ALL STATE CAREER

2025-2026 CATALOG

Effective Date: September 21, 2026

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Essington, Pennsylvania 19029
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Table of Contents

Calendars . . . 4

- Campus Holiday And Break Schedule . . . 4
- Start Dates . . . 5

Introduction and Overview . . . 12

- History And Ownership . . . 12
- Consumer Information . . . 12
- Accreditation, Licenses, And Approvals . . . 12
- Mission And Purposes . . . 13
- Critical Strengths Of All-State Career . . . 14
- Program and Policy Changes . . . 14
- Facilities And Equipment . . . 14
- Accommodations for Students with Disabilities . . . 15
- Notice of Non-Discrimination . . . 15

Admissions Information . . . 17

- Admissions Requirements and Procedures . . . 17
- General Admission Requirements . . . 17
- Admissions Requirements For The CDL Programs . . . 18
- Additional Admissions Requirements For The Expanded Functions Dental Assisting Program . . . 19
- Additional Admissions Requirements For The Dental Hygiene Program . . . 19
- Additional Admissions Requirements For The Nursing Programs . . . 21
- Additional Admissions Requirements For Hybrid Programs . . . 22
- Technology Requirements For Students . . . 22
- Availability of GED Testing . . . 23
- Readmission . . . 23
- Orientation . . . 25
- Transfer of Credit . . . 25
- Articulation Agreement(s) . . . 27
- Student Physical Location . . . 27

Health, Clinical and Program Continuation Requirements . . . 28

- Health, Externship And Program Continuation Requirements For The Expanded Functions Dental Assisting, Medical Assisting Programs . . . 28
- Health, Clinical And Program Continuation Requirements For The Nursing Program . . . 31

Academic Policies . . . 35

- Academic Achievement/Grading . . . 35
- Academic Honors . . . 36
- Clinical Evaluation . . . 37
- Incomplete Grade Policy . . . 37
- CDL Students . . . 37
- Course Repeat Policy . . . 37
- Course Audit . . . 38
- Course Refresher . . . 38
- Transcript Of Grades . . . 38
- Graduation Requirements . . . 38
- Licensure, Certification and Registration . . . 38
- Student Handbooks . . . 39
- Counseling/Advisement . . . 39
- Tutoring . . . 39
- Academic Appeals . . . 39
- Attendance . . . 40
- Make-Up Work . . . 41
- Tardiness/Early Departure . . . 41
- Academic Leave of Absence . . . 41
- Traditional Leave Of Absence . . . 42
- Brief Periods of Non-Enrollment or Standard Period of Non-Enrollment (SPN) . . . 43
- Withdrawal . . . 43
- Educational Delivery Systems . . . 44
- Clock Hour of Instruction . . . 44
- Clock To Credit Hour Conversion Formula . . . 44
- Out-Of-Class Work . . . 45
- Maximum Class Size . . . 45
- Course Programming . . . 45
- School Closures . . . 46
- Course Add/Drop . . . 46
- Clinicals and Externships . . . 46
- Academic Improvement Plans . . . 48
- Faculty Evaluations . . . 48
- Learning Resource System - Learning Resource Center . . . 49
- Career Services . . . 49
- Corequisite Course Requirements . . . 50
- Emergency Preparedness Plan . . . 50

Tuition and Fees . . . 51

- Tuition And Fees . . . 51
- Refund And Cancellation Policies . . . 51
- Refund Determination Policy . . . 52
- Tuition Refund Policy . . . 52
- Books And Equipment Return Policy . . . 52
- Right To Cancel . . . 52
- Cancellation/Rejection Policy . . . 52
- Other Charges . . . 53

Financial Assistance Programs . . . 54

- Federal Pell Grant . . . 54
- Federal Supplemental Educational Opportunity Grant (FSEOG) . . . 54

Federal Direct Loan Program (FDLP) . . . 54
Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program . . . 54
Federal Work-Study Program (FWSP) . . . 54
Veterans' Benefits . . . 55
School, Private, State, And Local Financial Resources . . . 55
Verification . . . 55
Return Of Title IV Funds Policy . . . 56
Additional Information Regarding Financial Assistance Programs . . . 57
Satisfactory Academic Progress For Credit Hour Programs . . . 57
Satisfactory Academic Progress For Clock Hour Programs . . . 59

Student Policies . . . 62

Student Rights . . . 62
Behavior and Student Accountability . . . 62
Anti-Hazing Policy . . . 63
Copyright Protection Policy . . . 64
Video-Recording Or Audio-Recording Policy . . . 64
Internet Usage . . . 64
Social Media . . . 65
Cyberbullying . . . 66
Dress Code . . . 66
Drug And Alcohol Policy . . . 67
Non-Smoking/Non-Tobacco Policy . . . 67
Disciplinary Action . . . 67
Termination or Expulsion Policy . . . 68
Student Appeal Process . . . 68
Crime Awareness And Campus Security Act . . . 68
Title IX and Violence Against Women Act (VAWA) . . . 69
Title VI Civil Rights Act of 1964/Age Discrimination Act of 1975 . . . 69
Personal Property . . . 70
Visitor Policy . . . 71
Family Education Rights and Privacy Act (FERPA) . . . 71
Professional Liability And Student Accident Insurance . . . 71
HIPAA Requirement . . . 72
Student Activities . . . 72
Field Trips . . . 72
Housing Assistance . . . 72
Significant Medical Conditions . . . 72

Grade Appeal and Grievance Procedure . . . 73

Staff and Faculty . . . 76

Campus Operations . . . 76
Admissions- Core Programs & Nursing . . . 76
Admissions- CDL & Welding Programs . . . 76
Career Services . . . 76
Financial Aid- Core Programs & Nursing . . . 76
Financial Aid- CDL & Welding Programs . . . 76
Operations Support . . . 77
Student Services . . . 77
Academic Support . . . 77
Academic Leadership . . . 77
Faculty . . . 78

Programs . . . 81

Class A CDL Preparatory . . . 81
Class B CDL Driving . . . 82
Commercial Truck Driver Training . . . 84
Dental Hygiene . . . 85
Expanded Functions Dental Assistant . . . 88
Heating, Ventilation, Air Conditioning And Refrigeration . . . 89
Medical Assisting . . . 91
Practical Nursing . . . 93
Welding Technician . . . 94

Courses . . . 97

Explanation of Course Numbering System . . . 97
AHP - Allied Health Professions . . . 97
BIO - Biology . . . 98
GE - Chemistry . . . 98
Module, Module A - Class A CDL Preparatory . . . 99
CTD - Commercial Truck Driving . . . 100
COM - Communications . . . 103
CMP - Computer . . . 103
ICS - Craft Skills . . . 103
DAS - Dental Assisting . . . 104
DH - Dental Hygiene . . . 106
ELC - Electrical Trades . . . 112
ENG - English . . . 112
HVR - Heating, Ventilation, Air Conditioning and Refrigeration . . . 112
MAT - Mathematics . . . 116
MED - Medical Anatomy & Physiology . . . 116
MAS - Medical Assisting . . . 117
MBC - Medical Billing and Coding (No longer enrolling in this program) . . . 118
MOA - Medical Office Administration . . . 120
PNR - Practical Nursing . . . 121
PDC - Professional Development . . . 124
PSY - Psychology . . . 125
SCI - Science . . . 125
SKW - Skilled Workforce Professions . . . 125
SOC - Sociology . . . 126
WLD - Welding Technician . . . 126

Calendars

Campus Holiday And Break Schedule

(No classes scheduled on the following days)

Allied Health, Medical Technology and Trades

2025

Holiday	Date
New Year's Day	01.01.2025
Martin Luther King Day	01.20.2025
Easter	04.18.2025
Memorial Day	05.26.2025
Juneteenth	06.19.2025
Independence Day	06.30.2025 - 07.6.2025
Labor Day	09.01.2025
Thanksgiving Holiday	11.27.2025 – 11.30.2025
Winter Break	12.22.2025 - 12.28.2025
Winter Break - Truck Driving Program	12.24.2025 – 12.28.2025
New Year's Eve	12.31.2025

2026

Holiday	Date
New Year's Day	01.01.2026
Martin Luther King Day	01.19.2026
Memorial Day	05.25.2026
Juneteenth	06.19.2026
Summer Break	07.03.2026 - 07.05.2026
Labor Day	09.07.2026
Thanksgiving Holiday	11.26.2026 - 11.27.2026
Winter Break	12.24.2026 - 12.27.2026
Winter Break - Truck Driving Program	12.25.2026 – 1.01.2027

Practical Nursing

2025

Holiday	Date
New Year's Day	01.01.2025
Martin Luther King Day	01.20.2025
Memorial Day	05.26.2025
Juneteenth	06.19.2025

Holiday	Date
Labor Day	09.01.2025
Thanksgiving Holiday	11.27.2025
Christmas Holiday	12.24.2025 -12.26.2025
Winter Break	12.29.2025 -1.4.2026

2026

Holiday	Date
New Year's Day	01.01.2026
Martin Luther King Day	01.19.2026
Memorial Day	05.25.2026
Juneteenth	06.19.2026
Labor Day	09.07.2026
Thanksgiving Holiday	11.26.2026
Christmas Holiday	12.25.2026
Winter Break	12.28.2026 - 01.03.2027

Start Dates

2025

Allied Health, Medical Technology, Trades

Start Date	End Date
01.27.2025	03.09.2025
03.10.2025	04.20.2025
04.21.2025	06.01.2025
06.02.2025	07.20.2025
07.21.2025	08.31.2025
09.01.2025	10.12.2025
10.13.2025	11.23.2025
11.24.2025	01.11.2026

Each term is six weeks in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.

Practical Nursing

Start Date	End Date
01.06.2025	03.30.2025
04.07.2025	06.29.2025
07.07.2025	09.28.2025
10.06.2025	12.28.2025

Each quarter is 12 weeks in length. Not all programs have a start each term. Quarter dates are subject to change.

Dental Hygiene

Start Date
04.07.2025
10.06.2025

2026

Allied Health, Medical Technology, Trades

Start Date	End Date
01.12.2026	02.22.2026
02.23.2026	04.05.2026
04.06.2026	05.17.2026
05.18.2026	06.28.2026
06.29.2026	08.09.2026
08.10.2026	09.20.2026
09.21.2026	11.1.2026
11.02.2026	12.13.2026
12.14.2026	1.24.2027

Each term is six weeks in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.

Practical Nursing

Start Date	End Date
01.05.2026	03.29.2026
04.06.2026	06.28.2026
07.06.2026	09.27.2026
10.05.2026	12.27.2026

Each quarter is 12 weeks in length. Not all programs have a start each term. Quarter dates are subject to change.

