers Refresher Assistance to its graduates for a two-week period at no additional charge. Graduates may contact the Institute and arrange to attend various class sessions at the Institute or utilize the Institute's online platform. Refresher Assistance must be related to the program from which they graduated. This assistance is especially helpful to graduates who have taken time off and then want to resume their working career. Graduates changing positions within their field who also wish to take advantage of Refresher Assistance, are charged a small fee determined by the Institute's Campus Director, based on the graduate's needs.

Student Loan Assistance

The Institute maintains a full-service Student Loan Assistance department. The Student Loan Assistance Department contacts students periodically and maintains current student/graduate contact information (mailing address and telephone numbers). Students not able to make their loan payments, for a limited time period, may be offered opportunities for deferments, or for reduced payments, as allowed by the lender.

Seminars Given By the Institute

Periodic seminars are given for graduates on new developments and procedures in the field. Currently enrolled students may attend some of these seminars, either as a requirement or as an option.

Seminars Available Through Outside Groups

Students are encouraged to attend seminars, conventions, and meetings affiliated with their program of study. These seminars are offered by various professional associations, such as the American Association of Medical Assistants (AAMA) and the Association of Surgical Technologists (AST).

CAREER SERVICES

Placement Assistance

The Institute maintains a career services program for its students and graduates at each campus and provides services at no additional charge. Students and graduates may contact the Career Services Department for employment referral information, assistance with résumé writing, conducting mock interviews, and assistance in arranging interviews with prospective employers. The Institute is proud of its career services that assist with the employment of many graduates in the working world every year. Our Career Services Department collaborates with doctors, medical clinics, medical billing offices, short term care facilities, surgery centers, and hospitals in order to best serve the needs of our students. The Institute makes no guarantees concerning employment placement as an inducement to enroll, nor does the Institute promise or guarantee employment to any student or graduate.

Intern/Extern or Outside Clinical Facilities

Internship/Externship/Clinical refers to the clinical phase of the programs. Each student spends multiple weeks (please refer to the specific information for each program of study) in a clinical setting applying their knowledge and skills in a “real world setting,” interacting with patients or customers and other employees and supervisors.

Most Externships/Internships are scheduled on a four-hour per day basis. If a student wishes a full-time Externship/Internship schedule over a shorter period, arrangements may be made. Facilities evaluate the student’s practical performance by written reports at the end of the period. Hundreds of facilities cooperate with the Institute to provide Internships for our students.

The Institute’s Career Services Team Members work with the students to schedule their Internship/Externship/Clinical, since clinical experiences and graduate employment opportunities are closely related. Depending upon the program of study, students may be required to attend an Internship/Externship Workshop, on non-scheduled class day, approximately ten weeks prior to completing classes. Career Services Team Members interview each student individually to determine the best possible Internship/Externship/Clinical experience and to gather information for future employment search assistance.

Clinical experiences are typically completed during the day, including Internships/Externships/Clinical for students enrolled in evening/night programs. The Institute does not guarantee that Internships/Externships/Clinicals can be completed during the evening/night hours. Some programs require the student to travel a certain distance for Internship/Externship/Clinical. The student must have reliable transportation, whether it is their own car, a reliable ride, or public transportation. The Institute is not responsible for arranging student transportation to clinical experience locations.

CODE OF CONDUCT

Nevada Career Institute is a professional environment. It is expected that students will conduct themselves in a professional manner consistent with this Code of Conduct in preparation for entering the world of work. In the event there is a question as to what is appropriate regarding dress code, conduct, appearance, and behavior, the Campus Director or Program Director will make the final determination. Should a student disagree with the application of this Code of Conduct to his/her actions/behavior, the appeals procedure as stated in the Institute catalog should be followed.

Note that allegations of sexual misconduct or other violations of Title IX such as sexual assault, domestic or relationship violence, or stalking should be reported to the Title IX Campus Security Authority and/or the Title IX Deputy as outlined in the *Sexual Misconduct/Title IX Policy.* These reports will be handled according to the processes outlined in that policy.

Standards

- Demonstrate professional behavior at all times
- Follow all published policies and direction from Team Members
- Use respectful and professionally acceptable language towards fellow students, Team Members, and during the internship/externship/clinical experience
- Adherence to the dress code
- Academic honesty and integrity
- Show respect towards fellow students, Team Member, and anyone with whom you interact while on internship/externship/clinical experience
- Follow classroom and internship/externship/clinical rules; including food, drinks, Internet, and cell phone usage

Prohibited Behavior

Prohibited behaviors involve behaviors on-campus, at internship/externship/clinical sites, and/or off-campus at Institute-sponsored activities. Prohibited behaviors include, but are not limited to:

- Acts of abuse, violence, harassment, hazing, stalking, threats, intimidation, or retaliation
- Use of profanity in any communications
- Refusal to comply with appropriate requests
- Being involved in criminal acts including use of the Internet or Institute property for illegal or inappropriate activities
- Engaging in academic dishonesty or providing false information
- Interfering with the rights of others to access their education
- Being disruptive and disrespectful
- Malicious and intentional actions intended to harm others
- Theft, vandalism, or causing intentional damage to school property or the property of others
- Violation of Institute drug and alcohol policy
- Unprofessional, harassing, profane or bullying language or behavior towards students, staff or faculty of the Institute, or related third parties, such as extern facilities and their employees, whether verbally, in writing, in electronic communication (email and texts), or on social media
- Making false statements in relation to the Institute verbally, in writing, in electronic communication (email and texts), or on social media

- Violation of safety and security rules
- Improper use of the Internet or cell phones during class time
- Smoking in the campus buildings
- Eating and drinking in the classroom or internship/externship/clinical site where prohibited

Academic Integrity

The Colleges are committed to academic excellence built on honesty, moral integrity, trust, and respect. All academic community members depend upon the integrity of work that is submitted for academic credit. The Colleges support and promote academic honesty, personal integrity, and intellectual responsibility. Any form of academic dishonesty is not acceptable.

Violations of Academic Integrity

Violations of Academic Integrity include but are not limited to the following:

- Intentional or unintentional Purchasing materials or papers.
- Reproduction of another's work. Failure to quote or cite Self-plagiarism/dove- tailing.
- Cheating- Submitting work completed by another party.
- Completing work for another student. Purchasing materials or papers for submission.
- Selling course materials. Distributing course materials (test answers, completed
- assignments).
- Collusion.
- Falsification on any material affecting the students record. This includes but not limited to student documentation, attendance, skills check offs, homework.

Dress Code

- All allied health program students are expected to be in Institute-approved uniform while in the classroom or at an internship/externship/clinical site. The uniform must be neat, clean, and in good repair.
- Student must wear conservative, white, non-canvas, closed-toed shoes at all times. Athletic shoes are best; sandals, flip-flops, and high heels are prohibited.
- All students must be conservative in their hairstyles and use of cosmetics; well groomed (including facial hair and fingernails); and present themselves with a professional appearance when on campus or representing the Institute at an internship/externship/clinical site.
- Jewelry should be worn in good taste, with no visible body piercing except earrings. Jewelry should be limited to a wedding band, watch, and small earrings. (Students who need a reasonable accommodation because of religious beliefs, observances, or practices should contact the Campus Director to discuss the need for accommodation.
- Tattoos should not be visible and should be covered with clothing or makeup.

Grounds for Disciplinary Action

- Unsatisfactory academic performance
- Unsatisfactory attendance
- Violation of the Code of Conduct
- Violation of the Dress Code
- Non-compliance with any Nevada Career Institute policy and standard

DISCIPLINARY PROCEDURES AND TERMINATION

Disciplinary matters will be reviewed by a panel committee, comprised of, at least, the Campus Director, the Corporate Director of Academic Operations, the Associate Dean of Education, and a member of the compliance team. The student will be notified of the violation and given the opportunity to sit before members of the panel to discuss the matter and present their case before a determination is made. Disciplinary action will be determined based on the severity, and the number of, infractions/offenses. Students will be immediately notified in writing of any disciplinary action taken by the Institute.

Depending on the severity and the number of infractions, one of the following disciplinary actions will be taken:

- Notice of Violation
- Disciplinary Warning
- Disciplinary Probation
- Suspension
- Dismissal/Termination
- Reporting to Law Enforcement
- Other Appropriate Action

DISCIPLINARY ACTION APPEAL POLICY

All appeals must be submitted, in writing, within 10 days of notification of the violation. The student must provide supporting documentation for the appeal. Appeals will be reviewed within ten (10) business days by the Appeals Committee, under the coordination of the Corporate Director of Academic Operations. The decision of the Appeals Committee is final.

COPYRIGHT POLICY

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at **copyright.gov**.

Institute Consequences for Student Violations

If the Institute receives a copyright violation notice relating to student activity, the Institute will take the following actions:

First Violation:
The student will receive a Copyright Policy Warning in writing. The student will be required to meet with the Campus Director or their designee to review the Institute's Copyright Policy and signs the Copyrights Policy Warning acknowledging understanding and agreement. The documentation regarding the Warning will be placed in the student's disciplinary record.

Second Violation:
The student will be considered to be in violation of the Institute's Student Conduct Policy. The student will be placed on Disciplinary Probation. The student will be required to meet with the Campus Director or their designee to review the Institute's Copyright Policy and sign the Copyrights Policy Probation notification. The student may be subject to sanctions based on the student's responsibility in the violation and a history of previous incidents of Conduct Policy violation(s). Possible sanctions can include but are not limited to:

- Writing an essay regarding copyright infringement
- Required completion of an ethics class
- Suspension

The documentation regarding the Conduct Probation will be placed in the student's disciplinary record.

Third Violation:
The student may be dismissed/terminated from the Institute. The dismissal/termination can be appealed. The student will be required to meet with the Campus Director or their designee to justify why dismissal/termination is not warranted, including the submission of supporting documentation. The decision of the Campus Director is final. The documentation regarding the dismissal/termination will be placed in the student's disciplinary record.

For further questions, please contact your Campus Director.

ATTENDANCE POLICY

Maintaining good attendance is a fundamental element of successful career preparation. Students are expected to attend all classes according to their established schedules. Frequent absences and/or tardiness will cause disruption to a student's learning process and the establishment of good employment habits. Poor attendance can lead to disciplinary action such as Probation or dismissal/termination.

Synchronous Courses utilize an electronic attendance tracking system which requires that students use a smartphone or tablet to log their class attendance. All applicants to programs containing such courses must agree to maintain possession of a personal smartphone or tablet while enrolled at the college.

Students who are absent for 14 consecutive calendar days will be considered an Unofficial Withdrawal by the Institute. A student can officially withdraw by notifying the Campus Director/Registrar before reaching the 14th day of absence. The 14-day absence timeline does not include scheduled calendar days designated as official Institute breaks. Please refer to the Institute's SAP Policy and Grading Policy for information regarding grades awarded when student's Withdraw from the Institute.

Students must maintain a minimum of 90% attendance in all scheduled clock hours of instruction in their program of study. This requirement applies to students in both clock hour and credit hour programs. The clock hour is the basis for the credit hours earned in a given course.

The student will be placed on Attendance Probation if his/her attendance percentage falls below 90%. The maximum amount of excused absences is 10% of the scheduled clock hours attempted in the program. A letter notifying the student of his/her placement on Attendance Probation will be provided to the student. All students placed on Attendance Probation are given thirty (30) days to raise their attendance percentage. This may include attendance at a faculty supervised make-up session. See the Institute's Make-Up Policy for additional information. If the student's attendance percentage is still below 90% at the end of the thirty (30) day Attendance Probation period, the student will be dismissed/terminated, or the student may submit for an appeal.

The student may submit an appeal to the Campus Director or their designee for an extension of the Attendance Probation period if the student has documented mitigating circumstances. The extended Probation period may not exceed thirty (30) additional days. If a student is dismissed/terminated due to unsatisfactory attendance, he/she may appeal to the Campus Director for re-entry following the Institute's published appeal process.

Please refer to the applicable program-specific handbook for additional information regarding program-specific attendance policy requirements.

TARDINESS/EARLY DEPARTURE

In order to obtain the maximum benefit of their instructional program, students are expected to be in class on time and remain for the entire instructional period. Tardiness and early departure will count as time out of class, just like an absence, and may result in disciplinary action up to and including Attendance Probation, course failure or dismissal/termination. Time out of class will be rounded up to the nearest quarter-hour increment and reported as absent time. *For*

example, if a student is tardy 10 minutes, the student will be reported as missing 15 minutes of class time which will reduce the student's attendance percentage.

Please refer to the applicable program-specific handbook for additional information regarding program-specific attendance policy requirements.

INTERNSHIP/EXTERNSHIP/CLINICAL EXPERIENCE

Clinical experiences are typically completed during the day, including Internships/Externships for students enrolled in evening/night programs. The Institute does not guarantee that Internships/Externships/Clinicals can be completed using any particular day or evening schedule. Some programs require the student to travel a certain distance for Internships/Externships/Clinicals. The student must have reliable transportation, whether it is their own car, a reliable ride, or public transportation. The Institute is not responsible for arranging student transportation to Internships/Externships/Clinicals experience locations.

The student is required to begin Internship/Externship/Clinicals on the dates and times scheduled by the program. Students working full-time may Intern/Extern on a pre-approved modified schedule.

The clinical component of the Surgical Technology program is described in detail in the Surgical Technology Program's Student Handbook and is scheduled to begin at the end of the didactic and laboratory components of the program.

Students required to complete clinical experiences are <u>not</u> employees of the clinical agency and are <u>not</u> paid for these experiential learning opportunities by either the clinical agency or by the Institute.

Students must complete 100% of all scheduled Internship/Externship/Clinical hours.

Students who are dismissed/terminated by their Internship/Externship/Clinical site will be evaluated by the Institute to determine if the student will be offered a second Internship/Externship/Clinical site or be dismissed/ terminated. This determination will be based on the seriousness of the circumstances surrounding the dismissal/termination.

In a rare case where the Campus Director determines the student was wrongfully dismissed/terminated from the site or there were unique circumstances surrounding his/her dismissal/termination, an additional Internship/Externship/Clinical opportunity will be provided. Students who are terminated from a second Internship/ Externship/Clinical site opportunity will be subject to dismissal/termination from the Institute.

Please refer to the applicable program-specific handbook for additional information regarding program-specific attendance policy requirements.

MAKE-UP POLICY

Academics

- There is no make-up allowed for missed quizzes. Points for missed quizzes are forfeited by the student.
- Students are allowed to make-up one (1) exam per course. This exam may be used as the unscheduled make-up exam or to improve a failing grade.
- Scheduled make-up exams may be given before a scheduled absence or immediately upon return to class.
- A scheduled make-up exam must be approved by the instructor before the absence. No point deduction is taken from a scheduled make-up exam.
- Unscheduled make-up exams are given immediately upon return to class. The maximum grade that a student can earn is a 70 on an unscheduled make-up exam, unless extenuating circumstances, as determined by the Instructor, would indicate otherwise. (Surgical Technology students should refer to their program handbook regarding make-up exams and grading.)
- If a student is absent on the agreed-upon date of a make-up exam, a grade of "0" will be recorded and the student will not be given an additional opportunity to make-up the exam.