Dental Hygiene

Start Date
04.06.2026
10.05.2026

480 Truck Driving Program Morning, Afternoon, and Evening

Morning, Afternoon, and Evening

Term 1 Start	Term 1 End
1/6/2025	3/30/2025
1/20/2025	4/13/2025
2/3/2025	4/27/2025
2/17/2025	5/11/2025
3/3/2025	5/25/2025

Term 1 Start	Term 1 End
3/17/2025	6/8/2025
3/31/2025	6/22/2025
4/14/2025	7/6/2025
4/28/2025	7/20/2025
5/12/2025	8/3/2025
5/26/2025	8/17/2025
6/9/2025	8/31/2025
6/23/2025	9/14/2025
7/7/2025	9/28/2025
7/21/2025	10/12/2025
8/4/2025	10/26/2025
8/18/2025	11/9/2025
9/1/2025	11/23/2025
9/15/2025	12/7/2025
9/29/2025	12/21/2025
10/13/2025	1/11/2026
10/27/2025	1/25/2026
11/10/2025	2/8/2026
11/24/2025	2/22/2026
12/8/2025	3/8/2026
12/22/2025	3/22/2026
1/12/2026	4/5/2026
1/26/2026	4/19/2026
2/9/2026	5/3/2026
2/23/2026	5/17/2026
3/9/2026	5/31/2026
3/23/2026	6/14/2026
4/6/2026	6/28/2026
4/20/2026	7/12/2026
5/4/2026	7/26/2026
5/18/2026	8/9/2026
6/1/2026	8/23/2026
6/15/2026	9/6/2026
6/29/2026	9/20/2026
7/13/2026	10/4/2026

Term 2 Start	Term 2 End/Grad
1/6/2025	3/30/2025
1/20/2025	4/13/2025
2/3/2025	4/27/2025
2/17/2025	5/11/2025
3/3/2025	5/25/2025

Term 2 Start	Term 2 End/Grad
3/17/2025	6/8/2025
3/31/2025	6/22/2025
4/14/2025	7/6/2025
4/28/2025	7/20/2025
5/12/2025	8/3/2025
5/26/2025	8/17/2025
6/9/2025	8/31/2025
6/23/2025	9/14/2025
7/7/2025	9/28/2025
7/21/2025	10/12/2025
8/4/2025	10/26/2025
8/18/2025	11/9/2025
9/1/2025	11/23/2025
9/15/2025	12/7/2025
9/29/2025	12/21/2025
10/13/2025	1/11/2026
10/27/2025	1/25/2026
11/10/2025	2/8/2026
11/24/2025	2/22/2026
12/8/2025	3/8/2026
12/22/2025	3/22/2026
1/12/2026	4/5/2026
1/26/2026	4/19/2026
2/9/2026	5/3/2026
2/23/2026	5/17/2026
3/9/2026	5/31/2026
3/23/2026	6/14/2026
4/6/2026	6/28/2026
4/20/2026	7/12/2026
5/4/2026	7/26/2026
5/18/2026	8/9/2026
6/1/2026	8/23/2026
6/15/2026	9/6/2026
6/29/2026	9/20/2026
7/13/2026	10/4/2026
7/27/2026	10/18/2026
8/10/2026	11/1/2026
8/24/2026	11/15/2026
9/7/2026	11/29/2026
9/21/2026	12/13/2026
10/5/2026	1/3/2027

480 Truck Driving Program Weekend

Weekend

Term 1 Start	Term 1 End
1/4/2025	3/28/2025
1/18/2025	4/11/2025
2/1/2025	4/25/2025
2/15/2025	5/9/2025
3/1/2025	5/23/2025
3/15/2025	6/6/2025
3/29/2025	6/20/2025
4/12/2025	7/4/2025
4/26/2025	7/18/2025
5/10/2025	8/1/2025
5/24/2025	8/15/2025
6/7/2025	8/29/2025
6/21/2025	9/12/2025
7/5/2025	9/26/2025
7/19/2025	10/10/2025
8/2/2025	10/24/2025
8/16/2025	11/7/2025
8/30/2025	11/21/2025
9/13/2025	12/5/2025
9/27/2025	12/19/2025
10/11/2025	1/9/2026
10/25/2025	1/23/2026
11/8/2025	2/6/2026
11/22/2025	2/20/2026
12/6/2025	3/6/2026
12/20/2025	3/20/2026
1/10/2026	4/3/2026
1/24/2026	4/17/2026
2/7/2026	5/1/2026
2/21/2026	5/15/2026
3/7/2026	5/29/2026
3/21/2026	6/12/2026
4/4/2026	6/26/2026
4/18/2026	7/10/2026
5/2/2026	7/24/2026
5/16/2026	8/7/2026
5/30/2026	8/21/2026
6/13/2026	9/4/2026
6/27/2026	9/18/2026
7/11/2026	10/2/2026

Term 2 Start	Term 2 End/Grad
1/4/2025	3/28/2025
1/18/2025	4/11/2025
2/1/2025	4/25/2025
2/15/2025	5/9/2025
3/1/2025	5/23/2025
3/15/2025	6/6/2025
3/29/2025	6/20/2025
4/12/2025	7/4/2025
4/26/2025	7/18/2025
5/10/2025	8/1/2025
5/24/2025	8/15/2025
6/7/2025	8/29/2025
6/21/2025	9/12/2025
7/5/2025	9/26/2025
7/19/2025	10/10/2025
8/2/2025	10/24/2025
8/16/2025	11/7/2025
8/30/2025	11/21/2025
9/13/2025	12/5/2025
9/27/2025	12/19/2025
10/11/2025	1/9/2026
10/25/2025	1/23/2026
11/8/2025	2/6/2026
11/22/2025	2/20/2026
12/6/2025	3/6/2026
12/20/2025	3/20/2026
1/10/2026	4/3/2026
1/24/2026	4/17/2026
2/7/2026	5/1/2026
2/21/2026	5/15/2026
3/7/2026	5/29/2026
3/21/2026	6/12/2026
4/4/2026	6/26/2026
4/18/2026	7/10/2026
5/2/2026	7/24/2026
5/16/2026	8/7/2026
5/30/2026	8/21/2026
6/13/2026	9/4/2026
6/27/2026	9/18/2026
7/11/2026	10/2/2026
7/25/2026	10/16/2026
8/8/2026	10/30/2026

Term 2 Start	Term 2 End/Grad
8/22/2026	11/13/2026
9/5/2026	11/27/2026
9/19/2026	12/11/2026
10/3/2026	12/24/2026

Introduction and Overview

History And Ownership

All-State Career School in Essington Pennsylvania is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Laurence (Larry) Hinz is the Chief Financial Officer of Education Affiliates, Inc.

All-State Career School was established in 2005 as a branch campus of All-State Career School located in Lester, PA which was accredited by the Accrediting Commission of Career Schools and Colleges. On March 1, 2019, All-State Career School merged with the main campus, which was formerly in Lester, PA, at its current location at 50 W. Powhattan Ave, Essington, PA 19029.

Consumer Information

This Catalog is published in order to inform students and others of All-State Career's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between All-State Career and any individuals. The information provided is current and accurate as of the date of publication.

All-State Career reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog on the school's website or printed upon request.

All-State Career expects its students to read and understand the information published in this Catalog and in any Catalog Addendum identified as belonging to this Catalog. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

All-State Career affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

All-State Career is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989
- Act 55 Pennsylvania Department of Education

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 50 West Powhattan Ave, Essington PA 19029.

Please see the Consumer Disclosures tab found on the school's website for information regarding student achievement data and other important information.

Accreditation, Licenses, And Approvals

Institutional and program assessments are conducted periodically by qualified examiners and members of the school's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the school's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- All-State Career is institutionally accredited by the Accrediting Commission of Career Schools and Colleges. (ACCSC) 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 (703) 247-4212; (703) 247- 4533 (fax); www.accsc.org (home page). ACCSC is an accrediting agency recognized by the U.S. Department of Education.
- All-State Career is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education State Board of Private Licensed Schools, 607 South Drive, Floor 3E Harrisburg, PA 17120.
- All-State Career's Expanded Functions Dental Assistant Program has been reviewed by the Pennsylvania State Board of Dentistry and the program meets the Board's regulations for the training of EFDAs. P.O. Box 2649, Harrisburg, PA 17105-2649, Phone: (717) 783-7162, Fax: (717) 787-7769, St- DENTISTRY@pa.gov. Graduates of the Expanded Function Dental Assistant Program are eligible to take the Dental Assisting National Board's (DANB) Radiation Health and Safety (RHS), and the Infection Control Examination (ICE) Examinations.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is www.ada.org/117.aspx
- The Practical Nursing Program has Full Approval by the Commonwealth of Pennsylvania State Board of Nursing located at P.O. Box 2649, Harrisburg, PA 17105-2649, (717) 783-7142.
- The Commonwealth of Pennsylvania Department of Transportation and Bureau of Driver Licensing to administer third party Commercial Driver's License skills testing for Class A and Class B operators. 1101South Front Street, Harrisburg, PA 17104 1-800-932-4600 Fax (717)705-1131
- All-State Career is approved by The Pennsylvania Department of Education for the Training of Veterans. PA Department of Education Division of Veterans and Military Education, 607 South Drive, Floor 3E Harrisburg, PA 17120.
- All-State Career is approved to be an Entry Level Driver Training provider by the Federal Motor Carrier Safety Administration, 1200 New Jersey Ave. SE, Washington, DC 20590 1-800-832-5660The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation with reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440- 4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is www.ada.org/117.aspx
- PA Career Link state-wide training program.
- All-State Career School is exempt from New Jersey Office of the Secretary of Higher Education (OSHE) approval per N.J.A.C.9A:1-1.2.
- All-State Career School is exempt from Maryland Higher Education Commission (MHEC) approval per COMAR 13B.02.01.03B(12) (c).
- All-State Career School is exempt from the Delaware Department of Education per Delaware Code Title 14 - Education Chapter 85, Section 8514 https://delcode.delaware.gov/title14/c085/index.html.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the school's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

Mission And Purposes

All-State Career provides postsecondary career education to both traditional and nontraditional students through a variety of diploma and degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. All-State Career strives to develop within its students the desire for lifelong and continued education. The staff at All-State Career believes that they make an important contribution to the economic growth and social well-being of the area. All-State Career educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of All-State Career:

- To develop each student's individual and professional growth, including written and interpersonal communication,
- critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through
- exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.

- To offer sound diploma and degree programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

Critical Strengths Of All-State Career

Career-oriented programs: The School's programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by All-State Career.