Make-up Time Procedure

a. Student must obtain a make-up slip from the Instructor to make up time.
b. Students making up time must wear the prescribed uniform for their program, unless the dress code for the day states otherwise (Casual Dress Day). Students, who are not properly attired, will not be permitted to complete make-up time on that day.
c. Student must check in with the Instructor-in-Charge to receive make-up time assignment(s). Students must ensure that the Instructor–in-Charge can easily locate him/her throughout the make-up time period.
d. In order for the Instructor-in-Charge to sign off on make-up time, all assigned make-up work must be completed and submitted.
e. Student should ask the Instructor-in-Charge to complete and return the make-up slip to him/her at the end of the make-up time, for that day.
f. Upon returning to regularly scheduled class, the Student must give the make-up slip to his/her Instructor.
g. Make-up time for students in the Surgical Technology program must be scheduled with the Instructor, Program Director, and/or Clinical Coordinator, and make-up time is scheduled at the discretion of the Instructor/Program Director/Clinical Coordinator.

It is the student's responsibility to complete all required make-up time, as well as complete any assignments, exams, or other work missed. It is also the student's responsibility to obtain missed work from his/her Instructor, and to make arrangements with the Instructor to ensure that all work is made-up before the end of the course in which the work was missed.
Please refer to the applicable program-specific handbook for additional information regarding program-specific attendance and make-up policy requirements.

DISTANCE EDUCATION ATTENDANCE REQUIREMENTS

Students are required to attend an online course by actively participating in at least three (3) academically-related activities each week.

Academic Attendance Activity

In order for the student to receive full participation credit for the week, he or she must attend by logging in and completing at least three (3) required academically-related activities for that week. Academically-related activities that constitute online course attendance include:

- Academically-relevant discussion board postings, blogs and/or chats
- Submitting completed assignments/projects/exams/quizzes
- Completing virtual classroom activities

The course Instructor will assess each student's participation during the week and record attendance. The Instructor will give participation credit and record attendance based on the first and last day of the student's participation in academically-related activities for the week. Recorded attendance for students in the same class will vary based on when the student completes his or her assignments. If a student fails to participate in any academically-related activities during the week, he or she will be given no participation credit for that week and will get two absences. If the student only participates in one academically-related activity during the week, the student will receive only partial participation credit for the week and will get one absence.

Last Date of Attendance in an Online Course

If a student does not attend an academically-related activity for fourteen (14) consecutive days, the student will be withdrawn from the course. The online attendance record will be used to determine the student's last day of attendance, and the day of the last recorded academic attendance activity for that student will be considered the student's last day of attendance. The last day of attendance is used to determine the student's charges and how much financial aid has been earned upon withdrawal. Documentation supporting the last day of attendance must be reviewed, confirmed, and retained by the faculty and Registrar's office before the student's refund calculations can be processed.

LEAVE OF ABSENCE (LOA)

If it becomes necessary for a student to temporarily stop attending classes, the student must request and be approved for a Leave of Absence (LOA), or the student will be considered Withdrawn. Leaves of Absence must be pre-approved unless an unforeseen circumstance prevents the student from doing so. If the student's LOA is not approved, the student will be treated as a Withdrawal for financial aid purposes. An LOA request will be considered for approval only if:

- the student has completed a minimum of 30 calendar days of coursework or one (1) completed course;
- the LOA is requested in writing and signed and dated;
- the LOA request includes the reason for the leave;
- there is a reasonable expectation that the student will return after the LOA;
- on a subsequent LOA request, the cumulative number of days on leave does not exceed 180 days per 12-month period; and
- prior arrangements have been made for the student to be able to continue his or her academic coursework upon return from the LOA, which may include repeating course(s) at no additional charge to the student.

The student must notify the Institute if he or she intends to return from the LOA early.

A student with extenuating circumstances may be granted a subsequent Leave(s) of Absence not to exceed 180 days of leave within a 12-month period. The 12-month period begins on the first day of the student's initial LOA. Supporting documentation must be provided for a subsequent LOA request(s). The number of days of a LOA is counted beginning with the first day of the student's initial LOA.

If the student is unable to provide a written LOA request for pre-approval due to unexpected, extenuating circumstances, such as a car accident, the Institute will accept a verbal LOA request. The student must subsequently provide a written LOA request, along with supporting documentation within 14 days. If the student is unable to provide the subsequent written LOA request within 14 days, the Institute will assume that there is not a reasonable expectation that the student will return from LOA and the student will be Withdrawn from the program.

The student will not be charged any fee or additional tuition as a result of taking an LOA. The student will not be eligible for additional financial aid as a result of taking an LOA. However, the student's financial aid package may change.

The student will be charged a fee to retake a course, when the student fails a course and subsequently requests an LOA.

Failure to return on the expected LOA return date will result in immediate Withdrawal from the Institute per the Institute's Withdrawal Policy. Withdrawal from the Institute places the student in his or her student loan grace period starting at the first day of the LOA. For example, if a student is on LOA for 60 days and does not return, the 2 months on LOA will be deducted from the student's 6-month grace period. The student's loan repayment will begin four (4) months after Withdrawal instead of six (6) months.

Re-Entry Policy

If the student leaves the Institute without requesting a Leave of Absence and then elects to return to the Institute, the student must meet with the Campus Director to determine whether the student may re-enter the program of study. The decision to allow the student to return to the program of study will be based on the length of time the student has been away from the Institute and their prior academic standing.

Tuition for Repeating Class Work

Students who are required to repeat a portion of the program for which they did not receive credit due to excessive absences or unsatisfactory grades, will be charged a pro-rated tuition based on the tuition at the time of initial enrollment.

Program Re-entry Requests

Students terminated from their program of study due to excessive absences or unsatisfactory grades may request re-entry into their program of study.

The Campus Director, in collaboration with the Corporate Director of Academic Operations, may elect to allow the student to re-enter their program of study. Re-entry into the Institute /program of study is not guaranteed.

To be considered for re-entry, former students must request re-entry in writing.

Re-entry considerations are as follows:

- Students may only re-enter into their original program of study
- Eligibility for re-entry status is open for 12 months after the original last day of attendance
- If the re-entry request exceeds 12 months from the last date of attendance, the request must be approved by the Campus Director and the Corporate Director of Academic Operations
- The applicant may be required to undergo knowledge and skills assessment

NOTIFICATION OF RIGHTS UNDER FERPA

Education records are defined as records which are comprised of materials and documents containing information directly related to a student and their education that are maintained by the Institute. Records are supervised by the Campus Director and access is afforded to the Institute's Team Members for the purposes of recording grades and attendance, documenting career services and advising notes, and admissions and financial aid information. Student information is also reviewed by the financial aid department for purposes of determining financial aid eligibility.

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day that the Institute receives a request for access. Students may request a review of their records, in writing and submitted to the Campus Support Center at 2121 West Garvey Avenue, North, West Covina, California 91790. Students will be allowed to review the education record under appropriate supervision, during regular business hours.

2. The right to request the amendment of a student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may request that the Institute amend a record by requesting the amendment, in writing, submitted to the official responsible for the record, clearly identify the part of the record the student requests be amended, and specify why the amendment should be made. If the Institute decides not to amend the record as requested, the Institute will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute discloses personally identifiable information in the student's education record, except to the extent that FERPA Authorizes disclosure without consent. The Institute discloses an education record without a student's prior written consent under the FERPA exception for disclosure to Institute officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Institute official performing his or her tasks. An Institute official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901
   FERPA@ed.gov

A charge of $25.00 will be made for copying a complete set of the student's education record or any portion thereof.

"Directory Information" showing student's name, address, telephone number, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the Institute, unless a request to omit such information is presented in writing 30 days prior to graduation or termination.

Written consent is required before an education record will be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Academic Transcripts and Proof of Attendance are available within ten days of receiving a written request for same. The charge is $15 per copy. Financial Aid Transcripts are available, upon request, for other educational institutions which a Nevada Career Institute student or graduate may wish to attend. There is no charge for a Financial Aid Transcript.
Nevada Career Institute secures, retains, and disposes student record information in accordance with local, state, and federal regulations.

INSTITUTIONAL RECORDS RETENTION

Nevada Career Institute shall maintain for a period of 5 years the pertinent student records and other institutional documents from the student's date of completion or withdrawal. Additionally, transcripts will be kept permanently.

STUDENT COMPLAINTS/GRIEVANCE PROCEDURE

Many issues or concerns can be resolved by discussing the situation with an appropriate Team Member. Students seeking to resolve problems or complaints should follow the steps below when seeking a resolution:

- Contact the appropriate Instructor or Team Member;
- If the issue remains unresolved, contact the Program Director or Campus Director:

Mary Ann Jefferson
Campus Director
Nevada Career Institute
3231 North Decatur Blvd., Suite 201
Las Vegas, NV 89130

- If the concern remains unresolved, students may contact the Student Experience Helpline at:

StudentExperienceHelpline@Success.edu

Please send an email to the address above. The email will be forwarded to a Student Experience Helpline Team Member at our Campus Support Center who will endeavor to reach a resolution acceptable to both the student and the Institute.

A student, or any member of the public, may file a complaint about this institution with the Commission on Postsecondary Education by contacting them at 2800 East St. Louis, Las Vegas, NV 89104, by calling them at 702-486-7330, or by completing a complaint form, which can be obtained on the Commission's Internet Web site cpe.nv.gov

Schools accredited by the Accrediting Bureau of Health Education Schools (ABHES) must have a procedure and operational plan for handling student complaints. ABHES reviews complaints against an accredited institution or program that relate to the accreditation requirements set forth in the *Accreditation Manual*. If a complaint raises a question of possible violation of these requirements, the institution or program will be given the opportunity to respond to the complaint. If a violation is found, ABHES will take enforcement action as necessary.

All complaints must be submitted in writing using the ABHES Complaint Form. This form is available from ABHES or at abhes.org. The written complaint and supporting documentation must be emailed to Complaints Specialist, info@abhes.org, or mailed to Complaints Specialist, 6116 Executive Boulevard, Suite 730, North Bethesda, Maryland MD 20852 (Tel 301-291-7550).

Complaints must be in sufficient detail and clarity to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint. Complaints must be made within 90 days of the last event that is material to the complaint.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Institute is committed to equal opportunity and creating and maintaining an educational and working environment free from discrimination and harassment as described in this policy.

This policy prohibits such discrimination and harassment and applies to all students and employees.

When the Institute becomes aware that a member of the Institute community may have been subjected to or affected by discriminatory and/or harassing behavior, the Institute will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate action to stop the discrimination and/or harassment. The course of action taken by the Institute, including any disciplinary penalty, will depend on the particular facts and circumstances involved.

This policy does not address sexual assault, domestic or dating violence, or stalking. Those categories of prohibited conduct are governed by the Institute's *Title IX/Sexual Misconduct Policy*, which also establishes separate procedures that outline reporting options and explain how the Institute assesses, investigates, and resolves reports of such prohibited conduct against students and employees. The *Title IX* policy and related procedures supersede any conflicting information contained in this Policy.

I. Definitions

Protected characteristics are those personal traits, characteristics and/or beliefs that are defined by applicable law as protected from discrimination and/or harassment. They include race, creed, color, sex, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, military and veteran status, marital or domestic partnership status, affectional or sexual orientation, and/or other characteristics protected by applicable law.

Discrimination is adverse treatment of an individual based on a protected characteristic, rather than individual merit. Examples of conduct that can constitute discrimination, if based on an individual's protected characteristic, include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic
- Failing or refusing to hire or admit an individual because of their protected characteristic
- Terminating an individual from employment or an educational program based on their protected characteristic.

Harassment is unwelcome verbal or physical behavior which is directed at a person based on a protected characteristic and which are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment. Examples of conduct that can constitute harassment, if based on an individual's protected characteristic, include but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);

- Displaying negative or offensive posters or pictures about a legally protected characteristic;
- Electronic communications, such as e-mail, text messaging, and internet use, that violate this Policy.

Retaliation is any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this Policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this Policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this Policy are considered retaliatory if they have a materially adverse effect on the working, academic, or Institute -controlled environment of an individual; or if they hinder or prevent the individual from effectively carrying out their Institute responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this Policy.

II. Options for Addressing Discrimination and/or Harassment

The Institute encourages everyone to report all incidents of discrimination and/or harassment, regardless of the offender's identity or position. When individuals feel that they have been subjected to discrimination and/or harassment or have observed discrimination or harassment of others, they have multiple options, including discussing their concern with their immediate supervisor, or their Campus Director.

The Campus Director oversees the Institute's response to concerns of discrimination and/or harassment, and is made aware of all such concerns. Please contact the Campus Director at your campus to discuss any concerns or complaints.

In addition, the Institute encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Institute recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures.

III. Complaint Reporting, Investigation, and Resolution Involving Complaints Against Faculty or Staff Members

1. Complaint Reporting

When individuals feel that they have been subjected to discrimination and/or harassment, or have observed discrimination or harassment of others, they have multiple options, including discussing their concern with their immediate supervisor or their Campus Director.

The written complaint should identify the parties involved, describe the harassing or discriminatory behavior, including when and where it occurred, and identify by name or description any witnesses and/or evidence. Written complaints should be treated as confidential, should only be provided to appropriate designated individual listed above, and should be provided directly to that individual.

2. Interim Steps

When appropriate, prior to or during the investigation, the Institute may take reasonable and appropriate interim steps to protect the safety and well-being of members of the Institute community, maintain the integrity of the investigative and/or resolution process, and deter retaliation.

3. Investigation Process

The purpose of the investigation is to gather facts relating to the incident(s) outlined in the written complaint and to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes discrimination and/or harassment. The investigator (or co-investigators, as necessary) will conduct a fact-finding inquiry that may include written statements, interviews, and any other sources of evidence the investigator deems appropriate. During the course of the investigation, the investigator may receive counsel from other parties as needed.

While the length of an investigation will depend on a variety of factors, including the nature and scope of the allegations, the number of parties and witnesses, and the availability of parties and witnesses, the investigator will seek to conclude the investigation within forty-five (45) business days of receipt of the complaint.

Note: The Institute expects faculty, staff, and other members of the Institute community to cooperate fully in the investigation process. Any faculty or staff member who is the subject of or potential witness regarding a discrimination or harassment complaint and refuses to cooperate in an investigation is subject to discipline, up to and including termination of employment.

Note: Adversarial hearings, including confrontation, cross-examination by the parties, and active advocacy by attorneys or other outside advocates, are neither appropriate nor permitted during the investigation process.

4. Complaint Resolution

At the conclusion of the investigation, the investigator will prepare a report. The report will explain the scope of the investigation and whether any allegations in the complaint were substantiated. The report will be submitted to the appropriate parties as deemed necessary.

Finding of "No Violation" of the Institute's Policy on Discrimination and/or Harassment

If there is a determination that the behavior investigated did not violate this Policy, both parties will be so informed. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

Finding of "Inappropriate Behavior Not Rising to the Level of a Violation" of the Institute's Policy on Discrimination and/or Harassment

There may be a determination that the behavior was inappropriate and unprofessional but did not rise to the level of violating this Policy. Such inappropriate behavior may merit discipline, ongoing monitoring, coaching, or other appropriate action. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

Finding of "Violation" of the Institute's Policy on Discrimination and/or Harassment

If there is a determination that the behavior did violate this Policy, the Campus Director, in consultation with the appropriate Corporate Director, and /or Executive Committee member, the Human Resource Consultant, and/or legal counsel will determine the appropriate corrective actions to be taken, up to and including academic expulsion or employment termination. In addition, where appropriate, the Campus Director may implement measures to ensure that the person who filed the complaint is not subjected to further discrimination or harassment, and to remedy the effects of any discrimination or harassment that may have

occurred. Remedial steps, where appropriate, are at the discretion of the Institute, may include, but are not limited to, counseling or training and separation of the parties. Sanctions against the perpetrator may include a written warning, probation with or without conditions, suspension, academic dismissal or expulsion, and demotion or termination of employment in accordance with Institute's policy. The process for appealing such a finding is set forth in Section VII below.

The Institute's ability to discipline an individual who is not an employee or student (such as a vendor or contractor) is limited by the degree of control, if any, that the Institute may have over such individual. Nonetheless, the Institute will seek to take appropriate action in response to violations of this Policy.

IV. Confidentiality

Any allegation of discrimination or harassment brought to the attention of the Institute will be discreetly addressed. Investigations will be conducted in a confidential manner to the extent possible. However, the investigation of complaints may also require disclosure to the accused individual and to other witnesses for the purpose of gathering pertinent information. In such case, disclosures will be limited to the extent possible.

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

Medical and counseling records are privileged and confidential documents that parties will not be required to disclose.

V. Protection from Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, or educationally hinder or prevent the individual from effectively carrying out their Institute responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Prior to the conclusion of an investigation and findings, a complaint of discrimination or harassment does not constitute proof of prohibited conduct. As such, the complaint shall not be taken into account during promotion, merit or other evaluation or review until a determination has been made that the Institute's Policy has been violated.

Complaints of retaliation should be reported as violations of this Policy. Retaliatory conduct may result in serious disciplinary sanctions, up to and including termination/expulsion from the student's program of study or employment.

VI. Protection from Bad Faith Complaints

It is the responsibility of the Institute to balance the rights of all parties. Therefore, if the Institute's investigation reveals that the complaint is malicious or knowingly false, such charges will be dismissed and the person who filed the complaint may be subject to discipline, up to and including termination/expulsion from the student's program of study or employment.

GRADUATION REQUIREMENTS

Students who complete their prescribed program of study, which includes Internship/Externship/ Clinical, must then meet the following additional requirements in order to be considered a graduate of Nevada Career Institute and receive a diploma from the Institute:

1. Have satisfied all financial obligations to the Institute.
2. Completed the program of study and all prescribed requirements with a minimum cumulative GPA of 2.0.

Additional graduation requirements may apply. Please see the applicable Student Handbook.

DIPLOMA/DEGREE

Students successfully completing all coursework from a program of study offered at Nevada Career Institute receive a diploma or a degree.

OTHER LICENSE AND CERTIFICATION INFORMATION

Surgical Technology students are required to sit for the CST Exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Although passing the CST exam is not required for graduation, NCI highly recommends that the students prepare and pass the CST exam in that in certain States possession of a CST Credential may be an employment requirement. The cost of the exam is included in the student's tuition and fees.

USE OF IMAGES

Students acknowledge that during a program, there may be photographic or video images taken of you. You understand that these images might be used in print media publications, advertisements, online and in any other format that Nevada Career Institute chooses.

Students release Nevada Career Institute, their officers, Team Members, agents and designees from liability for any violation of any personal or proprietary right you may have in connection with such use of these images.

ASSOCIATE OF ARTS IN NURSING

CIP Code: 51.3801 **SOC Code: 29-1141.00**
Semester Credits: 77.0
Program Length: 96 Weeks
Method of Delivery: Residential, Blended

Program Objectives:

The Associate of Arts in Nursing Program provides students with the opportunity to develop the knowledge and skills necessary to function as a Registered Nurse in a variety of settings. The student will receive classroom, laboratory, and clinical instruction in nursing areas of fundamentals, anatomy and physiology, pharmacology, medical/surgical nursing, mental health, obstetrics, and pediatric nursing.

After successful completion of the program, the student is required to take the NCLEX-RN examination for licensure as a Registered Nurse. Graduates of the Associate of Arts in Nursing program may be employed as a Registered Nurse upon application to the State Board of Nursing and successfully passing the NCLEX-RN examination. This person may serve patients and clients in many settings including hospitals, clinics, doctor's offices, extended-care facilities, and other medical facilities

Required Courses:

ANT201 – Anatomy – 3.0 Semester Credit Hours

Prerequisites: None

Co-requisites: ANT201L Anatomy Laboratory

A study of the microscopic and macroscopic structures of the human body. Emphasis on cell structures, integumentary, skeletal, muscular, respiratory, cardiovascular, nervous, digestive, urinary, endocrine, and reproductive systems of the body including disorders of these structures and respective pathologies. Laboratory activities as related to body systems/parts. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ANT201L – Anatomy Laboratory – 1.0 Semester Credit Hours

Prerequisites: None

Co-requisites: ANT201 Anatomy

A laboratory investigation of both the microscopic and macroscopic structures of the human body. Emphasis on cell structures, integumentary, skeletal, muscular, respiratory, cardiovascular, nervous, digestive, urinary, endocrine, and reproductive systems of the body including disorders of these structures and respective pathologies. Laboratory activities will also incorporate dissection studies of the fetal pig related to analogous body systems/parts. Outside preparation and study time, in addition to regular classroom activities, is required to complete

the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

PHY202 – Human Physiology – 3.0 Semester Credit Hours

Prerequisites: None

Co-requisites: PHY202L Human Physiology Laboratory

The study of the dynamic nature of life processes in the human body including cell physiology and functions and inter-relations of the organ systems. Laboratory experience utilizing experimentation and scientific reasoning is an integral part of the course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

PHY202L – Human Physiology Laboratory – 1.0 Semester Credit Hours

Prerequisites: None

Co-requisites: PHY202 Human Physiology

The study of the dynamic nature of life processes in the human body including cell physiology and functions and inter-relations of the organ systems. Laboratory experience in utilizing experimentation and scientific reasoning is an integral part of the course. This is the lab complement to the Human Physiology lecture course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIC203 – Microbiology – 4.0 Semester Credit Hours

Prerequisites: None

Co-requisites: MIC203L Microbiology Laboratory

This course is designed as an introduction to microbiology, genetics, taxonomy, metabolism, controlling microbes, and immunology. Laboratory experience in order: staining, culturing, analysis and classification of microorganisms. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIC203L – Microbiology Laboratory – 2.0 Semester Credit Hours

Prerequisites: None

Co-requisites: MIC203 Microbiology

This course is designed as an introduction to Microbiology, pathogenicity, microbial morphology, genetics, taxonomy, metabolism, controlling microbes and immunology. Laboratory experience

in order: staining, culturing, analysis and classification of microorganisms. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ENG101 – English – 3.0 Semester Credit Hours

Prerequisites: None

Co-requisites: None

The main purpose of English 101 is to introduce the college student to the conventions of academic writing and critical thinking. In this course you will analyze and write about selected readings assigned to you. It is an objective of this course that you learn to compose an effective essay. Upon completion of this course you will have gained the skills necessary to express your ideas in written form in a clear, concise, articulate, and grammatically correct manner. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

PSY101 – General Psychology – 3.0 Semester Credit Hours

Prerequisites: None

Co-requisites: None

Survey of introductory topics such as learning, memory, sensation and perception, personality, life-span development, physiological basis of human behavior which includes: human sexuality, personality, stress and coping, relationships, psychological disorders and psychotherapeutic as well as pharmacotherapeutic interventions. Additional topics such as stress and health, psychological disorders, social psychology, and research methods may also be addressed. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

COM101 – Oral Communications – 3.0 Semester Credit Hours

Prerequisites: SOS – Seminar for Success

Co-requisites: None

This course enables the student to understand the ways that communication affects and relates to everyday experiences. COM101 is a fundamentals course that introduces the principles of effectively preparing, presenting, and critically consuming messages in nonverbal, one-on-one, small group, workplace, and public speaking contexts. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

SOC101 – Sociology – 3.0 Semester Credit Hours

Prerequisites: None

Co-requisites: None

This course provides an introduction to sociology, “the systematic study of the relationship between individuals and society” (Croteau and Hoynes, p.5). The students will become familiar with sociology as an academic discipline. This course is a study of human relationships as they apply to social institutions and culture. The analysis of human behavior and needs as relate to the development of social organized groups is emphasized. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

PSY201 – Growth and Development – 3.0 Semester Credit Hours

Prerequisites: None

Co-requisites: None

A survey of the physical, cognitive, emotional, and social factors in human development from conception to death. There will be an emphasis on understanding people at various ages of development in order to be more patient with them and to interact with them more effectively. This course will help the student develop a better understanding of people who are at a different stage in life than the one they are currently in. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

HIS 164 – History of Nevada and The Constitution – 1.0 Semester Credit Hours

Prerequisites: None

Co-requisites: None

The course is to introduce the Nevada Constitution and political history through an in-depth examination of the basic law of the state and its importance in American society. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN101 – Fundamentals of Nursing Care – 2.0 Semester Credit Hours
ADN101C – Fundamentals of Nursing Care Clinical – 2.5 Semester Credit Hours

Prerequisites: Admission to the ADN Program

Co-requisites: ADN109 Pharmacological Nursing Care, ADN102 Introduction to Medical Surgical Nursing Care, and ADN102C Introduction to Medical Surgical Nursing Care Clinical

An introduction to the basic concepts of nursing: Nursing process, critical thinking, nursing theory, and patient-centered care. Concepts of pharmacology, nutrition, the healthcare team, and basic nursing interventions skills are introduced. Other topics presented are views of health and different healthcare team members. The clinical experience will focus on providing basic patient care applying theoretical knowledge, analysis of medical management, and the nursing management of the hospitalized adult as a member of the healthcare team. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN102 – Introduction to Medical Surgical Nursing Care – 3.0 Semester Credit Hours
ADN102C – Introduction to Medical Surgical Nursing Care Clinical – 2.5 Semester Credit Hours

Prerequisites: Admission to the ADN Program; ADN109 Pharmacological Nursing Care

Co-requisites: ADN101 Fundamentals of Nursing Care, and ADN101C Fundamentals of Nursing Care Clinical

The introductory medical surgical course delivers general assessment and alternations of health of various chronic disorders and their nursing management. Concepts of genetics, cancer, rehabilitation and perioperative care are also covered. The clinical experience will focus on providing basic patient care applying theoretical knowledge, analysis of medical management, and the nursing management of the hospitalized adult as a member of the healthcare team. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN103 – Pediatric Nursing Care – 4.0 Semester Credit Hours
ADN103C – Pediatric Nursing Care Clinical – 1.5 Semester Credit Hours

Prerequisites: ADN101 Fundamentals of Nursing Care, ADN101C Fundamentals of Nursing Care Clinical, ADN102 Introduction to Medical Surgical Nursing Care, ADN102C Introduction to Medical Surgical Nursing Care Clinical, ADN108 Intermediate Medial Surgical Nursing Care, ADN108C – Intermediate Nursing Care Clinical, ADN109 Pharmacological Nursing Care, ADN104 Obstetrical Nursing Care, ADN104C – Obstetrical Nursing Care Clinical

Co-requisites: None

This course introduces the student to the nursing care of the pediatric patient and their families. Concepts of growth and development, anticipatory guidance, health promotion and prevention are presented. Nursing care for children with chronic illness, acute illness, pain management, and life threating conditions are also discussed. The clinical experience will focus on providing basic patient care applying theoretical knowledge, analysis of medical management, and the nursing management of the hospitalized adult as a member of the healthcare team. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN104 – Obstetrical Nursing Care – 3.0 Semester Credit Hours
ADN104C – Obstetrical Nursing Care Clinical –1.5 Semester Credit Hours

Prerequisites: ADN101 Fundamentals of Nursing Care, ADN101C Fundamentals of Nursing Care Clinical, ADN102 Introduction to Medical Surgical Nursing Care, ADN102C Introduction to Medical Surgical Nursing Care Clinical, ADN108Intermediate Medial Surgical Nursing Care, ADN108C – Intermediate Nursing Care Clinical, ADN109 Pharmacological Nursing Care

Co-requisites: None

This course focuses on the nursing care of women from young adulthood to the older adult stage. Concepts of health promotion prevention, common health concerns and reproductive health for women is presented. Theories and perceptions of parenthood, pregnancy, delivery, and postpartum care are also discussed. The clinical experience will focus on providing basic patient care applying theoretical knowledge, analysis of medical management, and the nursing management of the hospitalized adult as a member of the healthcare team. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN105 – Mental Health Nursing Care – 3.0 Semester Credit Hours
ADN105C – Mental Health Nursing Care Clinical – 2.5 Semester Credit Hours

Prerequisites: ADN101 Fundamentals of Nursing Care, ADN101C Fundamentals of Nursing

Care Clinical, ADN102 Introduction to Medical Surgical Nursing Care, ADN102C Introduction to Medical Surgical Nursing Care Clinical, ADN109 Pharmacological Nursing Care

Co-requisites: None

This course provides students with nursing management for mental and psychiatric disorders and the corresponding nursing management. Standards of care and safety are discussed. Different intervention modalities are also presented. The student is also given ways to care for self. The clinical experience will focus on providing basic patient care applying theoretical knowledge, analysis of medical management, and the nursing management of the hospitalized adult as a member of the healthcare team. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN106 – Advanced Medical Surgical Nursing Care – 4.0 Semester Credit Hours
ADN106C – Advanced Medical Surgical Nursing Care Clinical – 4.0 Semester Credit Hours

Prerequisites: ADN101 Fundamentals of Nursing Care, ADN101C Fundamentals of Nursing Care Clinical, ADN102 Introduction to Medical Surgical Nursing Care, ADN102C Introduction to Medical Surgical Nursing Care Clinical, ADN108 Intermediate Medical Surgical Nursing Care, ADN108C – Intermediate Nursing Care Clinical, ADN109 Pharmacological Nursing Care, ADN104 Obstetrical Nursing Care, ADN104C – Obstetrical Nursing Care Clinical, ADN103

Pediatric Nursing Care, ADN103C – Pediatric Nursing Care Clinical, ADN105 Mental Health Nursing Care, ADN105C – Mental Health Nursing Care Clinical

Co-requisites: ADN107 Transition to RN and ADN110 NCLEX Review

Advanced medical surgical nursing care provides students with a focus on critically ill and emergency patients; and different levels of floor nursing experiences. Patients with common critical illness and emergency presentations give students an opportunity to use prior nursing education for complex health assessment and setting priorities. Community base care is introduced in management of communicable disease, terrorism, mass causality, and disaster nursing. The clinical experience will focus on providing basic patient care applying theoretical knowledge, analysis of medical management, and the nursing management of the hospitalized adult as a member of the healthcare team. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN107 – Transition to Registered Nursing – 2.0 Semester Credit Hours

Prerequisites: ADN104 Obstetrical Nursing Care & ADN103 Pediatric Nursing Care; ADN098 Bridging Nursing Care; ADN108 Intermediate Nursing Care; ADN105 Mental Health Nursing Care

Co-requisites: Successful completion of ADN104 Obstetrical Nursing Care & ADN103 Pediatric Nursing Care; ADN098 Bridging Nursing Care; ADN108 Intermediate Nursing Care; ADN105 Mental Health Nursing Care

Provides content related to moving into the role of professional nursing practice using knowledge acquisition from student education and experiences. Leadership methods, prioritization and delegation are explored. Information about obtaining a license and preparing for the role of professional nursing is discussed. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN108 – Intermediate Nursing Care – 4.0 Semester Credit Hours
ADN108C – Intermediate Nursing Care Clinical – 2.5 Semester Credit Hours

Prerequisites: Admission to the ADN Program; ADN109 Pharmacological Nursing Care

Co-requisites: ADN101 Fundamentals of Nursing Care, ADN101C Fundamentals of Nursing Care Clinical

The intermediate medical surgical course focuses on the care of the older adult. The student develops skills to care for patients with many health, cultural, spiritual, and psychosocial needs. Alterations in health focuses on a variety of typical disorders of the older adult. Concepts of rehabilitation and perioperative care are also covered. The clinical experience will focus on providing basic patient care applying theoretical knowledge, analysis of medical management, and the nursing management of the hospitalized adult with chronic illness and working with the healthcare team. Outside preparation and study time, in addition to regular classroom activities,

is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN109 – Pharmacological Nursing Care – 2.0 Semester Credit Hours
ADN109C – Pharmacological Nursing Care Clinical – 1.0 Semester Credit Hours

Prerequisites: Admission to the ADN Program
Co-requisites: ADN101 Fundamental of Nursing Care

Pharmacological concepts important to nursing practice are discussed. Topics include general pharmacology concepts; safety of medication administration and risk reduction; types of mediations by system; pain management; life span considerations; herbals and supplements. Other topic includes cultural aspects of medication and patient adherence strategies. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ADN110 – NCLEX Review – 2.0 Semester Credit Hours

Prerequisites: ADN104 Obstetrical Nursing Care & ADN103 Pediatric Nursing Care; ADN098 Bridging Nursing Care; ADN108 Intermediate Nursing Care; ADN105 Mental Health Nursing Care; ADN107 Transition to RN; ADN098BridgingNursing Care

Co-requisites: ADN106 Advanced Medical Surgical Nursing Care

Preparation for the NCLEX-RN exam is the focus of this course. A self-assessment of knowledge and personalized plan is designed to concentrate the student's efforts in preparing for state boards. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

Business Office Administration

CIP Code: 52.0408 ***SOC Code: 43-9061***

Semester Credits: 31.0

Program Length: 40 Weeks

Method of Delivery: Residential, Blended

Credential Awarded: Diploma

Course Hours: 740.0 / Outside Hours: 206.25 / Total Hours: 946.25

Program Objectives:

The Business Office Administration program prepares graduates for entry- level employment in a professional business office setting. This program is designed to provide the core fundamental skills employers look for in administrative professionals. The students develop strong administrative, word processing and office support skills. The graduates will be equipped to successfully compete in the modern and fast paced technological office environment.