Qualified, caring faculty: In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them, and all are committed to providing the extra assistance students may need to achieve their career goals.

Graduate employment assistance: Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

Personal attention: The student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

The following campus administrators should be consulted to obtain the information listed:

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to School accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Dean of Education, Dean of Nursing and/or Program Directors: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer.

Directors of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures.

Business Office Manager: tuition charges, payments, adjustments, and refunds.

Directors of Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, student loan repayment, and employment provided as financial aid.

Director of Career Services: information pertaining to placement rates and employment opportunities for graduates.

Program and Policy Changes

All-State Career reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbooks.

Facilities And Equipment

All-State Career occupies a 38,000 square foot facility located at 50 West Powhattan Avenue, Essington, PA, 19029. A student Learning Resource Center (LRC) offers the LIRN system that is available with high-speed internet access, computer stations, web-based resources. Additionally, the LRC houses health reference books, and periodicals. Nursing labs include hospital beds, mannequins, training models, simulation equipment, and camera recording systems. Medical labs are equipped with stethoscopes, blood pressure cuffs, EKG machines, surgical instruments, examination tables, and injection arms/skins. The Expanded Functions Dental Assistant program has operatory functional clinics including a sterilization center, dental materials clinic with lab, front office training area, panoramic x-ray machine, intra-oral x-ray heads, and a darkroom. The Hygiene Lab is in Suite E of the Main Campus and has 11 fully functioning operatory stations, a sterilization area, and an administrative area. The Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) program has a dedicated area which includes labs with a boiler, oil furnaces, electric furnaces, gas furnaces, air conditioning units, refrigeration units, and a tool storage area. The Welding Lab facilitates SMAW, GMAW, FCAW, GTAW, oxy-fuel cutting/welding/braising, plasma cutting and jet arc training.

The Commercial Driving training vehicles are divided into two categories: range vehicles and road vehicles. The range of vehicles are made up of older conventional and day-cab tractors, single and dual axle. The trailers are 45' and 48' with single and tandem axles. These tractors and trailers are restricted to use on the range. The Driving Range is located off-site and is an approved Satellite location at 1 Stadium Drive, Chester, PA 19013 that provides students with the range of vehicles that meet all the requirements to properly train a student in his/her backing skills. The road vehicles are late model conventional tractors with 48' tandem axle dry box trailers. Each unit has been converted to safely train up to four (4) students on each road trip. Several of the trailers are loaded with 15,000lbs or more of "cargo" to give the student experience of driving a loaded trailer. Road trips are pre- planned to provide the student with the experience of driving on the intercity, urban roads, and inter-state highways. All road units meet or exceed D.O.T. standards.

The lecture rooms have internet connectivity, media carts, and digital projectors to enhance the lectures with access to specialized medical web sites and use of web-based materials. There is a student lounge with vending machines and microwaves. All-State Career also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include student services, career services, financial aid, registrar, admissions, and bookkeeping. There is a faculty workroom and faculty offices for student conferences. The facility is handicapped accessible.

Accommodations for Students with Disabilities

All-State Career is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in accordance with the Applicants and Students with Disabilities Policy, will work with the applicant and/or prospective student to collect the required documentation and request forms and identify reasonable accommodations and necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Academic Affairs at Education Affiliates, Inc. at vpaa@edaff.com

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Academic Affairs at Education Affiliates, Inc via email at vpaa@edaff.com. A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the School determines that discrimination based on disability may have occurred, the Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

Vice President, Academic Affairs
vpaa@edaff.com
5026D Campbell Blvd.
Baltimore, Maryland 21236
443-678-2143 (voice)
410-633-1844 (fax)

Vice President of Nursing PhD, MSN, RN
vpaa@edaff.com
5026D Campbell Blvd.
Baltimore, Maryland 21236
269-208-5098 (voice)

Notice of Non-Discrimination

All-State Career does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

If you are pregnant and have questions or concerns about modifications you may need, contact the Title IX Coordinator.

Inquiries about Title IX may be referred to the Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is:

Title IX Coordinator
Attention: Suzanne Peters
Senior Corporate Attorney
5026D Campbell Blvd
Baltimore, MD 21236
Telephone: 330-805-2819
Email Address: speters@edaff.com

The All-State Career nondiscrimination policy and grievance procedures can be located at https://www.allstatecareer.edu/consumer-information/title-ix.html.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. You may also use the reporting tool at https://www.edaff.com/title-ix-contact-us.php.

Admissions Information

Admissions Requirements and Procedures

Each applicant for admission is assigned an admissions advisor who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that All-State Career receives all required documentation. All records received become the property of All-State Career.

General Admission Requirements

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, that is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of the School.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions advisor and/or other administrative staff and must have the opportunity to tour the campus prior to starting school.
5. Wonderlic Scholastic Level Exam (SLE) is the Admissions Assessment for all programs except the Commercial Truck Driving Programs. Applicants to the School who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See the SLE minimum score requirement for each program of study.) If the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.

   Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

   The SLE minimum entrance requirements by program are as follows:

Associate in Specialized Technology

Program	SLE minimum entrance requirements
Dental Hygiene	22

Diploma Programs

Program	SLE minimum entrance requirements
Expanded Function Dental Assisting	11
HVACR	11

Program	SLE minimum entrance requirements
Medical Assisting	11
Practical Nursing	19
Welding Technician	11

Note: In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

6. Applicants must meet all financial obligations.

7. Applicants must complete all tuition payment requirements.
8. Accepted applicants must agree to and sign the All-State Career Enrollment Agreement.

Admissions Requirements For The CDL Programs

Each applicant for admission is assigned an admissions advisor who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that All-State Career School receives all required documentation. All records received become the property of All-State Career School.

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school or college in the form of a valid high school diploma or higher earned degree, a transcript, or other acceptable documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a standard high school diploma earned in the USA as defined by the State where the diploma was earned. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service; or applicants, who do not have proof of graduation from high school or an equivalent GED, may qualify for admission into the Class A CDL Driving and Class B CDL Driving programs by demonstrating their ability to achieve an acceptable level of proficiency. The option to demonstrate such ability is to take and pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of an 11. Applicants to the School who do not achieve a passing score are eligible to immediately retake another version of the SLE. In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant is applying for re- admission, and previously achieved a passing score on the SLE, the passing test score may be used for re- admission, provided the SLE test was administered and passed within 3 years (36 months) of the date of re- admission. A different version of the SLE will be used each time the applicant takes the exam.
2. The applicant must be eighteen years of age or older at the time he or she starts his or her program of study.
3. The applicant must complete an Applicant Information Form.
4. The applicant must interview an admissions advisor and/or other administrative staff.
5. The applicant must submit a valid driver's license and provide school permission to verify validity by obtaining a Motor Vehicle Record.
6. For students entering the Commercial Truck Driver Training program (480 hour driving program). The applicant must receive a negative result on a pre-enrollment drug screen ordered by the campus prior to acceptance in the program. If the applicant receives a positive result on the pre-enrollment drug screen ordered by the campus, they may retake the drug screen again after 30 days have passed. If the applicant receives another positive result on the Pre-Enrollment drug screen ordered by the campus, they may take the drug screen again after 365 days have passed.

   In addition, the applicant must register with the FMCSA Drug and Alcohol Clearinghouse and pass a Department of Transportation (D.O.T.) drug screen ordered by the campus prior to the completion of Course CTD125. All commercial driving students in courses CTD125-CTD155 will be entered into the school's random drug and alcohol testing pool and be subject to random Screens. For students entering the Class A CDL Preparatory or Class B CDL Driving

program: The applicant must register with the FMCSA Drug and Alcohol Clearinghouse and pass a Department of Transportation (D.O.T.) drug screen ordered by the campus prior to acceptance in the program. All program participants will be entered in the school's random drug and alcohol testing pool and be subject to random screens.

7. The applicant must meet the physical requirements for driver qualifications as defined under Part 391: Qualification for Drivers in the Federal Bureau of Motor Carrier Safety Regulations. Applicants are required to pass a Department of Transportation (D.O.T.) physical examination with an expirations date no sooner than:
    a. Commercial Truck Driver Training – 9 months from the first day of class.
    b. Class A CDL Preparatory – 3 months from the first day of class.
    c. Class B CDL Driver Training – 3 months from the first day of class.
8. A CDL Learner's Permit will be required prior to acceptance into the Class B CDL Driver Training program and before participation in on-the-road training in the Commercial Truck Driver Training program and the Class A CDL Preparatory program.
9. The applicant must meet all financial obligations.
10. Applicants must agree to and sign the All-State Career School Enrollment Agreement.

Additional Admissions Requirements For The Expanded Functions Dental Assisting Program

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Expanded Functions Dental Assisting Program.

Applicants must submit to and clear a criminal background check administered by the school prior to starting the program or being readmitted following a withdrawal period of 90 days. The conviction for certain criminal offenses may bar an applicant from participating in certain externship training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

- Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field.
- If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Students must report to the Dean of Education in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

Additional Admissions Requirements For The Dental Hygiene Program

In addition to the General Admissions Requirements, the following are additional admissions requirements for Dental Hygiene programs.

1. The applicant must complete a 2 to 4-page typed essay outlining (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Dental Hygiene program. The Dental Hygiene Program Director may elect to include an additional topic. The essay may be completed offsite. It must be submitted by email to the Dental Hygiene Program Director or his or her designee no less than one week prior to the interview with the program director or his or her designee. After the essay is completed, the applicant will meet with the program director. The program director or his or her designee scores the essay using the Essay Rubric.
2. The applicant must schedule and complete an interview with the Dental Hygiene Program Director and/or his or her designee.
3. The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S Passport.
4. The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
5. Applicants must submit to and pass a drug-screening test and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test

6. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in the applicant's admission file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
7. With the exception of Hepatitis B, all required immunizations are to be completed prior to or within the first week of the first term that the student starts a dental hygiene program.
8. When all the above admissions requirements are completed with the exception of immunizations as noted, the Applicant Rating Form and Rubric and the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Admissions Committee consists of the Dental Hygiene Program Director or his or her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s), and the School President or his or her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Dental Hygiene program. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school.
9. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will be the deciding vote.
10. After the Dental Hygiene Program Admission Committee meets and makes its determinations, applicants will be notified of acceptance or denial from the School.
11. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene program for a future class. If desired by the applicant, he or she will have the opportunity to retake the SLE in accordance with testing procedures. His or her revised admission rank will be measured according to the current applicant pool. A waiting list for future cohorts will not be generated with applicants who have not been accepted. An applicant who is not accepted for the start of a class may re-apply for a future class and will be placed into the new pool of applicants for ranking.