Required Courses:

***SOS– Seminar for Success* – 6.5 Semester Credit Hours**

Course Hours: 100 / Outside Hours: 48.75 / Total Hours: 148.75

Prerequisites: None

Orientation and success building course for Career Students. Introduction to core career classes, soft skills and expectations. Lessons include communication, availability of community resources, managing time and finances, and other life skills. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.
required studying.

***BOA110 – Business Calculations* – 3.5 Semester Credit Hours**

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course will provide students with a rudimentary review and comprehensive instruction in the fundamentals of business math. Students will learn how to use mathematics to solve typical business problems including simple and compound interest, cash discounts, mark-up percent, pricing, depreciation, taxes, insurance, and distribution of ownership and profits. The course provides an arithmetic-based approach to business math that focuses on building skills in the areas of percentages, decimals, fractions, and systems of units. The course will also provide students with the opportunity to apply these fundamentals to Microsoft Excel. Outside preparation and study time, in addition to regular classroom activities, is required to complete

the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***BOA 120 – Accounting Principles I* – 3.5 Semester Credit Hours**

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

In this course, students will be introduced to the basic accounting principles that provide the foundation of business math and financial accounting. The course will emphasize the construction and the elements of a basic financial accounting statement. Students will receive training and instruction on how to perform basic office banking, maintain and process payroll records, and how to calculate simple and compound interest. The course will also cover financial information and accounting concepts to familiarize students with financial management, financial markets, and investment strategies as well as gain proficiency in Microsoft Outlook. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***BOA 130 – Accounting Principles II* – 3.5 Semester Credit Hours**

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

In this course students will learn the basic accounting principles in a computer-based office environment using the commercial accounting software QuickBooks. Students will receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner's equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot. By the end of the course, students will be proficient in accounting application QuickBooks, will understand how to complete a sophisticated accounting report, and utilize QuickBooks's accounting analysis tools as well as gain proficiency in Microsoft Excel and Microsoft Outlook. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***BOA 140* – Business and Office Basics – 3.5 Semester Credit Hours**

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course teaches an awareness of the functions of business in society with an emphasis on understanding business ownership, competition, and the systems through which businesses operate as well as gaining proficiency in Microsoft Excel, Microsoft Word, and Microsoft Outlook. Students will understand the effects of positive and negative communication within an organization and how they impact an organization's success. Students will analyze the contributing factors to an organization's efficiency in terms of the layout, design, and facilities structure. Throughout this course, the learner will gain a better understanding as to the impact that record retrieval has on a business's day-to-day operations. Students will explore various record management programs and systems for a variety of formats, including print, electronic, and image. Students will study the impact and methods of office reprographics and mail services organization. Outside preparation and study time, in addition to regular classroom

activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

BOA 150 **– Business Information Systems – 3.5 Semester Credit Hours**

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

The course will prepare students to troubleshoot and problem-solve computer and information-system based complications. Students will understand various aspects of computer technology, including computer hardware and software and internet information systems. Students will explore the wide variety of functional applications that software has brought to the office setting as well as analyze the efficiency by which many office tasks are now performed with computers and information systems. The course will also explore the area of telecommunications and prepare learners to achieve mastery in the transmission of information using telephone technology as well as gain proficiency in Microsoft Access. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

BOA 160 **– Business Management Principles – 3.5 Semester Credit Hours**

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course introduces the student to the basic elements of human resources, principles of leadership and management, and marketing and advertising techniques as well as understanding public relations. Learners will develop an understanding and appreciation that much of an organization's success is attributed to the quality of its work force. Students will learn how the human resources department of an organization contributes to ensuring that company's work force is well-developed, well-trained, and effective. Students will also spend time exploring the evolution of leadership and management theory and how these theories play a part in various aspects of the administrative office management concept. Students will also become adept in the various social media platforms that are used to gain marketing strongholds in the modern business world, such as Yelp, Facebook, Snapchat, Twitter, and Instagram as well as gain proficiency in Microsoft PowerPoint. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

BOA 170 **– Externship – 3.5 Semester Credit Hours**

Course Hours: 160 / Outside Hours: 0 Total Hours: 160

Prerequisites: SOS, BOA 110, BOA 120, BOA 130, BOA 140, BOA 150, BOA 160

This course focuses on the practical application of professional knowledge, skills, and training in a business office setting. Upon the successful completion of classroom and laboratory training, business office administration students will participate in a supervised 160-hour externship in a professional business office setting chosen for the student by the faculty team. Externship sites will be selected for the student from the Institute's list of partnerships based on location and availability. All externships will be faculty-supervised and require the student to report to their faculty member/externship coordinator on at least, a weekly basis. At the externship site, the

student will perform the duties and responsibilities of an office administrator under the direct supervision of an office manager. This course is a requirement for graduation.

DENTAL ASSISTANT

CIP Code: 51.0601 ***SOC Code: 31-9091.00***

Semester Credits: 34.0

Program Length: 40 Weeks

Method of Delivery: Residential

Credential Awarded: Diploma, Blended

Course Hours: 772 / Outside Hours: 228.75/ Total Hours: 1000.75

Program Objectives:

Upon completion of the Dental Assistant program, the student will be able to perform chairside duties in assisting the dentist, take and develop x-rays, do basic laboratory procedures, and work at the front desk in the dental office or clinic. Graduates will be eligible for entry-level positions as chairside, front office, or specialized assistants. Students are encouraged, after working in the field, to take the state test to become a Dental Assistant for which their training will qualify and prepare them, enabling them to accept positions at an even higher level of employment.

Required Courses:

***SOS – Seminar for Success – 6.5* Semester Credit Hours**

Course Hours: 100 / Outside Hours: 48.75 / Total Hours: 148.75

Prerequisites: None

Orientation and success building course for Career Students. Introduction to core career classes, soft skills and expectations. Lessons include communication, availability of community resources, managing time and finances, and other life skills. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA112 – Secretarial-Computers I* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

Dental terminology, oral anatomy and physiology, and oral histology are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA122 – Secretarial-Computers II* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

Professional law and ethics relating to the Dental Assistant, Patient Psychology, Dental Terminology, Office Environment, Secretarial Skills, Telephone Techniques, Scheduling Appointments, Communication Skills, Payroll Information, Budgeting, Banking, Office Management, Rapport with Patients and Fellow Employees, Courtesy and Respect, Introduction to Computers, Word, Excel, Dental Office Management Program, Processing Insurance Claim Forms, Creating Professional Quality Résumés are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA132 – Oral Hygiene* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

Coronal Polishing, Application of Topical Fluoride, Patient Education in Nutrition, Plaque Control, and Oral Hygiene, Application of Non-Aerosol & Non-Caustic Topical Agents, Placement and Removal of Periodontal Dressings are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA142 – Dental Specialties* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

Techniques Used in Dental Specialties, Placement of Orthodontic Separators, Placement and Removal of Ligatures & Arch Wires, Sizing Orthodontic Bands, Checking for Loose Bands, Taking of Intra-Oral Measurements for Orthodontic Procedures, Seating Adjusted Retainers & Headgear Including Appropriate Instructions, Placement & Removal of Post-Extraction Dressings, Suture Removal, Test Pulp Vitality, Obtain Endodontic Cultures, Dry Canals Previously Opened by the Supervising Dentist, Assisting in the Administration of Nitrous Oxide are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA152 – Dental Materials and Lab Techniques* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

Preparing Impression Materials, Filling Impression Trays & Syringes, Taking Impressions for Diagnostic & Opposing Models, Operation of Hydrocolloid Conditioner, Pouring Models of Tooth & Mouth Structures with The Use of Vibrating Machines, Trimming & Polishing Models, Sizing Stainless Steel Crowns, Fabrication of an Acrylic Temporary Crown are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA162 – Chairside I* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

Training in Basic OSHA Rules & Regulations, Various Methods & Techniques of Sterilization & Disinfection, Medical Office Emergencies are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA172 – Chairside II* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

Chairside Assisting for Four-Handed Dentistry, Use & Care of the Dental Unit, Use & Care of Operatory Equipment, Use & Care of Dental Instruments, Instrument Tray Set-Ups, Oral Pathology, Placement & Removal of Rubber Dams, Placing, Wedging & Removal of Matrices, Placing of Bases & Liners on Sound Dentin, Removal of Excess Cement Supragingivally, Preparing Materials for Restorative Dentistry, Amalgam, Acrylic, Resin, & Various Cements are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA182 – X-Ray* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.50 / Total Hours: 86.50

Prerequisites: None

X-Ray Safety Techniques, Components of the X-Ray Machine, X-Ray Exposure Techniques, X-Ray Processing Techniques, Use of BAI and XCP Instruments, Instruction in Techniques for Evaluation of Diagnostic Quality X-Rays, Mounting Full Mouth & Bitewing X-Rays, Types of Dental X-Ray Films, Proper Storage & Care of Exposed X-Ray Film are covered in this course. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***DA192 – Dental Clinical Externship* – 3.5 Semester Credit Hours**

Course Hours: 160 / Outside Hours: 0 / Total Hours: 160

Prerequisites: SOS, DA112-DA182

Upon successful completion of classroom training, dental assisting students will participate in a supervised 160-hour externship experience in a medical setting chosen for the student by the faculty team. Externship sites will be selected for the student from the Institute's list of clinical partnerships based on location and availability. All externships will be faculty-supervised and require the student to report to their faculty member/ externship coordinator on at least, a weekly basis. At the externship site, the student will perform the duties and responsibilities of a dental assistant under the direct supervision of a dentist. This course is a requirement for graduation.

MEDICAL ASSISTANT

CIP Code: 51.0801 ***SOC Code: 31-9092.00***

Semester Credits: 34.50

Program Length: 43 Weeks

Method of Delivery: Residential, Blended

Course Hours: 820 / Outside Hours: 232.50 / Total Hours: 1052.50

Program Objectives:

After successful completion of the Medical Assistant program, the graduate will be qualified to work in doctor's offices, general medical clinics or urgent care clinics. The student will be able to perform the duties required for examinations, use diagnostic equipment, perform laboratory duties, and function in all phases of the business office including having a working knowledge of data input on the computer. Graduates will be qualified to accept entry-level or mid-level positions. Medical Assistant students are eligible to sit for the Medical Assistant national certification exam through the American Medical Technologists organization. Graduates are also eligible to register for several additional national certification exams, if they so choose.

A graduate of the Medical Assistant Program may be employed by a physician, hospital, medical and diagnostic laboratories, nursing care facilities, or outpatient facility. Employment opportunities can be found in the front office environment such as word processing, medical transcribing, admitting clerk, intake personnel, receptionist, medical records clerk, and other medical administrative procedures. Opportunities in the back office environment may include laboratory procedures such as venipuncture and other laboratory testing, preparing patients for examination, conducting diagnostic tests, and assisting with minor surgeries.

Required Courses:

SOS – Seminar for Success – 6.5 Semester Credit Hours

Course Hours: 100 / Outside Hours: 48.75 / Total Hours: 148.75

Prerequisites: None

Orientation and success building course for Career Students. Introduction to core career classes, soft skills and expectations. Lessons include communication, availability of community resources, managing time and finances, and other life skills. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

AHA101 – Medical History and Fundamentals – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course provides an overview of the roles and responsibilities of the medical paraprofessional and an introduction to medical specialties and subspecialties. This course introduces the student to the structures and functions of the human body. Topics include the history of medicine, the health care team and office environment, interpersonal communications, medical law and ethics, basic keyboarding, and medical terminology. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

AHA102 – Medical Office Administration – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course will introduce students to the basic procedures of the daily management of a medical office. Activities and simulation exercises related to practice management are provided throughout the course. Topics covered include telephone techniques, appointment scheduling, word processing projects to include resumes and cover letters, insurance claims processing, constructing and managing patient records, medical office management software, and basic keyboarding. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MA103 – Anatomy & Physiology – A – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course will focus on the respiratory and circulatory systems. Students will learn a variety of patient-care skills such as Venipuncture, ECG testing, and specialty exams. Students will practice skills introduced in this course through laboratory exercises. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MA104 – Anatomy & Physiology – B – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course will focus on the lymphatic, immune, digestive, urinary and nervous systems. Students will learn related laboratory skills such as urinalysis and microscope use. Students will practice skills introduced in this course through laboratory exercises. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MA105 – Anatomy & Physiology – C – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course introduces the student to the male and female reproductive systems, and the endocrine, integumentary, sensory, and muscular and skeletal systems. Students will practice skills introduced in this course through laboratory exercises. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MA106 – Medical Assisting Skills – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course introduces students to basic pharmacology and dosage calculation. Students will assist with medications, injections, and minor surgical procedures. The introduction of related practical skills such as surgical instruments and tray sets, medical asepsis, and sterile gloving are included in the course. This course covers behaviors influencing health, stress reduction, time management skills, and introduces alternative related therapies. Students will practice skills introduced in this course through laboratory exercises. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MA107 – Medical Assisting Skills and Response Training – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course introduces the students to office emergencies and first aid techniques. Basic Life Support training for the health care provider provides students with the opportunity to become CPR certified. Students will practice skills introduced in this course through laboratory exercises. Students will discuss beginning their job search. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MA108 – Externship – 3.5 Semester Credit Hours

Course Hours: 160 / Outside Hours: 0 / Total Hours: 160

Prerequisites: SOS, AHA101-102, MA103-107

Upon successful completion of classroom training, medical assisting students will participate in a supervised 160-hour externship experience in medical setting. This course is a requirement for graduation.

MEDICAL INSURANCE BILLER and CODER

CIP Code: 51.0714 ***SOC Code: 29-2071.00***

Semester Credits: 34.50

Program Length: 43 Weeks

Method of Delivery: Residential, Blended

Course Hours: 820 / Outside Hours: 232.50 / Total Hours: 1052.50

Program Objectives:

The Medical Insurance Biller and Coder program prepares graduates for entry-level employment as a medical office billing specialist by providing training in the knowledge, skills, and techniques needed to function in the medical front office, hospital, or medical clinic. Students will learn to set up patient records, computerized practice management, and other functions essential to the medical office environment. Students will also learn the basics of medical coding using CPT and ICD-10-CM codes, and preparation and processing of various insurance claims.

A graduate of the Medical Insurance Biller and Coder program may be employed as a medical administrative assistant, billing specialist, billing secretary, medical fee clerk, medial record administrator, or a medical record technician. Employment may be found in a variety of places, including corporate offices, medical offices, school administration offices, insurance offices, hospital billing offices, and private employment.

Required Courses:

SOS – Seminar for Success – 6.5 Semester Credit Hours

Course Hours: 100 / Outside Hours: 48.75 / Total Hours: 148.75

Prerequisites: None

Orientation and success building course for Career Students. Introduction to core career classes, soft skills and expectations. Lessons include communication, availability of community resources, managing time and finances, and other life skills. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

AHA101 – Medical History and Fundamentals – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course provides an overview of the roles and responsibilities of the medical paraprofessional and an introduction to medical specialties and subspecialties. This course introduces the student to the structures and functions of the human body. Topics include the history of medicine, the health care team and office environment, interpersonal communications,

medical law and ethics, basic keyboarding, and medical terminology. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

AHA102 – Medical Office Administration – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course will introduce students to the basic procedures of the daily management of a medical office. Activities and simulation exercises related to practice management are provided throughout the course. Topics covered include telephone techniques, appointment scheduling, word processing projects to include resumes and cover letters, insurance claims processing, constructing and managing patient records, medical office management software, and basic keyboarding. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIB103 – Medical Terminology; Anatomy & Physiology – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course provides instruction in medical terminology with emphasis on word structure including word roots, suffixes, and prefixes. The course covers word meaning and pronunciation in addition to common medical abbreviations. Students will be introduced to basic anatomy and physiology, critical to the understanding of medical coding. A study of common disorders and basic diagnostic procedures related to the body systems will be presented. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIB104 – Medical Health Insurance – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course provides instruction in all aspects of insurance billing, including but not limited to completing, submitting, tracing, and appealing claims. Guidelines for submitting claims to Medicare, Medicaid, TriCare, CHAMPVA, Worker's Compensation, and disability programs are covered. Students are also introduced to HIPAA compliance issues as they relate to patient privacy. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIB105 – ICD-10-CM, HCPCS, & Evaluation Management – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course provides detailed instruction in the history, characteristics, and purpose of the coding and classification systems used in the medical claims industry. Students receive an in depth review of CPT, ICD-10-CM, and HCPCS medical coding systems, using the industry standard codebooks and source documents. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIB106 – CPT Coding – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course provides detailed instruction in the characteristics of the procedural coding and classification system used in the medical claims industry. Students will learn the principles of procedural coding using the Current Procedural Terminology (CPT) medical coding system and manual. Students will also be exposed to various source documents ranging from simple to complex. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIB107 – Medical Career Fundamentals – 3.5 Semester Credit Hours

Course Hours: 80 / Outside Hours: 26.25 / Total Hours: 106.25

Prerequisites: None

This course introduces students to the various roles and responsibilities of the insurance billing specialist. Instruction is provided in office and insurance claim processing procedures, including completing, transmitting, tracing, and appealing claims. Medical records documentation practices and computerized practice management software and techniques are taught. This course also introduces students to office emergencies and first aid techniques. Basic Life Support training for the health care provider provides students with the opportunity to become CPR certified. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

MIB108 – Externship – 3.5 Semester Credit Hours

Course Hours: 160 / Outside Hours: 0 / Total Hours: 160

Prerequisites: SOS, AHA101-102, MIBC103-107

Upon successful completion of classroom training, medical office specialist students will participate in a supervised 160-hour externship experience in a medical setting. This course is a requirement for graduation.

PHARMACY TECHNICIAN

CIP Code: 51.0805 ***SOC Code: 29-2052.00***

Semester Credits: 32.50

Program Length: 40 Weeks

Method of Delivery: Residential, Blended

Course Hours: 788.0 / Outside Hours: 206.25 / Total Hours: 994.25

Program Objectives:

Within the confines of the core classes, students are introduced to Computers using Word, and Excel as well as both Hospital and Retail Pharmacy Management programs. The Pharmacy Technician is a valuable assistant to retail or hospital pharmacists. The graduate will be capable of performing all duties of a Pharmacy Technician. Pharmacy Technician graduates must take and pass the Pharmacy Technician Certification Board (PTCB) to apply for licensure as a Pharmacy Technician in Training and then work for 500 hours before applying to become a licensed Pharmacy Technician in the state of Nevada. Licensure is required to work in the State of Nevada. Graduates may accept entry-level positions after graduation and licensure.

Required Courses:

SOS – Seminar for Success – 6.5 Semester Credit Hours

Course Hours: 100 / Outside Hours: 48.75 / Total Hours: 148.75

Pre-requisite: None

Orientation and success building course for Career Students. Introduction to core career classes, soft skills and expectations. Lessons include communication, availability of community resources, managing time and finances, and other life skills. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***PT110 – Drug Distribution* – 3.0 Semester Credit Hours**

Course Hours: 64 / Outside Hours: 22.5 / Total Hours: 86.5

Pre-requisite: None

This course introduces the student to the skills and tasks associated with drug distribution, inventory management and storage, medication error, repackaging and non-sterile compounding as well as the competencies and associations for pharmacy technicians. The unit dose system, transcribing orders, filling cassettes, drug dosage forms, certifications and licenses, pharmacy stock, compounding products, use of balances, measuring devices, pharmaceutical calculations, and other pharmacy equipment will be covered. Drug categories of Cardiovascular System and Antidiabetic agents will also be part of this course as well as the knowledge to perform mathematical calculations necessary for a pharmacy technician to dispense and administer medications safely. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***PT120 – IV Admixture I* – 3.0 Semester Credit Hours**
Course Hours: 64 / Outside Hours: 22.5 / Total Hours: 86.5

Pre-requisite: None

This course is designed to provide students with an opportunity to learn and practice important pharmaceutical sterile compounding techniques used in optimizing a patient's drug therapy. Application of aseptic technique and sterile compounding will be introduced. Instructions on hand washing techniques, safety techniques, proper use of equipment, medication delivery system, and how to perform conversions and/or calculations of flow rates, drop factors, weights and measures. Drug categories and classification including antibiotics and infectious disease will be covered. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***PT130 – IV Admixture II* – 3.0 Semester Credit Hours**
Course Hours: 64 / Outside Hours: 22.5 / Total Hours: 86.5

Pre-requisite: None

This course describes the theory, preparation, and use and route of administration of sterile products. Application of aseptic preparations of IV admixtures and infection control will be the main focus of this unit. Topics include hospital dispensing procedures, USP 797 sterile preparation and manufacturing of sterile IV additives. Preparation of aseptic techniques using biological safety cabinet in parenteral compounding, chemotherapeutic agents, as well as pharmaceutical calculations will also be covered. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, project, reading, and required studying.

***PT140 – Pharmacology I – 3.0* Semester Credit Hours**
Course Hours: 64 / Outside Hours: 22.5 / Total Hours: 86.5

Pre-requisite: None

This course introduces the student to Pharmacology, the science or study of drugs: their preparation and properties and uses and effects will be the focus - The Nervous System, Endocrine System, Skeletal System, Cardiovascular System, Respiratory System and Digestive System will be covered. Topics include the usual reason for the use of this classification of drugs, usual dose of the drugs, medical and pharmaceutical terminology, as well as the knowledge to perform non- sterile mathematical calculations necessary for a pharmacy technician to dispense and administer medications safely. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***PT150 – Pharmacology II – 3*.0 Semester Credit Hours**
Course Hours: 64 / Outside Hours: 22.5 / Total Hours: 86.5

Pre-requisite: None

This course is designed to teach the students the non-sterile Pharmacology aspect of the pharmacy, the science or study of drugs: their preparation and properties, and uses and effects will be the focus. - The Dermatology System, Renal System, Reproductive System, Immune System, Hematologic System and Complementary Medicine will be covered. Topics include the usual reason for the use of this classification of drugs, usual dose of the drugs, drug interactions, medical and pharmaceutical terminology, complementary and alternate medicine, as well as the knowledge to perform dosage calculations using non sterile compounding mathematical calculations necessary for a pharmacy technician to dispense and administer medications safely. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

***PT160 – Retail/Communications* – 3.0 Semester Credit Hours**
Course Hours: 64 / Outside Hours: 22.5 / Total Hours: 86.5

Pre-requisite: None

This course will provide the basic concepts and skills in pharmacy operations relating to community/retail pharmacy. The focus will primarily be on patient care services and patient-focused dispensing functions in these pharmacies. Students will have the opportunity to practice effective verbal, non-verbal and written communication abilities when interacting with patients and other members of the health care community along with understanding pharmacy billing for prescriptions. Topics will include medication therapy management, role of the pharmacist versus the technician, medication errors, ethics, pharmacy law, purchasing and inventory control, insurance verification, processing third-party claims, pharmaceutical drug calculations, verifying cash pricing, computer technology, professionalism in dress, behavior and attitude and customer service. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

PT170 – Home Health/Closed Door – 3.0 Semester Credit Hours
Course Hours: 64 / Outside Hours: 22.5 / Total Hours: 86.5

Pre-requisite: None

This course will provide the basic concepts and skills in pharmacy operations relating to Home Health and Closed Door pharmacy. The focus will primarily be on patient care services and patient-focused dispensing functions in these pharmacies. Topics will include pharmacy workflow and personnel, tech- check-tech, applying self-management skills, medical and pharmaceutical terminology, understanding drug nomenclature, dosage forms, routes of administration, information regarding Uniform Controlled Substance Act and drug schedules, processing prescriptions and refills, packaging and labeling operations, quality assurance and drug storage. In addition, pediatric math calculations, Basic Life Support (CPR), drug treatment for AIDS, compounding, and hormone replacement therapy will also be covered. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

PT180 –Externship – **5.0 Semester Credit Hours**
Course Hours: 240.0 / Outside Hours: 0 / Total Hours: 240.0

Pre-requisite: SOS, PT 110- PT170

This course allows the student to apply the knowledge and skills associated with working in a pharmacy. Upon the successful completion of classroom and laboratory training, pharmacy technician students will participate in a supervised 240-hours externship in a Retail and Hospital Pharmacy setting chosen for the student by the faculty team. Externship sites will be selected for the student from the Institute's list of partnerships based on location and availability. All externships will be faculty-supervised and require the student to report to their faculty member/externship coordinator on at least, a weekly basis. At the externship site, the student will perform the duties and responsibilities of a pharmacy technician under the direct supervision of Pharmacist. This course is a requirement for graduation.

SURGICAL TECHNOLOGY

Associate of Occupational Science Degree

CIP Code: 51.0909

SOC Code: 29-2055.00

Semester Credits: 77.0

Program Length: 76 Weeks

Credential Awarded: Associate of Occupational Science (AOS)

Method of Delivery: Residential, Blended

Course Hours: 1773.0 / Outside Hours: 1721.0 / Total Hours: 3494.0

Program Objectives:

The Surgical Technology program is designed to instruct in all phases of Surgical Technology, and to prepare competent, entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion, the graduate can effectively work with and under the supervision of surgeons or registered nurses and become an integral part of the team providing care to patients during the crucial periods of surgery. Much of the training is focused on the clinical aspect of the program where the students gain skills in helping to set up the operating room; prepare patients for surgery; scrub, gown and glove self and other team members; pass instruments and other sterile supplies to surgeons; help care for and dispose of specimens; and assist nurses in cleaning and stocking the operating room for the next operation. The curriculum reflects the latest developments in biomedical science. A graduate of the Surgical Technology program may be employed as a member of an operating room team, which includes surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, our graduates will be qualified to work in surgical centers, delivery rooms, and medical clinics.

Required Courses:

STSOS – Seminar for Success – 3.0 Semester Credit Hours

Course Hours: 60.0 / Outside Hours: 90.0 / Total Hours: 150.0

Prerequisites: None

This introductory course provides an overview of learning readiness skills, including how to study, student learning styles, reading skills to increase comprehension, time management and stress management, communication, teamwork, and leadership, an overview of ethics, politics, diversity, and an introduction to medical terminology, including word parts and basic medical terms related to body systems. This course also introduces students to the field of surgical technology and the expectations of the surgical technology program. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

COM160 – Interpersonal Relations – 4.0 Semester Credit Hours

Course Hours: 64.0 / Outside Hours: 128.0 / Total Hours: 192.0

Prerequisites: None

Provides skills and tools for health career students to communicate with patients, peers, superiors and/or subordinates. Offers exploration of grief and loss, developmental milestones, addiction, professional ethics and law, as well as examining health care personnel as counselors and educators. Discusses tools for observing others, listening, sending and receiving accurate messages, influence of culture's role in health and healing, and theories of human understanding. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ENG163 – College English – 4.0 Semester Credit Hours

Course Hours: 64.0 / Outside Hours: 128.0 / Total Hours: 192.0

Prerequisites: None

The purpose of this course is to introduce the conventions of academic writing and critical thinking. In this course you will explore ideas through reading, methods of writing development and use of writing conventions. Upon completion of this course you will have gained the skills necessary to express your ideas in written form in a clear, concise, articulate, and grammatically correct manner. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

HIS164 – History of Nevada and The Constitution – 1.0 Semester Credit Hours

Course Hours: 16.0 / Outside Hours: 32.0 / Total Hours: 48.0

Prerequisites: None

The course is to introduce the Nevada Constitution and political history through an in-depth examination of the basic law of the state and its importance in American society. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

HUM165 – Medical Ethics – 4.0 Semester Credit Hours

Course Hours: 64.0 / Outside Hours: 128.0 / Total Hours: 192.0

Prerequisites: None

A course designed to provide the health care professional with an introduction to analytical and responsible decision-making skills utilizing ethical issues which are prevalent in a health care setting. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ST112 – The Human Body I – 8.0 Semester Credit Hours

Course Hours: 120.0 / Outside Hours: 240.00 / Total Hours: 360.00

Prerequisites: None

This course focuses on the structure, function, and disease processes of the human body including the organization structure of the human body, the Integumentary, Musculoskeletal, and Neuro-Sensory, Endocrine systems and medical terminology related to these systems. The course also includes an overview of the concepts and principles of microbiology as related to surgical practice, including microbe-based diseases. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ST120 – Fundamentals – 7.0 Semester Credit Hours