Ranking for Student Admission into the Dental Hygiene Program

Students will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or college grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program Director, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, and (5) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.

- Interview with the Dental Hygiene Program Director. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.
- Written Essay. The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.
- High School Grade Point Average (GPA), GED and College GPA if applicable. The high school or college GPA or GED will have a possible score ranging from 0 to 60. Ten (10) additional points will be awarded for students who have a cumulative 3.0 GPA in college science courses. Total possible score in this category is 70.

High School /College GPA/GED Range	Points
2.0 – 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
No transcript	0
CGPA 3.0 or higher in college science courses	+10

- Wonderlic Scholastic Level Exam (SLE) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 16 required.

Test Score Range	Points
22 – 25	10
26 – 29	20

Test Score Range	Points
30 – 50	30

- Work Experience in an Allied Health Field or U.S. Military Service. Points will be assigned according the amount of time the applicant has worked in an allied health field or served in the US Military, ranging from 0 to 30.

Years of Experience	Points
1 – 2 years, 11 months	10
3 – 5 years, 11 months	20
6 + years	30

Essential Skills and Functional Abilities for Dental Hygiene Students

An applicant for the Dental Hygiene program should possess the following essential skills and functional abilities:

Motor Abilities

- Physical abilities and mobility sufficient to execute gross motor skills, and physical endurance to provide patient care

Manual Dexterity

- Ability of the student to demonstrate fine motor skills sufficient to accomplish required tasks and to provide necessary patient care.

Perceptual/Auditory Ability

- Sensory and perceptual ability to assess patients for providing dental hygiene care

Behavioral/Interpersonal/Emotional

- Demonstrates interpersonal abilities sufficient for interaction with individuals, families and groups from various social, intellectual and cultural backgrounds.
- Demonstrates the ability to work constructively and independently with the ability to modify behavior in response to constructive criticism.
- Demonstrates ethical behavior, which includes adherence to the professional standards and student honor codes.
- Ability to effectively and accurately operate equipment and utilize instruments safely in laboratory and clinical environments.

Upon completion of the Dental Hygiene program, graduates are eligible to apply to take the National Dental Hygiene Examination and the regional and/or state clinical and written examinations, all of which require passing scores before a graduate can complete an application for dental hygiene licensure. Dental hygiene licensure is required by all states before a graduate can practice as a dental hygienist. The written examination is a computerized exam given as the National Board Dental Hygiene Exam (NBDHE). The clinical examination, with a computerized component, is administered by several regional testing agencies in various locations and passing the exam is required for states within a specific region.

Regional board exams are given by the following agencies: CDCA/CRDTS/SRTA/CITA. Each state requires completion of a licensure application following submission of passing scores on both the NBDHE and one of the regional or independent state examinations before a graduate can practice as a dental hygienist.

Additional Admissions Requirements For The Nursing Programs

Applicants to the nursing program will be informed of all the required documentation, and the timeframes for submitting the required documentation, for application to the program. When all nursing program application requirements have been completed and submitted by the applicant, and the applicant has signed the enrollment agreement, the completed application file will be submitted to the Nursing Program Admissions Committee for consideration. The Nursing Program Admissions Committee reviews each completed application file and makes a final determination on admission to the Nursing Program. A candidate for admission may be required to interview with a member of the Nursing Program Admission Committee, or another school official. Once the Nursing Program Admissions Committee makes its final determination in regards to an applicant, the applicant will be notified.

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Nursing programs:

1. Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or prior to being readmitted and the results of the CBC must be in the student file prior to starting the program. The conviction for certain criminal offenses may bar an applicant from participating in certain externship/clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional

career fields and obtaining employment. Adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Applicants to the Nursing program should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or may prevent his or her licensure by the State Board. If there are any questions regarding this process, the applicant should make an appointment with the Dean of Nursing.

Students must report to the Dean of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

2. The applicant must submit to and pass a drug screen and must be in the student file prior to starting the program. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a School designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Alcohol, Tobacco, Drug Abuse, and Testing Policy.
3. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The School does not provide health insurance.
4. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program. The applicant for a nursing program must submit a valid form of government-issued identification. For example, a current driver's license or U.S Passport.

Additional Admissions Requirements For Hybrid Programs

In addition to the General Admissions Requirements, the following are additional admissions requirements for students enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment with a 70% or higher. Applicants who do not achieve a passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve a passing score on the second administration of the school's Online Competency Assessment, the applicant is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.

Technology Requirements For Students

A laptop and laptop technical support is included with the program's fees; however, students are responsible for ensuring that they have a working internet connection. If students choose to provide their own laptop instead of purchasing a laptop through Fortis, they are responsible for signing the laptop acknowledgement form confirming their laptop meets minimum technical specifications. Students providing their own hardware will be responsible for maintaining their computer.

Review these requirements carefully. Laptop hardware, software, and reliable Internet connection are the primary means of participating in Canvas and thus are critical to students' academic success both in class and out of class. Smartphones, Notebooks, Chromebooks, Apple iPads are not acceptable replacements for a laptop.

Laptop Hardware Minimum Requirements

Degree Programs (2 Year Programs & PN)

- 2.8 GHz CPU or greater
- 16 GB RAM or greater
- 512 GB SSD or greater
- 1920 x 1080 display or higher
- Integrated webcam and microphone
- Built-in speakers

Diploma Programs

- 2.8 GHz CPU or greater
- 8 GB RAM or greater
- 256 GB SSD or greater
- 1920 x 1080 display or higher
- Integrated webcam and microphone
- Built-in speakers

Software Requirements

- Windows Operating System: Windows ® 11
- Browser – Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)
- Microsoft Office 365
- Plugins (most recent versions)
    - Adobe Acrobat Reader

Internet Access is required for a student's own personal laptop, or a laptop purchased from the school. The student acknowledges they will have access to a reliable internet connection to participate in the degree or diploma program selected. Reliable internet connections are widely available at the school, coffee shops, libraries, and many public locations at no charge to you.

Availability of GED Testing

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online**.** The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to https://www.ged.com/and select GED Testing Services or contact the local Board of Education or the School's Admissions Office.

Readmission

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA) and within one year (12 months) of their LDA for truck driving programs. Generally, a student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the National Director of Restart Programs. The applicant for readmission must satisfactorily

demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability he or she can complete the program of study. Former students approved for readmission must meet all current program admissions requirements.

A former student who wishes to be considered for admission to a different program of study should contact the Admissions office. The Admissions Director should consult with the Dean/Director of Education or the Program Director to determine the appropriate transfer of credits, Satisfactory Academic Progress status, and course scheduling prior to enrolling the student.

Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant must meet with the Student Success Coordinator, or the staff person designated to coordinate readmissions to discuss and document the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

Applications for re-admission are reviewed by a committee comprised of the Campus President, Dean or Director of Education, and/or the Dean of Nursing, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing/Dean or Director of Education who will determine which course credit(s) previously earned will be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/semester will be dismissed.

In addition, an applicant applying to be readmitted who failed to meet SAP for two consecutive terms must complete an SAP appeal and apply to be readmitted in a status of Academic Probation. If the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. The SAP appeal must be filed at the same time the applicant initiates the readmission process. The appeals must be submitted in writing to the Dean of Education or Dean of Nursing. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Director of Education, and the Director of Financial Aid, or their designees. The Financial Aid Committee may grant one additional term as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal.

If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition and fees, the revised graduation date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President/Director. With assistance from the Registrar, the Dean of Nursing or Dean/Director of Education will establish a course schedule for program completion.

Nursing Appeal for Re-Entry after Program Dismissal

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

This section outlines the process for a nursing student to appeal for re-entry after dismissal from the nursing program. Re-Entry after dismissal can only be appealed if there are significant extenuating circumstances beyond the student's control, such as severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must apply using the appeal form and submit it to the campus.

The campus will form a committee to review the appeal, and their recommendation will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the School. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Appeals Oversight Committee, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

Orientation

All-State Career provides an orientation program to help students adjust to the School environment.

Orientation is held by the School prior to the start of each program start. School policies, student responsibilities, and any questions are addressed at the orientation.

Transfer of Credit

Transfer of credit is always the decision of the individual school or university and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at All-State Career should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student’s program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the School to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

Criteria

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals that earned an Associate degree or higher from the college/university that credits are being accepted from are exempt from the time limit in this paragraph, except as noted below.

- Mathematics and prerequisite science courses in Nursing programs must have been completed within the past five years (60 months).
- Mathematics and prerequisite science courses in Nursing programs must have a grade of “B” or higher on the transcript from the awarding institution.
- All other courses must have a grade of “C” or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at All-State Career in order for transfer credit to be awarded.
- The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.
    - The Campus will accept credit earned in a similarly titled program from another EA school for up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Academic Affairs at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student’s program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows:

- The AP tests are scored on a scale 1 to 5, with 1 being the lowest and 5 the highest. The Campus recognizes AP scores 4 and 5 as passing, and awards credit for students who pass their AP test with a 4 or 5.
- The typical passing score on CLEP exams for general education purposes is 50. Once the raw score is calculated and converted to a scaled score, the lowest scaled score is 20 and the highest is 80. A score of 60 or higher is considered passing for awarding transfer credit.
- For DANTES tests, only scores from exams taken after 2008 will be considered. The equivalent score for a "B" grade is 434.

The School does not award credit for life or work experience.

Additional Requirements for Specific Programs

- In the Nursing program, students entering with an unencumbered LPN license and proof of completing an approved practical nursing program are awarded Block Credits in Anatomy and Physiology I (AHP216), Fundamentals of Human Nutrition (SCI115), Human Growth and Development (PSY278), and Foundations of Nursing (NUR104). Further credit may also be granted for Introduction to Informatics (CMP105) if there is proof of taking a similarly titled course on the official practical nursing transcripts.
    - Students must request official transcripts for their practical nursing program as proof of completion.
    - There is no evaluation of the official transcripts needed in order to award the Block Credits. They are simply needed for the file.
    - Transcripts can be used further to process additional transfer credits if necessary.
    - Courses that earn Block Credits are awarded a CR grade.
- Dental Hygiene courses completed at another postsecondary institution are not eligible for transfer of credit. The only exceptions are dental hygiene courses completed at another Education Affiliates campus.