Course Hours: 120.0 / Outside Hours: 215.0 / Total Hours: 335.0

Prerequisites: SOS

This course introduces the student to the broad field of Surgical Technology by addressing topics and concepts related to the health care setting. Included in this course is the organization of the healthcare facility and the operating room, the job description and roles of the Surgical Technologist and other healthcare providers in the OR, ethical, moral, and medico-legal practice, All Hazards Preparation, and professional communication, teamwork, and employment skills. This course also presents concepts related to operating room practice and discusses the biopsychosocial needs of the surgical patient, including death and dying. This course will provide the essential knowledge in the surgical environment and addresses the principles and techniques of disinfection, sterilization, and antisepsis as they apply to the Operating Room. The laboratory component of the course focuses on the skills related to the processing of surgical instrumentation and supplies in a non-patient utilization setting. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ST212 – The Human Body II – 5.0 Semester Credit Hours

Course Hours: 75.0 / Outside Hours: 150.0 / Total Hours: 225.0

Prerequisites: ST112, ST120

This course focuses on the structure, function, and disease processes of the human body including the Blood, Circulatory, Cardiovascular, and Lymphatic, Immunology, Respiratory, Digestive, Genitourinary, and Male and Female Reproductive Systems, and medical terminology related to these systems. This course also includes an introduction to pharmacology including medication types, sources, classifications, measurements, dosages, uses, and medications commonly used in surgery. Concepts of anesthesia, including methods, types, administration, and potential complications are also discussed. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ST220 – Asepsis – 10.0 Semester Credit Hours

Course Hours: 150.0 / Outside Hours: 300.0 / Total Hours: 450.0

Prerequisites: ST112, ST120

This course introduces the knowledge, skills, and techniques utilized to prepare the patient for the surgical experience and to prepare and maintain the sterile field during the surgical experience. Included are preoperative patient preparation, gowning and gloving, the establishment of the sterile field with the equipment, instruments, and supplies, patient positioning, skin preparation, and preoperative, intraoperative, and postoperative case management techniques. During this course, the students will gain knowledge and acquire a BLS certification from the American Heart Association. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ST230 – Mock Lab – 2.5 Semester Credit Hours

Course Hours: 75.0 / Outside Hours: 0 / Total Hours: 75.0

Prerequisites: ST112, ST120

This course provides a laboratory environment in which students concentrate on development of skills and practical performances by preparing for a surgical procedure in a non-patient contact environment. Emphasis will be placed on learning and understanding the different responsibilities of the scrub and assistant circulator roles in the operating room and how to build teamwork by providing the student with the opportunity to assume sterile and non-sterile member roles, as well as an understanding of safety concepts, including instrument, sponge, and needle counts, as well as patient identification. During this course, students are given the opportunity to discuss, understand and demonstrate group dynamics, cultural diversity, leadership, and teamwork.

ST310 – Surgical Procedures I – 4.0 Semester Credit Hours
Course Hours: 60.00 / Outside Hours: 120.0 / Total Hours: 180.0

Prerequisites: ST112, ST120, ST212, ST220, ST230
This course focuses on integration of the professional knowledge of the Surgical Technologist using the procedural format. The anatomy, physiology, pathophysiology, case management, and patient considerations of General Surgery, Obstetrics and Gynecologic Surgery, Genitourinary Surgery, Otorhinolarygologic Surgery, and Oral/Maxillofacial Surgery will be presented. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ST311 – Surgical Procedures Lab I – 2.0 Semester Credit Hours
Course Hours: 60.0 / Outside Hours: 0 / Total Hours: 60.0

Prerequisites: ST112, ST120, ST212, ST220, ST230
This course provides a laboratory environment in which students concentrate on further development of skills and practical performances by preparing for a variety of basic surgical procedures in a non-patient contact environment. Emphasis will be placed on learning and understanding the different roles in the operating room and how to build teamwork by providing mock situations in which students will have the opportunity to assume sterile and non-sterile member roles, as well as an understanding of safety concepts, including instrument, sponge, and needle counts, as well as patient identification. During this course, students are given the opportunity to discuss, understand and demonstrate group dynamics, cultural diversity, leadership, and teamwork.

ST320 – Surgical Procedures II – 4.5 Semester Credit Hours
Course Hours: 70.0 / Outside Hours: 140.0 / Total Hours: 210.0

Prerequisites: ST112, ST120, ST212, ST220. ST230, ST310, ST311
This course focuses on integration of the professional knowledge of the Surgical Technologist using the procedural format. The anatomy, physiology, pathophysiology, case management, and patient considerations of Orthopedic Surgery, Ophthalmic Surgery, Plastic/Reconstructive Surgery, Cardiothoracic and Peripheral Vascular Surgery, and Neurosurgical Surgery will be presented. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

ST321 – Surgical Procedures Lab II – 2.0 Semester Credit Hours

Course Hours: 70.0 / Outside Hours: 0 / Total Hours: 70.0

Prerequisites: ST112, ST120, ST212, ST220, ST230, ST310, ST311
This course provides a laboratory environment in which students concentrate on further development of skills and practical performances by preparing for a variety of more complex surgical procedures in a non-patient contact environment. Emphasis will be placed on learning and understanding the different roles in the operating room and how to build teamwork by providing mock situations in which students will have the opportunity to assume sterile and nonsterile member roles, as well as an understanding of safety concepts, including instrument, sponge, and needle counts, as well as patient identification. During this course, students are given the opportunity to discuss, understand and demonstrate group dynamics, cultural diversity, leadership, and teamwork.

ST330 – Sterile Processing – 1.5 Semester Credit Hours

Course Hours: 80.0 / Outside Hours: 0 / Total Hours: 80.0

Prerequisites: ST112, ST120, ST212, ST220, ST230, ST310, ST311, ST320, ST321
This course focuses on completion of a rotation in the Sterile Processing Department of a health care facility where the student will participate in the instrument reprocessing experience including sterilization, disinfection, tray assembly, sterile storage, and distribution.

ST410 – Clinical Externship I – 6.0 Semester Credit Hours

Course Hours: 280.0 / Outside Hours: 0 / Total Hours: 280.0

Prerequisites: ST112, ST120, ST212, ST220, ST230, ST310, ST311, ST320, ST321, ST330
This course focuses on application of professional knowledge, skills, and behaviors in a patient care setting at a local health care facility. The student will actively participate in basic to moderately-complex surgical procedures in the assistant circulator, observation, second scrub, and first scrub roles. Outside preparation and study time, in addition to scheduled clinical activities, is required to complete this course. The type of outside preparation may take the form of daily case reports, reading, clinical case performance documentation, and required studying.

ST420 – Clinical Externship II – 7.0 Semester Credit Hours

Course Hours: 320.0 / Outside Hours: 0 / Total Hours: 320.0

Prerequisites: ST112, ST120, ST212, ST220, ST230, ST310, ST311, ST320, ST321, ST330, ST410
This course focuses on application of professional knowledge, skills, and behaviors in a patient care setting at a local health care facility. The student will actively participate in moderately complex to complex surgical procedures in the assistant circulator, observation, second scrub, and first scrub roles. Outside preparation and study time, in addition to scheduled clinical activities, is required to complete this course. The type of outside preparation may take the form of daily case reports, reading, clinical case performance documentation, and required studying.

ST430 – CST Exam Review – 1.5 Semester Credit Hours

Course Hours: 25.0 / Outside Hours: 50.0 / Total Hours: 75.0

Prerequisites: ST112, ST120, ST212, ST220, ST230, ST310, ST311, ST320, ST321, ST330, ST410, ST420

This course focuses on a comprehensive review of the surgical technology curriculum in preparation to take the National Board for Surgical Technology and Surgical Assisting (NBSTSA) CST® Certification exam. Outside preparation and study time, in addition to regular classroom activities, is required to complete the class assignments. The type of outside preparation may take the form of homework assignments, projects, reading, and required studying.

Clinical Case Requirements – Surgical Technology

1. The total number of cases the student must complete is **120**.
2. Students are required to complete thirty **(30)** cases in General Surgery. Twenty **(20)** of these cases must be in the First Scrub Role.
3. Students are required to complete ninety **(90)** cases in various surgical specialties excluding General Surgery; sixty **(60)** which must be performed in the First Scrub Role. The additional thirty **(30)** cases may be performed in either there First or Second Scrub Role. A minimum of sixty **(60)** surgical cases must be performed in the First Scrub Role and distributed amongst a minimum of four **(4)** surgical specialties. A minimum of ten **(10)** case in the First Scrub Role must be completed in each of the required minimum of four **(4)** surgical specialties (**40** cases total required). The additional twenty **(20)** cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining thirty **(30)** surgical specialties cases may be performed in any surgical specialty either in the First or Second Scrub Role.
4. Diagnostic endoscopy cases and vaginal deliver cases are not mandatory, but up to ten **(10)** diagnostic cases and five **(5)** vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.

Note: Observation cases must be documented, but do not count toward the **120** required total cases.

PROGRAM TUITION SCHEDULES

	Tuition 1st Academic Year^	Tuition 2nd Academic Year	Tuition 3rd Academic Year	Books and Supplies*	Registration Fee**	Total Program Charges
Associate of Arts in Nursing	**$26,156**	**$25,150**	**$25,151**	**$3,401**	**$100**	**$79,958**
Associate of Science in Healthcare Administration	**$13,272**	**$13,271**	**$6,636**	**$924**	**$100**	**$34,203**
Business Office Administration	**$15,655**	**$0**	**$0**	**$560**	**$100**	**$16,315**
Dental Assistant	**$15,973**	**$0**	**$0**	**$242**	**$100**	**$16,315**
Medical Assistant	**$15,845**	**$0**	**$0**	**$370**	**$100**	**$16,315**
Medical Insurance Biller and Coder	**$15,585**	**$0**	**$0**	**$630**	**$100**	**$16,315**
Pharmacy Technician	**$15,897**	**$0**	**$0**	**$318**	**$100**	**$16,315**
Surgical Technology-Associate of Occupational Science	**$18,391**	**$14,765**	**$6735**	**$789**	**$100**	**$40,780**
Surgical Technology	**$14,849**	**$17,099**	**$0**	**$490**	**$100**	**$32,538**

^For Federal Financial Aid purposes, an academic year is a minimum of 30 weeks, 900 clock hours, or 24 semester credits.

*Books and Supplies consist of Uniforms, Textbooks, and Supplies.
Also Review Courses where License or Certification is required.
** Non-refundable.

The cost of attendance (COA)—is an estimate of expenses and costs for a typical student to attend a college or university for one academic year. Don't be confused by the COA you see on your financial aid package. Your cost of attendance doesn't only include tuition; it also takes your basic living expenses into account. It includes estimated costs you may incur for housing, food, transportation, and other miscellaneous expenses. These are expenses you incur and do not pay to the College. For informational purposes, the average monthly estimated costs for a student who lives off-campus for the 2021-2022 school year, according to the California Student Aid Commission, is $2,571 per month. This average monthly cost for the number of months of

the program should be added to the costs for tuition, fees, books, and other institutional charges to calculate the total cost of attendance. The actual individual student's cost of living will vary.

Financial arrangements must be completed by the first day of class, which may include student payments made directly to the Institute. Payments may sometimes be arranged with approval of the Campus Director. If the students' payments are late, then a 5% late charge on the unpaid past due balance will be added monthly, three days after the due date.

Students attending most health care programs will receive uniforms as follows:

Women	* 2 – Regulation Uniforms
Men	* 2 – Regulation Uniforms
	(* Other required apparel, i.e. shoes, supplied by the student.)

The books may vary according to need and decision of the Institute. Books and supplies are mandatory, and will be distributed on the current requirement of the course. Supplies do not include what would be considered normal "school supplies," i.e., note paper, pens, pencils, ring binders, etc.

Textbook Information

Every student is given a list of required program textbooks upon enrollment. The textbook list includes the name of the book, the author, edition, IBSN, the retail cost, and the cost to purchase the book through the Institute. The student is given the option to purchase the textbooks through the Institute or opt-out and purchase the items elsewhere.

REFUND POLICY (NCI ONLY)

Prior to the Start of Classes

If the applicant is not accepted by the Institute, all monies paid, including tuition and registration fee will be refunded.

If the applicant is accepted by the Institute and does not start classes, all monies paid, including tuition and registration fee will be refunded within fifteen (15) calendar days of the date of either (a) cancellation by a student of his or her enrollment **or** (b) termination of the enrollment of the student by the institution.

If the Institute has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institute shall refund to a student all the money the student has paid.

During the Cancellation Period (First Seven Calendar Days after the Start of the Student's First Class)

If the applicant is accepted by the Institute, starts classes, and cancels their enrollment within the allowable cancellation period (on or before midnight of the seventh calendar day after the student starts the first class), all monies paid, minus the cost of used books and supplies will be refunded (see the Program Tuition Schedules on page 110) within fifteen (15) calendar days of the date (a) cancellation by a student of his or her enrollment **or** (b) termination of the enrollment of the student by the institution. A separate refund will be paid if the student returns books, educational supplies, or equipment provided that have not been used by the student.

The student must give written notice of cancellation to the Institute by mail, hand delivery, or email. If the notice is mailed, the postmark is considered the effective date of cancellation.

After the Cancellation Period

The student has the right to withdraw at any time. If the applicant is accepted by the Institute, starts classes, and after the close of the Cancellation Period, elects not to continue, the student will be considered a voluntary Withdrawal. The student will be charged a prorated amount of the tuition and fees agreed to in the enrollment agreement, based on the percentage of the program completed, up to 100% of the program length. The pro-ration calculation will be conducted according to the Institutional Refund Policy calculation described below. Any applicable refund will be made within fifteen (15) calendar days after the (a) Date of cancellation by a student of his or her enrollment; (b) Date of termination by the institution of the enrollment of a student; (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence (whichever is applicable).

Institutional Refund Policy

a. Determine the total amount of tuition and fees charged to the student; deduct the one-time charges such as the registration fee not to exceed one hundred fifty dollars ($150) or ten percent (10%) whichever is less, and the cost of used equipment, books, and supplies fees from the total tuition charge. (Note that unused books, educational supplies and equipment are not included in this offset, and not be included in the refund calculation. Used books will be separately evaluated on a case-by-case basis. Used books are those that have been written and/or have markings/highlights on the pages).

Example: $15,495 tuition/fees - $100 registration fee - $800 used equipment/books/supplies fee = $14,595 charges subject to proration.

b. Divide this figure by the number of hours in the program.

   Example: $14,595 charges/900 clock hours in program = $16.21 per clock hour.

c. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the Enrollment Agreement through the Last Date of Attendance (LDA) regardless of absences by the hourly charge for instruction.

   Example: $16.21 per hour x 450 clock hours scheduled through the LDA = $7,294.50 prorated tuition.

d. The prorated tuition is added to the registration fee and the cost of used equipment, books, and supplies issued by the Institute to determine the total amount of charges the student is obligated to pay.

   Example: $7,294.50 + $100 registration fee + $800 used equipment/books/supplies issued by the Institute = $8,194.50 amount the Institute is allowed to retain.

e. The amount the student has paid for the program is subtracted from the amount the Institute is allowed to retain to determine if the student has a balance due or a refund is due.

   Example: $8,194.50 amount the Institute is allowed to retain - $9,672.00 amount paid = $1,477.50 refund due to student.

WITHDRAWAL POLICY

Official (Voluntary) Withdrawal: To be considered an official Withdrawal, the student must notify the Institute of his/her intent to withdraw. Notification may be provided via written notice to the Campus Director or Office of the Registrar by mail, hand-delivery, or email.

Unofficial (Administrative/Termination/Dismissal) Withdrawal*:* A student will be unofficially withdrawn by the Institute for the following reasons:

a. failure to attend classes for a period of 14 scheduled calendar days;
b. failure to return from a Leave of Absence (LOA);
c. violation of the student Code of Conduct, pursuant to Institute disciplinary procedures;
d. violation of the satisfactory academic progress policy; and
e. serious violation of any Institute policy, pursuant to Institute disciplinary procedures.

TUITION AND/OR OTHER FEE PAYMENTS

In School Students

Payment of tuition, as listed on a student's Retail Installment Contract (RIC), is due and payable on the first day of every month, whether or not an invoice has been received. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. If no payment is received ninety (90) days after payment is due, the student may be removed from class until all payments are current. If the student is out of class for 14 consecutive days, the student is subject to Unofficial Withdrawal from the Institute.

Out of School Students

Payment is due on the first day of the month as listed in the student's Retail Installment Contract (RIC) regardless of whether an invoice has been received. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. Failure to make payments as stated in the RIC may result in the account being turned over to a collection agency.

Delinquent Accounts and Access to Records and Services

Failure to meet your financial obligations to the Institute may result in termination/dismissal. The Institute reserves the right to hold a graduate's diploma until the student's account is current.

FINANCIAL AID INFORMATION

Nevada Career Institute participates in federal and state financial aid programs. All applicants must fill out the *Free Application for Federal Student Aid* (FAFSA®) and meet with the Financial Aid Office either by telephone (702-893-3300) or in person on campus to complete the financial aid process.

FINANCIAL AID STUDENTS RIGHTS

Students have the right to know:

- The types of Financial Aid available at Nevada Career Institute;
- The basis for eligibility and the process for obtaining Financial Aid;
- The types of Financial Aid awarded to the student and the conditions of the Financial Aid award under which the student agrees to comply;
- The standards under which a student maintains and reestablishes eligibility for Financial Aid;
- The method and timing of the disbursement of Financial Aid;
- The terms of any Direct Loan received by the student;
- The general terms applicable to any Federal Work-study employment;
- The refund policy of the Institute, including the Return of Title IV funds;
- Information regarding the institution; and
- Information regarding the retention and completion rates.

This information is available in the Financial Aid Department, on the institution's website and/or included within this catalog.

FINANCIAL AID PROGRAMS

The following financial aid programs are available to students at Nevada Career Institute subject to individual qualifications and eligibility.

Federal Pell Grant – This is a grant that does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Amounts can change yearly and the amount you get, though, will depend on:

- your financial need,
- your cost of attendance,
- your status as a full-time or part-time student, and
- the program of study - whether a full academic year or less.

You may not receive Federal Pell Grant funds from more than one school at a time and Pell Grant eligibility is capped at 600% of Lifetime Eligibility Used (LEU).

Federal Supplemental Educational Opportunity Grant – Students who receive a Federal Pell Grant and have the most financial need may receive FSEOG. The FSEOG does not need to be repaid. The FSEOG program is administered directly by the financial aid office and student awards are limited and range from $100 to $500 per year.

Iraq and Afghanistan Service Grant – These grants are available to students who are not eligible for Federal Pell Grant and have a parent or guardian who was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, who are under 24 years of age, and enrolled in college at least part-time at the time of the parent's or guardian's death.

Federal Work Study – This program provides part-time employment for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. The student should check with the Campus Director for the availability of work-study employment opportunities.

Federal Direct Subsidized Loan – These loans are available to undergraduate students and eligibility is based upon the student's need and program length. The U.S. Department of Education pays the interest or subsidizes the loan while the student is in school at least half-time, for the first six months after leaving school (referred to as a grace period), and during a period of deferment (a postponement of loan payments). Loan amounts may be up to $3,500 for a first year student and $4,500 for a second year student. Please note that the US Department of Education has a Subsidized Usage Limit rule. This rule only applies to new students who do not have prior student loan indebtedness on July 1, 2013 and thereafter. If a student had no loan indebtedness, then the student will be tracked by the US Dept. of Education for as long as the student is enrolled to make sure they complete the program of study within 150% of the published program length. If the student does not complete the program of study within this timeframe, then the student will lose the interest subsidies on the Direct Subsidized loan and the interest on the loan will accrue as though it was a Direct Unsubsidized loan.

Federal Direct Unsubsidized Loan – These loans are available to undergraduate students and there is no requirement to demonstrate financial need. Eligibility is based upon the cost of attendance, other financial aid awards that the student receives, and dependency status. The student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. Loans may be up to $6,000 for a first or second year independent student or for a first or second

year dependent student whose parent(s) do not qualify for a Parent (PLUS) Loan and may be up to $2,000 per year for all other dependent students.

Federal Direct PLUS Loan – PLUS loans are federal loans that parents of dependent, undergraduate students can use to help pay education expenses. The U.S. Department of Education grants Direct PLUS Loans and the borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance minus any other financial aid awards received.

Payment Plans – Students may also choose to make payments towards their tuition and fees directly to the College. Scheduled tuition payments are due on the first of every month.

Alternative Loans – Students who have limited financial aid assistance may qualify for other alternative educational loans to cover their tuition and fees through a private lender.

Loan Repayment Policy – If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

VA Veterans Administration – Veterans Administration (VA) educational benefits may be available to those individuals who qualify. Information regarding VA benefits is available online at **benefits.va.gov** and from your financial aid representative.

RETURN OF TITLE IV FUNDS

The College must calculate the amount of financial aid a student has earned when the student withdraws. A student can officially withdraw by submitting a notice of withdrawal to the Campus Director or Office of the Registrar. A student will be Unofficially Withdrawn for failing to attend classes for 14 consecutive calendar days, violating the student Code of Conduct, violating the Satisfactory Academic Progress (SAP) policy, or any other serious violation of College policy.

Financial aid is awarded by enrollment period, which is an academic year or less. When the student withdraws, a portion of the financial aid may need to be returned to the lender (generally the US Department of Education or loan servicer). This calculation is separate from the Institutional Refund Policy, stated above, which only determines the student's tuition and fees obligation. The College is required to return unearned financial aid; the student may then owe the College a remaining balance originally paid by financial aid funds. The student may also be required to return financial aid funds previously released to them for living expenses.

The calculation of the amount of earned financial aid is based upon the percentage of the academic year or period of enrollment the student completed at the point of Withdrawal. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student earned at the time of withdrawal The student's last day of attendance is considered the withdrawal date. In order to determine how much financial aid the student has earned, and what must be returned, the College calculates the amount of financial aid the student has earned using the following formula:

1. The Percentage of the Period of Enrollment Completed – To determine the percentage of the period of enrollment completed, count the number of calendar days completed between the first day of the period of enrollment and the last day of attendance; this number is then divided by the total number of days in the period of enrollment. Weekends, holidays, and non-class days are included; only scheduled breaks of 5 days or more and approved Leaves of Absence are excluded. For example: the student completed 55 days of a 210-day period of enrollment or 26.2%. This is the percentage of financial aid the student has earned for the period of enrollment.

2. The Percentage of Title IV Aid Earned – The net amount of financial aid disbursed and what could have been disbursed is determined for the period of enrollment; this amount is multiplied by the percentage of the period of enrollment completed. The result is the amount of earned financial aid. For example: the student was disbursed/could have been disbursed $16,000.00 in financial aid for the period of enrollment x 26.2% earned = $4,192.00 earned financial aid for the period of enrollment.

3. Total Amount of Title IV Aid To Be Disbursed or Returned – The earned financial aid is subtracted from the financial aid that was actually disbursed to, or on behalf of, the student to determine if any earned financial aid must be returned to the financial aid programs or if the student is due a post-withdrawal disbursement. For example: $8,000.00 actually disbursed financial aid - $4,192.00 earned financial aid = $3,808 unearned financial aid which must be returned.

If, at the time of Withdrawal, all awarded financial aid has not been disbursed, the student may be eligible for a "Post-Withdrawal" Disbursement. Certain funds may not be eligible for disbursement due to other eligibility reasons. If the student is eligible for a Pell Grant post-withdrawal disbursement, it will be disbursed and credited to the student's account within 45 days of Withdrawal. If the student is eligible for a Direct Stafford Loan and/or a Direct PLUS

Loan post-withdrawal disbursement, the borrower will be notified within 30 days of Withdrawal and must approve the disbursement within 14 days of receipt of the notice. If a response is not received within 14 days of the notification, the post-withdrawal Direct Loan disbursement will not be disbursed and credited to the student's account. All post-withdrawal disbursements will be applied first to the student's account balance. If the student's account balance is less than the post-withdrawal disbursement, a credit balance may be created when the disbursement is applied. A credit balance resulting from a post-withdrawal disbursement will be refunded to the student as soon as possible and no later than 14 days after the credit balance is created.

If the student's account has a credit balance after the completion of the R2T4 calculation, the resulting credit balance will be refunded to the student as soon as possible and no later than 14 days after the completion of the R2T4 calculation.

If the student received financial aid in excess of institutional charges for living expenses, the College is only required to return the unearned portion of financial aid that was used to pay institutional charges. Any unearned financial aid that is part of the funds the student received will be returned by the student to the appropriate financial aid program. This is called an overpayment and the student will be notified if this type of return of funds is required. Loan overpayments are generally paid in the normal course of loan repayment. Pell Grant overpayments are rare, but can occur. These types of overpayments can be paid to the College within the first 30 days after notification. However, if no payment is received after the 30-day period has elapsed, the College will refer the overpayment to the U.S. Department of Education Student Credit Management Collections, and subsequently, the student will be ineligible for additional financial aid until the overpayment is resolved.

Unearned financial aid must be returned to the financial aid programs within 45 days of the date of determination of withdrawal in the following order:

Direct Unsubsidized Loan
Direct Subsidized Loan
Direct PLUS Loan Program
Federal Pell Grant Program
Federal SEOG Program
Other assistance awarded under this title for which return of funds is required.

There are special Title IV withdrawal rules for a quarter or semester that has modules (courses that do not span the entire length of the term). A student is not considered withdrawn for Title IV purposes if at the point of ceasing participation the student:

- successfully completes 49% of the days in the term,
- earned half-time credits (6-semester credits) during the term, or
- completes all of the program requirements and is considered a graduate.

For days to count toward the 49% requirement, the student must receive a passing grade in at least one course that spans an entire module.

If the student meets any of these conditions, the student is not considered to be withdrawn for Title IV purposes, and all aid received for the term is retained. If grades for the term are not received within 30 days from the date the College has determined the student ceased participation, the student will be processed as a Title IV withdrawal. If a passing grade is received at a subsequent point, the College will reevaluate the student's withdrawn status and may reverse the Title IV refund calculation and refund payments.

PROGRAM INFORMATION†

PROGRAM CREDIT HOURS & OUTSIDE PREPARATION HOURS REQUIRED

Program Title	•Semester Credit Hours for Accreditation and Possible Articulation	••Semester Credit Hours to meet U.S. Dept. of Education Guidelines for Financial Aid	•••Course Hours	••••Outside Preparation Hours	Total Hours	Intern/Extern/ Clinical Hours (Included in Total Hours)	Total Weeks
Associate of Arts in Nursing	77	77	N/A	N/A	N/A	867	96
Associate of Science in Healthcare Administration (Effective August 1, 2015 - Residential and DE)	60	60	N/A	N/A	N/A	0	80
Business Office Administration	28	24	720	183.75	903.75	160	40
Business Office Administration (Effective March 2022)	31	22	740	206.25	946.25	160	40
Dental Assistant	30.5	24	736	202.5	938.5	160	40
Dental Assistant (Effective March 2022)	34	24	772	228.75	1000.75	160	40
Medical Assistant	31	23	784	99	883	160	43
Medical Assistant (Effective March 2022)	34.5	24	820	232.5	1052.5	160	43
Medical Insurance Biller and Coder	31	24	784	206.25	990.25	160	43
Medical Insurance Biller and Coder (Effective March 2022)	34.5	24	820	232.5	1052.5	160	43
Pharmacy Technician	29	24	752	180	932	240	40
Pharmacy Technician (Effective March 2022)	32.5	23	788	206.25	994.25	240	40
Surgical Technology-Associate of Occupational Science (Effective July 1, 2020)	77	77	N/A	N/A	N/A	680	76
Surgical Technology	64	52	1565	371.25	1936.25	680	60

The table above shows course hours and minimum outside preparation hours required for the student's ease of understanding.

† All programs are systematically divided into courses making it easy for the student to enter at multiple times during the year and begin their program of study. This may allow the student to repeat a course, if it becomes necessary. Students needing to repeat more than one course or term may be assessed additional tuition at regular tuition rates.

- Semester Credits are based on the following formula:
  15 Hours Lecture = 1 Semester Unit
  30 Hours Laboratory = 1 Semester Unit
  45 Hours Internship = 1 Semester Unit

•• For Federal Financial Aid purposes, the formula used to determine a semester credit is:
37.5 Total Hours = 1 semester credit

- ADN and RN-BSN Program Semester Credits:
  1 Semester Unit = 16 hours Lecture
  1 Semester Unit=48 hours Laboratory
  1 Semester Unit=48 hours Clinical

●●● Clock Hours are based on the following formula: 1 Clock Hour = 50-60 minutes

●●●● These hours are based on the ABHES formula for approval of Outside Work Clock Hours.

*Only those students who have met the attendance and financial requirements set by the Institute and who are considered competent in all areas of their studies are allowed to progress to clinical. Students who are not able to demonstrate competency will not be released for clinical, and will be required to repeat course work needed to improve the necessary skill sets.

Nevada Career Institute measures its programs in "semester credits" shown on the table above. This method allows other learning institutions to evaluate the student's work if the student wishes to attend another educational institution.

GRADING SYSTEM

Required Grades

All students are evaluated on their practical performance as well as their written work. Students are expected to progress at a standard learning pace. Students having difficulty with a standard pace will be given tutoring help, at no extra charge. The following grade scale is used:

100% - 90%	=	A	=	4	=	Superior
80% - 89.99%	=	B	=	3	=	Above Average
70% - 79.99%	=	C	=	2	=	Average
69.99% - or Below	=	F	=	0	=	Failure
Transfer Credits	=	TC	=	0	=	Transfer Credits
		W	=	0	=	Withdrawal (*Please see the note below)
		P	=	0	=	Pass
		NP	=	0	=	No Pass
		AU	=	0	=	Audit
		I	=	0	=	Incomplete (*Please see the note below)
		REM	=	0	=	Remediation

***Incomplete**: Not completing a course or failure to complete all work related to the course due to extenuating circumstances including but not limited to documented illness. An Incomplete (I) becomes a Failure (F) if the work relating to the Incomplete has not been completed within fourteen (14) days of the end of the course. If a student repeats a subject, both grades will be posted to the student's transcript.

***Withdrawal**: A grade of "W" will be posted to the student's transcript for any student who formally withdraws from a program, is withdrawn by the Institute, or has an approved Leave of Absence (LOA) prior to the completion of 50% or less of the total course hours. A grade of "F" will be posted to the student's transcript for any student who formally withdraws or is withdrawn by the Institute or requests a LOA after completion of more than 50 % of the total course hours.

Course Repeat Grade Policy

If a student repeats a course, both grades achieved will be posted to the student's transcript.

Final Examinations

Each program may include a comprehensive learning assessment (exam) covering all material presented in a particular course and/or the program. Students will be provided advanced notification of these examinations and their scheduled dates during the course of their program.