Veterans

A Veterans Administration (VA) funded student enrolling in any of the Campus programs with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. All veterans and other students eligible for VA funding should apply for credit for previously completed training. The Campus will evaluate and grant credit, if appropriate. Training time will be adjusted, and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified. It is the veteran’s responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

Appeal Process

1. Students who wish to appeal a decision must appeal in writing to the Campus President/Director.
    a. The student must write a letter, stating very clearly why they should receive credit.
    b. The student must supply additional documentation to support the appeal. If no additional documentation is received, the appeal will be automatically denied.
2. All appeals should be requested within 14 days of the decision to deny credit.
3. Decisions related to appeals will be returned to students within 14 days of their receipt.

Returning or Transferring Students

If students wish to transfer between programs at the same school, students should seek guidance from the Director of Education and the Registrar. The Director of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

1. Students transferring from one Education Affiliates campus to another must have all previous credits evaluated for transfer credits.
    a. Students that have passed a class at another Education Affiliates campus with the same course code as the program they are enrolling into will receive transfer credits for grades of D or higher if a D is passing for that program.
    b. Courses that are not a part of the enrolled program will be evaluated for transfer credits as per normal policy.
    c. This is applicable for campus-to-campus transfers within the same program, and campus to campus transfers into new programs that share course codes.
2. Students who are re-enrolling into the same Campus or re-entering into a new program or program version will have all applicable courses Associated to the new program. Any courses that cannot be Associated may be evaluated for transfer credit.
    a. Associated courses are evaluated and documented like transfer credits, using the same forms and procedure.
    b. Applicable courses are those course codes that are the same between programs.
    c. All courses are Associated, whether passed, failed, or withdrawn, and should be included in all future SAP calculations for the program.
    d. Shared courses with a D or higher will not need to be retaken, unless that is considered a failing grade in the new program.

Articulation Agreement(s)

All-State Career does not have any established articulation agreements.

Student Physical Location

All-State Career reviews admissions applications and may enroll students who are residents of Pennsylvania, Delaware, New Jersey and Maryland only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, student attestation, lease agreement, or other verified documentation of physical location will be utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at All-State Career in Essington.

Should the student change their address while enrolled at All-State Career, the student is required to notify the School's Registrar to make an update to their physical location as needed. Should the student move out of one of the above listed states while enrolled at All-State Career, the School may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

Health, Clinical and Program Continuation Requirements

Health, Externship And Program Continuation Requirements For The Expanded Functions Dental Assisting, Medical Assisting Programs

As a part of contractual agreements with externship agencies, students may be required to fulfill the following requirements. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program or prior to starting the externship based on specific program requirements. It is important to note that the contracted externship agency agreements are not negotiable in their requirements. Subject to externship site requirements, students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the externship site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at an externship experience, or while performing other campus/program related activities during enrollment in the program.

Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the program. The School must maintain a current signed copy of the student's CPR card within the student file. Students will be provided BLS for Healthcare Providers training prior to the completion of the initial 18 weeks of the program, prior to any externship or clinical activities. Upon successful completion of BLS for Healthcare Providers training, students are required to always have their physical CPR card on them during class, laboratory, and externship activities. If the CPR card expires during the program, the student may not participate in any externship activities until the CPR certification is renewed, and the student may be dropped from the program until it is renewed.

Student Health Requirements

It is essential that students be able to perform a number of physical and cognitive activities in the classroom, externship and learning laboratory portions of the program. Students are not to enter any externship facility with contagious conditions or injuries. A student must consult with the externship instructor if an illness, medical condition, or injury is present prior to entering the externship facility. The School or externship agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense. Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within an externship area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless of if prescribed by a healthcare provider. The externship instructor and program director will be the final deciding authority as to their perception if the student may practice safely within the externship environment. The externship agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the program director within 24 hours or before entering an externship area (whichever comes first).

Students must submit the approved physical and health clearance forms to the School prior to the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient's safety at risk may not be eligible for admission or continuation in the program. Risk assessment is at the discretion of the Dean/Director of Education in consultation with the Regional Dean of Education.

Immunizations

Vaccination/ Screening	Requirements in Brief
COVID-19 Vaccination	A COVID-19 vaccination may be required for students to permit them to go into a hospital-based externship medical practice
Hepatitis B	Serologic proof of immunity is required.

Vaccination/ Screening	Requirements in Brief
	Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). Obtain serologic testing 2 months after dose #3.
MMR	Serologic evidence of immunity or laboratory confirmation of disease is required. If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart are required.
Varicella	Serologic proof of immunity or laboratory confirmation of disease required. If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.
Tetanus, Diphtheria, Pertussis	One-time dose of Tdap is required. Td boosters every 10 years thereafter.
Influenza	Required annually.
Tuberculin Skin Test (TST)	For students with no history of previous annual tuberculin skin testing, an initial two-step is required. For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days. For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.

Proof of immunizations may be required and will be verified as complete prior to the student being permitted to enter any externship site (whether for the assigned course activities or for orientation at the externship site prior to the course start).

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center for immunizations, the expectation is the student will use the center. Students may choose to obtain immunizations from another healthcare provider. However, immunization documentation must include specific information about the type of healthcare provider and the immunizations administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1st externship session may result in suspension from the externship portion of the program. No student will be permitted to enter an externship site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled externship sessions will be recorded as absent and may potentially risk failure of the entire course.

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Externship agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or School policy. The School has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any externship experience if their immunizations do not meet the standards outlined in this document or those required by specific externship agencies.

Serological Evidence of Immunity

COVID-19 Vaccination

A COVID-19 vaccination may be required for students to permit them to go into a hospital-based externship medical practice.

Hepatitis B Vaccine

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers,

he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided in order to participate in any agency-based externship rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during an externship experience. Expense may also include testing of the patient in the event of exposure.

Measles, Mumps, and Rubella (MMR)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease.

If serology results indicate that the individual is not immune or serological test results indicate “indeterminate” or “equivocal,” individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Varicella (Chicken Pox)

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Tetanus, Diphtheria, Pertussis (Td/Tdap)

Students must provide proof of vaccination for tetanus, diphtheria and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to the School and maintain compliance with the immunization and health clearance policy.

Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the School and maintain compliance with the immunization and health clearance policy.

Tuberculosis/Tuberculin Skin Test (TST)

Students are not permitted to practice in any externship, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in a program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the School only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48-72 hours.
- Step #2 TB skin test is administered 7 to 14 days after the 1st test, and it is read within 48-72 hours.
- Annual TST.

One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):

- Step #1 TB skin test administered and read within 48-72 hours.
- Annual TST.

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in a program. Students must provide documented evidence of compliance to the School The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document “no evidence of active pulmonary disease” by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting “no evidence of active pulmonary disease” must be provided. The student will not be permitted to participate in externship experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting “no evidence of active pulmonary disease.” Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior to the first week of the Semester or Quarter in which the student initially enrolls in a program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in externship experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students in the Expanded Functions Dental Assisting, Massage Therapy, Medical Assisting, programs must either present documentation of having had Hepatitis B injections 1 and 2 and a TB test within an acceptable timeframe or must complete the first two Hepatitis B injections and a TB test at least one quarter prior to the term in which they take any externship course. If the TB test result is positive, a chest X-ray test must be completed.

If there are any questions regarding these requirements, students should make an appointment to speak with the Program Director and/or Dean/ Director of Education.

Health, Clinical And Program Continuation Requirements For The Nursing Program

As a part of contractual agreements with clinical agencies, all nursing students must provide evidence of an acceptable criminal background history, a negative drug screen, immunizations, and health clearances. Students who do not have the required documentation may not be accepted at the clinical site, resulting in failure and potential dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements.

Students are required to provide documentation and be cleared for placement no later than 21 days prior to the start of the term in which the clinical rotations occur. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization and health clearance documentation. The inability to complete program requirements may result in failure or dismissal. All students are required to sign the *Medical Clearance Acknowledgement Form* regarding health and immunization requirements. The acknowledgement will become part of the permanent record and stored in the student file.

Admissions staff will provide all new nursing students with information regarding the immunization requirements for participating in the nursing program. Students may choose to obtain immunizations from any healthcare provider.

Students are responsible for all costs of program immunizations and medical clearances required for admission and continuation within the nursing program as well as costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/ program related activities during enrollment in the nursing program.

A summary of the requirements follows, however students may be asked to provide additional documentation required by the clinical site at any time. The full Clinical Requirements Policy can be found in the Student Handbook.

1. Cleared Background Check

   The applicant must pass a criminal background check upon enrollment consisting of federal, state and specialty agencies per school policy, State Board of Nursing rules and regulations, various accrediting body requirements and the terms of the clinical affiliation agreements. Students must maintain a clear criminal background while enrolled in the nursing program.

2. Negative Drug Screen

   The applicant must pass a drug screen upon enrollment. There may be additional needs throughout the program based on clinical requirements.

3. Current BLS CPR Card

   Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program.

4. Student Health Requirements

   It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and laboratory portions of the program.

   Students are not to enter any clinical facility with certain injuries or contagious conditions. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The School or clinical agency reserves the right to request a medical release from a health care provider if a medical condition, illness, or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

   Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

   Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless of if prescribed by a healthcare provider. The clinical instructor and nursing program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

   Any changes in physical or mental health or any medication changes that may alter a student's cognition must be reported immediately to the clinical instructor and Dean of Nursing. All notifications must come at least 24 hours before entering a clinical area.

   Students must submit the approved physical and health clearance forms to the School prior to the designated deadline.

   NOTE: Students with medical and/or mental health conditions which may place the student or patients' safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Dean of Nursing in consultation with the Vice President of Nursing.

5. Health Insurance

   Many clinical sites require students to have health insurance in order to participate in clinical experiences. It is strongly recommended that students always maintain a health insurance policy to help cover the immunization and health costs required for the nursing program and to cover any injury or illness during the program. Choosing to not maintain a policy could exclude students from clinical, resulting in course failure and potential dismissal.

6. Physical Examination

Nursing students must be able to perform a number of physical and cognitive activities in the classroom, clinicals, simulation and lab. All applicants must submit a current physical exam, less than 365 days old at the time of enrollment, signed by a valid healthcare practitioner demonstrating that they are free from any communicable disease or health impairment that could be a potential risk to patients or impede their ability to perform regular clinical duties. All exams must be performed in person. Tele-health exams are not accepted.

7. Immunizations

Immunization requirements are generally based on the current recommendations from the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC, ACIP, or school policy. The standardized immunization policy reserves the right to require additional healthcare clearance assessments, documentation, immunization, and serology testing at any point throughout enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable proof of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students are responsible for the cost of any additional requirements.

Students are required to submit documentation of complete immunization or serological evidence of immunity (titers) for the following infectious diseases. Full details may be found in the Clinical Requirements Policy published in the Student Handbook.