SATISFACTORY ACADEMIC PROGRESS

All students must progress toward completion of their program of study at a pace specified by the Satisfactory Academic Progress (SAP) policy. This policy applies to all students regardless of how they pay for tuition.

Students who receive federal financial aid must also meet the SAP policy requirements to maintain their financial aid eligibility. The Higher Education Act, as amended by the U.S. Congress, mandates that higher education institutions establish minimum standards of SAP for students receiving Title IV financial aid, as well as equivalent measures and policies for those students who do not receive Title IV financial aid.

Requirements:

Qualitative Requirement – Cumulative Grade Point Average

Students must maintain a cumulative grade point average (CGPA) of 2.0 in all programs.

Quantitative Requirement – Pace of Completion

As of July 1, 2021, this is only required for students enrolled in the Associate of Science in Healthcare Administration, Surgical Technology semester calendar programs

Students must successfully complete 67% of the cumulative credits hours attempted. Credits hours are considered successfully completed when the student earns a grade of A, B, or C. A student is required to successfully complete all required program credits to graduate.

Maximum Timeframe

Students are required to complete their program of study within one and a half times the scheduled length of their program of study. For example, a student in a 25 credit program may only attempt 37.5 credits towards the completion of that program of study.

SAP Evaluation Periods:

SAP is evaluated at the end of each SAP Evaluation Period. The SAP Evaluation Period equals the financial aid payment period which is either the semester or one half of the academic year in credits or clock hours and weeks.

For non-term programs of study that are greater than one (1) academic year, the SAP Evaluation Period is equal to one half of each academic year, which is usually 12 credits or 450 clock hours and 15 weeks but can be shorter if the final period of study is less than an academic year.

SAP Sanctions:

Students are considered to be making Satisfactory Academic Progress (SAP) when they begin their program and maintain the minimum SAP requirements at each subsequent SAP Evaluation Period point. Students not meeting the SAP requirements at any evaluation point will be:

- subject to sanctions, including SAP Warning, SAP Probation, and/or dismissal/termination
- at risk for being dismissed/terminated from their program of study, and
- at risk of losing their financial aid eligibility (if Student Financial Aid-eligible).

A student who has not met any of the SAP requirements will receive a letter to notify him or her of a change in SAP status (from good SAP standing to SAP Warning). The letter will also include financial aid information if the change in SAP status has impacted his or her financial aid eligibility.

If at any time it is determined that a student cannot complete his or her program of study within the maximum time frame (MTF) or when it is determined that the student cannot achieve the CGPA required for completion of the program of study, the student will be subject to loss of additional financial aid and dismissal/termination from the program of study.

SAP Warning:

If a student fails to meet any of the SAP requirements and was in good SAP standing during the prior SAP Evaluation period, the student is placed on SAP Warning status for one SAP Evaluation period. At the next SAP evaluation point, the student will return to good SAP standing if he or she meets all of the SAP requirements. If the student does not meet all of the minimum SAP requirements at the end of the SAP Warning period, the student will become ineligible to receive additional financial aid. The student can appeal the financial aid ineligibility determination.

SAP Appeals:

A student who has lost financial aid eligibility may appeal the lost financial aid eligibility within ten (10) business days following notification. Only appeals based on extenuating circumstances, such as a serious illness, hospitalization, extreme family emergency, or death in the family will be considered in support of an appeal. Circumstances related to the student's lack of maturity or commitment to the program of study are not an acceptable basis for appeal.

All appeals must be submitted in writing and the student must provide documentation to support the appeal. In the written appeal letter, the student must explain the extenuating circumstances and what has changed to allow him or her to make SAP at the next evaluation. Documentation to support the extenuating circumstance must also be submitted. Documentation to support the potential for achievement of SAP during the next Evaluation Period may also be requested.

The appeal procedure and a sample appeal letter may be obtained in the Financial Aid Office.

Appeals will be reviewed by the Campus Director within ten (10) business days. The decision of the Campus Director is final. A student may continue to attend classes while the appeal is pending, but no additional financial aid will be disbursed unless the appeal is approved.

Students whose appeal is approved will be notified in writing, placed on SAP Probation status for one (1) SAP evaluation period, and will regain eligibility for financial aid disbursements for that evaluation period. If the appeal is denied, the student will not be eligible for additional financial aid, and must obtain other means of financing his/her education, and may be subject to withdrawal/termination.

SAP Probation:

If the student's appeal is approved, the student is placed on SAP Probation for one (1) SAP Evaluation Period and an Individualized Education Academic Plan will be developed and implemented (see below). At the next SAP Evaluation Period point, the student will return to

good SAP standing if he or she meets all of the SAP requirements. If the student does not meet all of the minimum SAP requirements, the student will become ineligible for additional financial aid and will be subject to dismissal/termination from the program of study. The student will also become ineligible to receive additional financial aid.

Individualized Education Academic Plan (IEAP):

An Individualized Education Academic Plan (IEAP) is developed for a student who has not met the minimum SAP standards and whose appeal has been approved and the student has been placed on SAP Probation. A student on an IEAP will be required to meet the standards set forth in the plan to maintain enrollment and, if applicable, financial aid eligibility. If the student meets all of the SAP requirements of the IEAP, the student will return to good SAP standing. If the student does not meet the terms of the IEAP, the student will be dismissed/terminated from the College and will become ineligible for financial aid.

SAP Impact of Incompletes, Withdrawals, Repeats, Audited Courses, Transfer Credits, and Program Changes:

Incomplete

Incomplete (I) is an interim grade given to a student who is not able to complete a course. This grade must be updated within 14 days from the end of the course. An I grade becomes a Failure (F) if the work relating to the Incomplete is not completed within 14 days of the end of the course. SAP is recalculated following the grade change. An I grade is not included in any SAP measurement.

Withdrawal

A student who is either terminated by the College or voluntarily withdraws from a course before completion of 50% of the course will receive a grade of W. After 50% completion of the course, the student will be given the grade earned. The W grade is recorded on the student's transcript and is considered an unsuccessful attempt in the pace and maximum time SAP measurements. The W grade is not included in the calculation of CGPA.

Repeats

Students who fail a course must repeat that course in order to graduate. If a student repeats a course, the failing grade and the course repeat grade are considered attempted credits or clock hours, recorded on the student's transcript, and count in the pace and maximum timeframe SAP measurements. Only the repeat course grade is included in the calculation of CGPA.

Course Audit

A student who is attending a course for no credit must receive prior approval from the Campus Director or Program Director. The student is expected to participate in course discussions, projects, but will not be required to take examinations. Audited courses do not have a credit value and do not count as part of a student's enrollment status for purposes of financial aid. An audit (AU) will be recorded on the student's transcript, but will not be considered as an attempted credit, and will not be included in the calculation of GPA. Students cannot audit a course to preview course content.

Transfer Credits

Transfer credits from another institution that apply to a student's program of study are not counted in the CGPA, but are counted as both attempted and earned credits in the pace and maximum timeframe SAP measurements.

Program Changes

Students who desire to change their program of study must meet with the Campus Director or designee for approval and to complete a new Enrollment Agreement. The College will determine which courses transfer to the new program of study. Applicable courses transferred between programs of study will be included in all SAP evaluations.

DISMISSAL/TERMINATION POLICY

A student is subject to dismissal/termination for violating any of the following:

1. Failure to maintain Satisfactory Academic Progress (SAP).
2. Failure to comply with the Institute's Attendance Policy.
3. Failure to comply with the Institute's Student Conduct Policy.
4. Failure to satisfy all financial obligations to the Institute per the Financial Obligation Policy.
5. Violation of any of the conditions as set forth and agreed to in the Institute's Enrollment Agreement.

Please refer to the specific descriptions of each of the above policies in this Institute Catalog or the Institute's Enrollment Agreement for further clarification.

Additionally, a Vocational Nurse student or Surgical Technology student can be terminated for not passing their physical examination, by being deemed clinically unsafe by their instructor and/or their appropriate Program Director, or for dismissal from a clinical affiliate site at the site's request.

RE-ADMITTANCE POLICY

Students who have been terminated/withdrawn from the Institute may apply for re-admission at the discretion of the Campus Director. The student must show that the previous cause(s) leading to the termination/withdrawal have been addressed. The Campus Director will review all such cases, and may place certain requirements upon students requesting to be readmitted.

ARTICULATION AGREEMENTS

Nevada Career Institute has established an articulation agreement with Glendale Career College and North-West College. The Institute does not accept transfer credits for advanced placement (AP) coursework or examinations due to the technical nature of our programs.

FACULTY INFORMATION

Our Staff and Faculty

Faculty in the Institute's occupational programs are required to have, at a minimum, three (3) years of actual work experience in their field. Faculty providing instruction in programs which lead to licensing and/or certification are required to maintain their own licenses and certifications as well.

Surgical Technology

Faculty are required to have a valid and current CST® certification to practice as a surgical technologist and meet all requirements to hold this certification.

The Nevada Career Institute Surgical Technology program is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Information on accreditation is available on the ABHES website at abhes.org.

The Nevada Career Institute Surgical Technology program is also accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Information on additional requirements for faculty is available on the CAAHEP website at caahep.org and the ARC/STSA website at arcstsa.org.

General Education Faculty

At least 50 percent of general education courses taught are taught by faculty possessing a master's degree or higher with academic preparation in the specific courses being taught. In all cases, the degree must be from an institution accredited by an agency recognized by the U.S. Secretary of Education or the Council on Higher Education Accreditation.

CAMPUS LEADERSHIP AND STAFF

Name	Title	Status
Mary Ann Jefferson, CMA, PHIC, PTC	Campus Director	Full-Time
Sandy Hayder	Registrar	Full-Time
Yoshida Carter	Sr. Financial Aid Advisor	Full-Time
Dalia Torres	Financial Aid Advisor	Full-Time
Lizbeth Ponce	Associate Director of Career Services	Full-Time
Jonathan Weber	Career Services Coordinator	Full-Time
Timothy Blake	Career Services Coordinator	Full-Time
Patricia Hinkamp	Receptionist/Testing Coordinator	Full-Time
Karin Jones-Fee	Receptionist/Testing Coordinator	Part-Time
Guy Lopatin	Director of Admissions	Part-Time
Lakeshia Culverson	Admissions Representative	Full-Time
Elizabeth Delgado	Admissions Representative	Full-Time
Yvonne Reiche	Admissions Representative	Full-Time
Louis Pasternack	Librarian	Part-Time

CAMPUS FACULTY

Name	Title	Status	
Tami Little, DNP, RN, CNE, MS, BS	Director of Nursing	Full-Time	DPN-Rush University, Chicago RN-University of Arizona CNE-National League for Nursing MS-Grand Canyon University BSN-University of Arizona
Audra Somas, RN, MSN, BS, BA	Nursing Faculty-Clinical Faculty	Part-Time	RN-Saint Joseph College MSN-American Sentinel University BSN-Saint Joseph College BA-Eastern Connecticut State University
Bradford Danley, MSN, BSN, RN	Nursing Faculty-Clinical Faculty	Part-Time	MSN-Grand Canyon University RN-Nevada State College BSN-Nevada State College
Meyra Forst, CMA	Medical Assistant Instructor	Part-Time	CMA – UEI College
Robert Renkiewicz, CMA, RMA	Medical Assistant Instructor	Part-Time	Lincoln Technical Institute-MA AMT-RMA, NCCT-CMA
		Part-Time	
Tracy Nesbitt-Toll, MIBC	Medical Insurance Biller & Coder Instructor	Part-Time	AA-GE and Humanities-Ocean County College/Kean University
Maribel Ramos, MS, RMA, CBCS	Medical Insurance Biller & Coder Instructor	Part-Time	MS-Purdue University Global RMA-AMT CBCS-NHA
Karen Bryant, CST	Surgical Technology Program Director	Full-Time	AA-American Career College CST-NBSTSA
Jay Lake, CST	Surgical Technology Instructor	Full-Time	BAAS-Texas A&M University CST-NBSTSA
April Glass-CST	Surgical Technology Instructor	Substitute	AA-Mt. Hood Community College CST-NBSTSA
Marissa Perry, DA	Dental Assistant Instructor	Part-Time	DA-Academy of Dental Careers
Lilian Rodriguez, RDA	Dental Assistant Instructor	Part-Time	DA-Northwest Career College RDA-AMT
Laci Watson, CDA, EFDA	Dental Assistant Instructor	Part-Time	CDA-DANB EFDA-Sinclair Community College
Jennifer Holecek, CMA	SOS Instructor	Part-Time	AS-Riverside Community College CAN/CHHA-Department of Public Health CMA-AAMC MA-Regional Occupational Center
Ashley Gesualdo, CPhT	Pharmacy Technician Instructor/ Program Director	Full-Time	CPhT-Pharmacy Technician Certification Board PT-Pima Medical Institute
Susaniel Kesling, CPhT	Pharmacy Technician Instructor	Part-Time	CPhT-Pharmacy Technician Certification Board AS in PT-Santa Ana College
Marjorie Snowden	Pharmacy Technician Instructor	Part-Time	CPhT-Pharmacy Technician Certification Board PT- UEI AA-Cerritos College

Keysa Rogers, MA, BS	Business Office Administration	Part-Time	MA-University of Phoenix BS-University of Phoenix
Francesca Salou, MBA, BA	Business Office Administration	Substitute	MBA-University of Chicago, BA-Marymount Manhattan College
Tiffany Collins, MBA, MA, BA, AA	Adjunct Faculty	Full-Time	BA-Tulane University, MA-Liberty University, BA-Carroll University, AA-Carroll University
Timothy Reonisto, MA, BA	Adjunct Faculty	Part-Time	MA-University of Southern California BA-University of California, Merced
Larry Hurst, MPA, BS	Adjunct Faculty	Part-Time	MPA-Drake University BS-University of Nevada, Reno
Eric Martin, Ph.D., MA, BA	Adjunct Faculty	Part-Time	Ph.D.-Claremont School of Theology MA-Claremont School of Theology BA-California State University; Long Beach
Steve Ryan, MA, BA	Adjunct Faculty	Part-Time	MA-City College of New York BA-The College of Staten Island

CORPORATE LEADERSHIP AND SUPPORT TEAM

Name	Title	Status
Mitchell Fuerst	President	Full-Time
Lisa Fuerst	Vice President	Full-Time
Beylor Meza	Chief Operating Officer	Full-Time
Jason Li	Chief Financial Officer	Full-Time
Serjik Kesachekian	Chief Compliance Officer	Full-Time
Edward Beauchamp	Divisional Director of Operations	Full Time
Brooke Allen	Divisional Director of Operations	Full-Time
Marlene Melgar	Corporate Director of Financial Aid	Full-Time
Nancy Aguillon	Corporate Executive Director of Admissions	Full-Time
Shirley Powell	Corporate Director of Facilities and Internal Compliance	Full-Time
Iraklis Notis	Corporate Director of Information Systems	Full-Time
Tony Tapia	Corporate Director of Career Services	Full-Time
Doug Cowley	Corporate Director of Marketing	Full-Time
Rosie Franco	Corporate Director of Team Member Experience	Full-Time
Karina Reel	Regional Director of Financial Aid Operations	Full-Time
Lida Castillo	Regional Director of Financial Aid Operations	Full-Time
Maggie Macias	Corporate Director of Academic Operations	Full-Time
Lupita Macias	Corporate Director of Education and Compliance	Full-Time
Katlin Koster	Regional Director of Education	Full-Time
Roy Goins	Regional Director of Education	Full-Time
Rafael Salmon	Regional Director of Education	Full-Time