Immunizations

Vaccination/Screening/Document	Requirement Summaries
Hep B/HBV (Hepatitis B)	1. Proof of a 3-dose series - doses at 0, 1, and 6 months **OR** 2. Proof of the HEPLISAV-B vaccine 2 dose series, 4 weeks apart **OR** 3. Serologic proof of immunity **OR** 4. Proof of a booster if the titer is "negative," “indeterminate,” or “equivocal” **OR** 5. Documentation as a non-responder **OR** 6. Documentation that the series is underway and on track as described above **OR** 7. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
MMR (Measles, Mumps, Rubella)	1. Proof of 2 doses given at least 28 days apart **OR** 2. Serologic proof of immunity **OR** 3. Proof of a booster if the titer is "negative," “indeterminate,” or “equivocal” **OR** 4. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Varicella (Chickenpox)	1. Serologic proof of immunity **OR** 2. Laboratory confirmation of disease **OR** 3. Documentation of a diagnosis or verified history of varicella from a healthcare provider **OR** 4. Proof of 2 doses of Varicella vaccine at least 28 days apart **OR** 5. Proof of a booster if the titer is "negative," “indeterminate,” or “equivocal” **OR** 6. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Tdap (Tetanus, Diphtheria, Pertussis)	1. Tdap within the last 10 years **OR** 2. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Flu (Influenza)	1. Seasonal vaccine required annually during the September-March flu season **OR**

Vaccination/Screening/Document	Requirement Summaries
	2. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Tuberculosis Testing (PPD TST (Purified Protein Derivative Tuberculin Skin Test), IGRA blood tests, & X-rays)	1. If no history of previous annual TB testing, an initial two-step PPD skin test **OR** 2. If previous annual tests AND current testing documentation can be provided, only a one-step within the last 90 days is required for new students **OR** 3. Annual PPD skin test for all previously enrolled students **OR** 4. An annual, negative QuantiFERON-TB Gold test (QFT-G), T-SPOT TB Test or other Food and Drug Administration (FDA) approved TB blood test (IGRA) ***For students with a positive TB skin test or IGRA test:*** 5. A "negative" chest x-ray AND a "negative" TB screening report from a healthcare provider if it is a "new" positive TST or IGRA **OR** 6. A "negative" chest x-ray within the past 5 years for those with a history of a BCG vaccination, or a positive TST or IGRA
CPR	1. Valid AHA BLS CPR card (American Heart Association Basic Life Support CPR)
Physical	1. Performed by a healthcare provider stating the student is fit for practice that is less than 1 year old
Background	1. cleared check performed at enrollment - must remain clear through the program
Drug Screen	1. clear screening performed at enrollment and randomly throughout the program

Academic Policies

Academic Achievement/Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70** to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 and below	0.0
P	Proficient in the course	N/A

Other letter grades used by the School include:

Grade	Description	Affects Credits	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn	Yes	Yes
TR	Transfer	Yes	No
H	Hold	No	No

Often, for graduating students to be eligible to sit for state licensing or national examinations, some programs, or some courses within programs, may have specified course requirements that will apply to achieve a passing grade for the course and/or the designated minimum passing grade may be higher. Students who do not successfully complete the specified course requirements or who do not achieve the specified minimum passing grade for that course will have to retake and successfully pass that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the Institute. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an “F” grade will be counted in credits attempted and it will be counted in the CGPA calculation.
- A course in which a student receives an “W” grade will be counted in credits attempted; it will not be counted in the CGPA calculation.
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation.
- A course in which a student receives a “TR” grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

Practical Nursing Students

For successful completion of nursing courses, a minimum test composite score of C+ 78% (total average of key graded assessments) is required for Anatomy and Physiology, Fundamentals of Human Nutrition. The minimum grade of C- (70%) is required to pass the other general education courses (non-nursing) in the program curriculum.

Dental Hygiene Students

A minimum grade of “C+” (78%) is required to pass all science and concentration courses in the Dental Hygiene programs. If a student earns any grade below “C+” (78%) in these courses, the student has failed the course and is required to retake the course. A student may only retake a failed course one time. If a student fails a course a second time the student may be dismissed from the program.

The minimum grade of a “C+” (78%) is required to pass all Dental Hygiene concentration courses and the following prerequisite science courses:

- MED110: Anatomy and Physiology I
- MED115: Anatomy and Physiology II
- BIO205: Microbiology
- SCI118: Chemistry
- SCI120: Biochemistry

Academic Honors

All-State Career recognizes students who have achieved a better than average scholastic record.

Dean’s List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean’s List.

Students acquiring Dean’s List status will receive a certificate designating their status. Students who achieved Dean’s List in the most recent term will be displayed prominently throughout the campus.

President’s List

Students who earn a 4.0 grade point average for an academic term will be placed on the President’s List.

Students acquiring President’s List status will receive a certificate designating their status. Students who achieved President’s List in the most recent term will be displayed prominently throughout the campus.

Valedictorian

The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The School’s Campus President will select a student from this group to be the valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The valedictorian’s responsibilities may include representing and addressing the graduating class at the graduation ceremony.

Clinical Evaluation

Clinical and laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinical or lab will result in failure of the entire course. All elements of a course must be repeated when a course is repeated.

The instructor will provide feedback to the student regarding his or her progress in lab, simulation and clinical. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

Incomplete Grade Policy

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director or Dean of Education before turning the form into the Registrar for recording.

All incomplete work must be completed and turned in for grading no later than 14 calendar days from the last day of the completed academic term. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Credits associated with courses in which an Incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the School. They bear no quality points and are not included in the calculation of CGPA.

Nursing Students

All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will receive a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of "Incomplete."

Online Courses

Students request an Incomplete by contacting the instructor prior to the last day of the completed academic term. The online instructor will submit the form to online leadership and the online leadership will review and, if appropriate, approve the Incomplete. The student must submit all incomplete work no later than 14 days after the last day of the completed academic term and notify the online instructor when the incomplete work has been completed.

Students in online nursing courses will follow the incomplete policy for Nursing Students.

CDL Students

All incomplete work must be completed and turned in for grading no later than 30 calendar days after the commencement of the next grading period. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Course Repeat Policy

If a student fails a course, they must repeat it and earn a passing grade. All repeated courses must fulfill prerequisite requirements, and all courses must be passed for graduation. If a student withdraws from a course, they must successfully complete it according to prerequisite requirements. If a higher grade is achieved in the repeated course, it will be used to calculate the Cumulative Grade Point Average (CGPA). Repeated courses count towards credit hours earned/attempted for satisfactory progress. Repeated courses are marked with two asterisks on the official transcript.

Students who need to repeat a course (due to failure or withdrawal) must meet with the Program Director and Dean of Education or Dean of Nursing to discuss their course plan before scheduling the retake. Students are also responsible for meeting with a financial aid officer to arrange payment for repeat courses, including any additional fees.

A student who fails a course must repeat it at the next available opportunity, subject to space limitations. A student who withdraws from a course must retake it as soon as possible. Failing or withdrawing from a course and the subsequent required repeat may interrupt enrollment, delay expected graduation, affect financial aid eligibility, and impact satisfactory academic progress.

Nursing Students

A nursing student will be dismissed from the program after earning a third failing grade in a nursing course, (refer to the syllabus for the definition of failing grade). Nursing courses are those with an NUR or PNR course code prefix.

Course Audit

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Dean of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (6 weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

Course Refresher

To refresh their knowledge and skills, graduates of All-State Career may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Dean of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

Transcript Of Grades

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost $5.00. All requests for student transcripts must be made in writing to the Registrar's Office.

Graduation Requirements

Upon successful completion of all requirements of their chosen program of study, students will be awarded the diploma or degree that they have earned.

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
3. Completed the program within 1.5 times the program's credits as published in the Standards of Satisfactory Academic Progress policy in this catalog.
4. Verified satisfactory completion of all program criteria for graduation with the Program Director, Director of Education, Registrar, Financial Aid, and Career Services
5. Returned any school property, including books and equipment
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

Licensure, Certification and Registration

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams.

As part of the licensure, certification, and registration application process, arrest and court records of final adjudication for any offense other than a minor traffic violation may be submitted to the credentialing agency for review. Applicants who have been convicted of a felony and whose civil rights have not been restored may be incomplete by the School until documentation of restoration of civil rights is received. Students should consult with the credentialing agency for more specific information.

Student Handbooks

Additional program policies and procedures are published in student handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.

Counseling/Advisement

Academic advising is available throughout the student's enrollment at the School to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The School does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the School management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the School does not provide counseling services, it maintains a community resource list and/or a student assistance program for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

If a student has a problem that cannot be addressed by the All-State Career team members, that student is referred to the student assistance program. The student assistance program is a professional, confidential service provided by All-State Career to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-hour service is prepaid for by the School and there is no cost to the student. All members of the campus have 24/7 access to the licensed student assistance program counselors at (866) 200-7350.

Tutoring

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor, Program Chair, or Dean of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Dean of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

Academic Appeals

Dismissal Appeals

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Dean or designee and Campus President. This meeting will be held within seven calendar days of the Dean receiving the student’s written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board’s decision. The notification will be sent no later than the end of the 3rd business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

Nursing Academic Appeals

If a nursing student wishes to appeal a dismissal from the program due to a third failure in a NUR or PNR course, the student’s appeal letter must describe the significant extenuating circumstances that directly affected the student’s ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student’s circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and

incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. After the campus has made their recommendations, their decision will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the College. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

Attendance

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardiness, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the School will be withdrawn from any course he or she does not attend within a 14-day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Students are responsible for make-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, program chairs, and the Dean of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal the School's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, and military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

Attendance in Online General Education and Allied Health Courses

Students attend online General Education and Allied Health by completing the following activities in the course:

- Submitting an initial or peer response post to the discussion board (posting to the Course Café does not give a student attendance)
- Submitting a paper, project, or other assignment for grading
- Completing a quiz, mid-term, or final

Online General Education and Allied Health courses are asynchronous, meaning there are typically no weekly live lectures for students to attend.

Attendance in Online Nursing Courses

Attendance in online Nursing courses – those that start with an NUR or PNR – occurs when students attend the weekly live lecture. The days and times for live lectures are listed in the student's schedule. Attendance in the weekly live lectures is mandatory. If a student is unable to attend a live session, the student must speak with their online Nursing instructor.

Additional Program Attendance Policies

Some programs of study may have specific attendance policies. Students should refer to the student handbooks for those programs for more details.

Make-Up Work

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the *Incomplete Grade Policy*.

Make-Up Hours/Time for Clock Hour Programs

All clock hours of instruction must be completed in each course. Any student who is absent from any scheduled class will be required to make up the absent class or practical hours. Make-up hours must be approved and completed within the course in which the absence occurs. Make-up hours for theory class must be made up during alternate theory class times and practical make-up hours must be made up during practical class times. Make-up hours may be completed during alternate schedules, including the alternate daytime or evening schedule. All holidays and/or school cancellation days must be made up during alternate schedule periods. Special circumstances will be managed by the Program Director with approval from the Dean of Education or Campus President.

If absence at any time during the program exceeds more than 30 hours (one week), the student will be placed on a mandatory prescribed school schedule which may include Saturday school attendance.

Tardiness/Early Departure

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for all make-up work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

Academic Leave of Absence

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

1. The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the School may grant an ALOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student later. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
2. In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an A LOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy and will have the same impact as usual. **SAP will need to be calculated for the student *before a decision on the LOA is determined.*** If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
3. The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

4. The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of

the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

Traditional Leave Of Absence

Students enrolled in a clock hour or non-term program who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), may make an application for a Traditional Leave of Absence. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA).

The following are the criteria for making application and approving a Leave of Absence:

1. The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the School may grant a TLOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student later. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that needed immediate care.
2. In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an T LOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of "L" for each course attempted in the term. The "L" grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student's progression through the program. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
3. The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
4. The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be turned into the School prior to the student's initial TLOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.
5. The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a leave must confirm that he or she understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated. Furthermore, his or her federal student loan(s) will have entered the federal loan grace period and repayment of these loans will begin six months after his or her actual last day of class attendance.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for a Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

Brief Periods of Non-Enrollment or Standard Period of Non-Enrollment (SPN)

SPN's will not exceed a 6-week period plus scheduled holiday breaks and must be non-consecutive. An SPN is used on the rare occasion that outside factors beyond the control of the institution occur, such as weather events or other outside factors that could prevent normal scheduled classes. The SPN status may also be employed to support a student's progression and is applied when a student has a course that is not available. The SPN status is not to be used in conjunction with externship courses or included in the Satisfactory Academic Progress calculation.

There are five required steps that must be completed prior to the approval of the SPN enrollment status:

1. The student must be currently enrolled and actively attending a program of study that delivers instruction in modules.
2. The student must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
3. The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
4. The Campus President and Financial Aid Director must approve the SPN request.
5. Any SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

Withdrawal

In order to remain in "Active" status at the School, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all of their courses, and therefore from the School, must submit the request in writing to the School. The withdrawal request is to be submitted to the program director/dean.

If a student is considering withdrawing from a course or from the School, the student should contact and meet with the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to receive information about the possible options and to be fully aware of the implications of withdrawal from a course. Students may not be aware of the range of resources available to support their ability to continue in their academic program or may not be fully aware of the impact withdrawal may have on their academic standing, financial obligations, or ability to complete the program. If a student decides to proceed with withdrawal, the student is required to notify the Campus President and the Registrar in writing and meet with the Director of Financial Aid to review and complete an acknowledgement of the Student Responsibility (see below).

Students who withdraw from a course or from the School will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

Nursing Students

Students enrolled in nursing courses and required courses (anatomy and physiology, microbiology, nutrition, general biology and mathematics (Math 101) who withdraw from a course or from the School will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based course, or before the end of the 11th week of a semester-based course. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript.

A "WF" grade is regarded the same as an "F" grade in determining Academic persistence and Satisfactory Academic Progress.

Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing courses during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

Effective Date of Withdrawal

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

Dismissal from the Program and the School

Students who have been dismissed from the School may not be eligible for re-instatement, unless the dismissal was due to failure to meet the School standards of satisfactory academic progress, in which case the appeal process is to be followed.

Student Responsibility

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

NOTE: Students who are contemplating withdrawing from a term should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected.

Educational Delivery Systems

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such lab activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

Select programs are delivered in a hybrid format (sometimes known as a blended format), which is the incorporation of both traditional on-campus (residential) and distance learning (online) within a program of study. The mode of delivery for each program is identified on the program page. Students enrolled in hybrid programs will take some of their courses via distance learning (online). Students enrolled in hybrid programs require access to a computer, webcam, internet connectivity, and software that meets the specifications described in the Student Information and Acknowledgement Form provided during enrollment.

Clock Hour of Instruction

lock hours of instruction consist of 50 minutes of instruction in a 60-minute period.

Clock To Credit Hour Conversion Formula

Definition of a Credit Hour

All-State Careeruses the following clock hour to semester/quarter credit hour conversions:

One quarter credit hour is defined as:

- 10 hours of classroom or direct faculty instruction, plus out-of-class student work
- 20 clock hours of laboratory activities
- 30 clock hours of clinical/externship

One semester credit hour is defined as:

- 15 hours of classroom or direct faculty instruction, plus out-of-class student work
- 30 clock hours of laboratory activities
- 45 clock hours of clinical/externship

For all courses, except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

Out-Of-Class Work

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

Types of Out-of-Class Work

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

Assignment of Out-of-Class Work

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

Out-of-Class Work in Online Courses

Out-of-Class work in online courses includes quizzes, exams, and written assignments. Due to the nature of online courses, out-of-class work accounts for more than 20% of the final course grade. Each online course syllabus outlines the specific out-of-class work for each course.

Maximum Class Size

Course Component	Allied Health Programs	Practical Nursing	HVACR	EFDA	Welding Technology	Dental Hygiene
Lecture	32:1	30:1	32:1	32:1	12:1	24:1
Lab	12:1	12:1	20:1	12:1	12:1	5:1*, 10:1**, or 20:1***
Simulation****	N/A	8:1	N/A	N/A	N/A	N/A
Clinical/Externship Rotation	N/A	8:1	N/A	N/A	N/A	5:1
Online Courses	25:1	25:1	N/A	25:1	N/A	25:1

** Clinic style labs*
*** Dental Materials labs*
**** Classroom application activities*

Course Component	CTD	Class A Training	Class B Training
Lecture	36:1	25:1	25:1
Range	12:1	12:1	16:1
Road	4:1	4:1	4:1

Course Programming

All-State Career reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 8:00 a.m. and 11:30 p.m., Monday through Friday; and 8:00 a.m. and 6:30 p.m. on Saturday and Sunday.

Some courses require clinical hours at hospitals and skilled nursing facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal School hours, including late evenings, early mornings, and weekends. The assignment of externship and clinical hours is non- negotiable by students.

School Closures

The School reserves the right to close the School during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the School's telephone number.

In the event that the School must cancel classes due to emergencies, the School will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal and/or Student Board.

School Closures and Online Courses

Online courses typically continue to run during weather or other emergencies. Exceptions will be communicated to students by the online faculty or staff.

For nursing students in online nursing courses, zoom lectures will be held as scheduled.

Course Add/Drop

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date.

Clinicals and Externships

1. Nature of policies in this section of the Catalog
    a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation or externship. In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.
2. Nature of Clinical and Externship - educational purpose, status of students
    a. Most programs at this School are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to externship
    a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
    b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
    c. There are a wide range of program and site-specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
    a. The School maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
5. Site availability, assignment to a site

   a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally, students are not required to find their own sites, rather they will be assigned to a site with whom the School has an existing relationship. Should the student want to introduce a new site to the School, the School will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.
   b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.
   c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the Externship Handbook.
6. Scheduling
   a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
   b. Hours of externships availability
      i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 am to 6:00 pm Mondays through Fridays or normal business hours for the site. For most programs, the level of supervision required is not available on nights and weekends so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.
      ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.
   c. Length of day, maximum length of day
      i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.
7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence.
   a. The student must complete 100% of the hours specified in the program outline for externship.
   b. The student must report site attendance to the externship instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
   c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.
   d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the School 's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.
   e. If more than 20% of the scheduled externship hours are missed, in accordance with the attendance and grading policy, the student will be considered to have failed the course and will be required to retake it when a suitable site becomes available. There may be a charge involved.
   f. In addition, in some programs, the student is required to attend meetings at the School to discuss the progress, the experience, the program, and extern site instructors. Attendance will be taken at these meetings, but it will not count towards hours of attendance for the course or module.
   g. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.
8. Supervision on site
   a. Supervision
      i. Students will be supervised on site either by a member of the School's staff or by a member of the site's staff. The student will be advised of the supervisor's name and contact information when the site assignment is given.
      ii. If the student's supervisor is a member of the site's staff, a member of the School's staff will visit that site at least once during the time the student is assigned there to observe the student firsthand and to obtain feedback from both the student and the on-site supervisor.
   b. Sign-off on attendance
      i. The student's supervisor must sign off on time and reported back to the School. It is the student's responsibility to get the supervisor's signature on his or her timecard.
9. Safety, confidentiality, professionalism

   a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.
10. Dress code, behavior, conduct, and rights and responsibilities
   a. At all times, the School's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.
   b. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the School's policies and discipline will be administered accordingly, up to and including dismissal from the program.
11. Grading, student performance evaluation
   a. Academic
      i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.
      ii. The grade cannot be turned in until all the required hours have been completed.
      iii. The site will not assign a grade. The School's externship instructor will assign the grade based on first-hand observation and input from the site.
      iv. The student is required to fill out a survey evaluating the extern site and experience.
   b. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked. See the Incomplete grade policy.
12. Program Specific Requirements
   a. There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The School also specifies conditions in order to maintain uniformity of high standards such that the institution's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The program director and externship instructor will meet with students to remind them of such requirements.
   b. In some states and for some programs, the School is required to conduct a federal and/or state background check on the student. As part of that background check, the School will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.
   c. There are a wide array of site-specific requirements, the most common of which is fingerprinting or conducting a background check.
13. Additional sources of information
   a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
   b. Additional information can also be obtained from the program director or the program's externship instructor.
   c. Any program specific requirements are stated in the program section of this Catalog.

Academic Improvement Plans

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Campus President for copies of the School's Academic Improvement Plan.

Faculty Evaluations

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the School in making changes and modifications to improve the quality of programs, instruction, and student services.

Learning Resource System - Learning Resource Center

Mission Statement

The mission of the Learning Resource Center (LRC) is to support and enhance the educational process at the School, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

Objectives

The Learning Resource Center (LRC) seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The LRC seeks to fulfill the unique informational needs of the library community by providing access to electronic databases, web-based resources, print journals, media titles, and reference books. The LRC seeks to enrich faculty instructional strategy and delivery by providing access to internet technology and virtual access to databases and web-based resources in classrooms, laboratories, offices, and other learning spaces.

Definition

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within the School. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or at any location in the School. The LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals.

Career Services

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the School to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the School's completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employment in the field of their program should notify the School’s Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements the School reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the School may disclose personal information to the employer for the sole purpose of employment verification.

While graduate employment assistance will be provided, the School cannot promise or guarantee employment or a specific salary.

Corequisite Course Requirements

Students are required to simultaneously enroll in and complete the theory and experiential courses. If a student withdraws from a nursing course with a co-requisite course, they will be administratively withdrawn from the corresponding course. Administrative withdrawals do not apply to dismissal guidelines.

Passing both components is mandatory to successfully progress within the program. Failure or withdraw in either the theory or experiential component necessitates retaking and passing the failed component in the next term. Progression to subsequent courses is contingent upon successful completion of both components. A temporary grade of “H” (hold) will be assigned to the passed component, indicating that advancement in the program is paused until the student successfully completes both components.

Students who fail the experiential course but pass the theory course will complete a review of course concepts while repeating the clinical component before progressing to the next term.

Students repeating the theory component, having passed the clinical component, must complete a skills review corresponding to the experiential demands of the repeated course.

An academic hold will be placed on the student's record, preventing progression to the next term, until both components are successfully completed with any required activities and assignments to uphold proficiency in nursing skills and clinical decision-making.

Emergency Preparedness Plan

Purpose

The purpose of the Emergency Preparedness Plan (EPP) is to ensure the safety of students, faculty, staff, and visitors to All-State Career in the event of an emergency.

The plan describes emergency communication, response, and evacuation procedures.

The goals are to:

- Protect lives.
- Prevent injury.
- Protect property.
- Preserve the sustainability of the organization throughout the emergency.
- Prepare for dealing with emergencies and mitigate their negative consequences.
- Continuity of instruction.

Copies of the Emergency Preparedness Plan are maintained with the Campus President and administrative personnel.

Distribution of Plan and Training

- A copy of the Emergency Preparedness Plan is distributed to all faculty and staff during the new hire on-boarding process.
- Faculty and staff receive the Emergency Preparedness Plan at regular in-service training and updates.
- Students are trained on the Emergency Preparedness Plan during the New Student Orientation.
- A copy of the Emergency Preparedness Plan is posted on the All-State Career’s Consumer Information page available online at http://www.allstatecareer.edu/.

Tuition and Fees

Tuition And Fees

Associate In Specialized Technology

PROGRAM	TUITION	ADMIN./TECH FEE	PERMIT	STUDENT KIT	LAPTOP	TEXTBOOKS/E-BOOKS	MVR	DRUG SCREEN/ PHYSICAL	BACKGROUND CHECK	LAB FEE	FUEL SURCHARG	CREDENTIALING EXAMS	TOTAL COST
Dental Hygiene	53,102	100/175	0	3011	1098	1840/293	0	40	66	0	0	1715	61,440

Diploma/Certificate Programs

PROGRAM	TUITION	ADMIN./TECH FEE	PERMIT	STUDENT KIT	LAPTOP	TEXTBOOKS/E-BOOKS	MVR	DRUG SCREEN/ PHYSICAL	BACKGROUND CHECK	LAB FEE	FUEL SURCHARG	CREDENTIALING EXAMS	TOTAL COST
Commercial Truck Driver Training	11,818	100	VARIES	0	0	193	25	150/176	0	0	50	0	12,512 + Permit
Class A CDL Driving	5,291	100	VARIES	0	0	51	25	50/176	0	0	100	0	5,793
Class B CDL Driving	3,466	100	VARIES	0	0	51	25	50/176	0	0	100	0	3,968
Expanded Function Dental Assisting	21,132	100/103	0	577	941	26/430	0	0	66	0	0	540	23,915
HVAC-R	21,140	100	0	859	941	692	0	0	0	0	0	27	23,759
Medical Assisting	16,686	100/78	0	61	941	122/448	0	0	0	0	0	136	18,572
Welding Technology	21,908	100	0	599	941	737	0	0	0	2,500	0	175	26,960

Nursing Programs

NURSING PROGRAMS	TUITION	ADMIN. FEE/TECH. FEE	STUDENT KIT	COMPUTER	REF BOOK	TEXTBOOKS/E-BOOKS	BACKGROUND CHECK	DRUG TEST	CERTIFICATION/LICENSURE EXAM	TOTAL COST
PRACTICAL NURSING	26,128	100/225	126	546	339	359/ 418	60	46	365	28,712

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

The Enrollment Agreement obligates the student and the School by the Academic Quarter or Semester for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this School catalog. The content and schedule for the programs and academic terms are described in this catalog. All tuition and fees are charged each Quarter or Semester. A returned payment fee of $25.00 may be charged for each returned check or rejected payment.

Refund And Cancellation Policies

If an applicant/student cancels, withdraws, or is dismissed by the School for any reason, refunds will be made according to the School's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the School determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective

on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of All- State Career from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Refund Determination Policy

If an applicant/student cancels, withdraws, or is terminated by All-State Career School for any reason, refunds will be made according to All-State Career School Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or All-State Career School determines that the student has withdrawn, using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the date on which there has been 14 days of non-attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of All-State Career School from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Tuition Refund Policy

A student wishing to officially withdraw should inform All-State Career at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to All-State Career after withdrawing must sign a new Enrollment Agreement and will be subject to the then- current price of tuition and fees. A student's last date of attendance as documented by All-State Career will be used to calculate any money the student owes and to calculate any refund the student is due.

Student refunds are based on the formula below:

Proportion of Term or Module Taught	Refund Percentage
10% or Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

Books And Equipment Return Policy

The School does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be considered in original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

Right To Cancel

An applicant to the School may cancel his or her enrollment to the School and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to All-State Career, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant's Enrollment Agreement with the School was signed by the student and a representative of the School. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to All-State Career, Attention: Campus Registrar, 50 West Powhattan Avenue, Essington, PA 19029. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees.

Cancellation/Rejection Policy

All-State Career will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by School or who enrolls in a program that School cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

Other Charges

Students may be required by an externship site to have an additional background check and/or drug test. If additional background checks and/or drug screening is required, this amount will be charged to the student.

There is no graduation fee.

Financial Assistance Programs

All-State Career maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, Do you need money for college or trade/career school?, published by the U.S. Department of Education. This important document may be obtained from the School's Financial Aid Office or online at https://studentaid.gov/ and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the School's Consumer Information Guide contains more detailed information about financial assistance programs. The Consumer Information Guide is available online at: http://www.allstatecareer.edu/.

Federal Pell Grant

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available online at https://studentaid.gov/h/apply-for-aid/fafsa or in paper form from high school counselors, at public libraries and the School's Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the School's Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Each year All-State Career makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the School's Financial Aid Officer for the school-specific FSEOG policy.

Federal Direct Loan Program (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the School's Financial Aid Office.

Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the School's Financial Aid Office.

Federal Work-Study Program (FWSP)

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by the School's Financial Aid Office, based on the student's financial need and academic progress. Questions regarding the FWSP should be directed to the School's Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, he or she is notified by letter.

Veterans' Benefits

All-State Career is approved to participate in a variety of education and training benefit programs administered by the U.S. Department of Veterans Affairs (VA). Students interested in using VA education benefits should contact the Financial Aid Office for information regarding eligibility requirements, the application process, and required documentation.

In accordance with 38 U.S.C. § 3679(e), the institution will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, laboratories, learning management systems, or other institutional facilities, or require a covered individual to secure alternative or additional funding because of a delay in payment from the U.S. Department of Veterans Affairs (VA). A covered individual who is eligible for educational assistance under Chapter 31, Chapter 33, Chapter 35 of Title 38, United States Code, or Chapter 1606 of Title 10, United States Code, will be permitted to attend or participate in the approved course of education while payment from the VA is pending. This protection applies from the date the student provides a valid Certificate of Eligibility, a Statement of Benefits obtained from the VA website, or other documentation authorized by the VA, and continues until the earlier of the date the VA provides payment to the institution or 90 days after the institution has certified the student's tuition and fees following receipt of the required documentation. To qualify for these protections, students must submit all documentation required to certify their enrollment and use of VA educational benefits in a timely manner.

Student Complaint Process for VA Educational Benefits

Students receiving Veterans Administration (VA) educational benefits who wish to file a complaint regarding the institution are encouraged to first follow the school's internal grievance procedures. If the concern is not resolved or if the student prefers to submit the complaint directly to the VA, complaints may be submitted through the VA GI Bill® Feedback System at https://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will review the complaint and coordinate with the appropriate parties, including the institution and the applicable State Approving Agency, as necessary, to investigate the matter and work toward a satisfactory resolution.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

School, Private, State, And Local Financial Resources

Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information.

The state's higher education webpage may be visited for more information on specific state grant options.

Students interested in scholarships are encouraged to search using Fin Aid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at www.FinAid.org.

Verification

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

All-State Career has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the School's Consumer Information Guide or contact the Financial Aid Office.

Return Of Title IV Funds Policy

If a student withdraws from the School and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the School must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

Credit Hour Programs:

$$\frac{\text{No. of Days Completed in the Payment Period through Withdraw Date}}{\text{Total Number of Days in the Payment Period}}$$

Clock Hour Programs:

$$\frac{\text{Clock Hours Scheduled to be Completed through the Withdraw Date}}{\text{Total Clock Hours in Period}}$$

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Return of Unearned FSA Funds

The School must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the School currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the School may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The School will seek the student's authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the School of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The School is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. The information presented above is subject to change based on Federal regulations.

Additional Information Regarding Financial Assistance Programs

For additional information on the following topics, students should consult the School's *Consumer Information Guide*, which is available online at: http://www.allstatecareeredu.info/.

- Loan Repayment and Counseling
- Terms and Conditions for Federal Loan Deferments
- Student Lending Code of Conduct
- Private Education Loans
- EA Institutional Loans
- Preferred Private Education Loan Lender List

Satisfactory Academic Progress For Credit Hour Programs

The School's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the School for continued enrollment.

SAP Evaluation Periods

The School's SAP standards measure a student's satisfactory academic progress at the end of each, Quarter or Semester. The School will provide an academic grade report to each student at the end of each Quarter or Semester which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

Maximum Time Frame

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W", "WF", or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The School measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

Qualitative Requirement – Passing/Failing

All-State Career measures qualitative progress on the basis of a pass or fail for non-credit clock hour programs. The student must have earned a (P) by the end of the SAP evaluation period. If the student does not meet SAP at the end of the evaluation period they will be placed on SAP probation and repeat the course if they have not earned a (P) after repeating the course they will be terminated from the program. After a student has achieved 97 hours completed in the program the student will be measured weekly for meeting the SAP requirement if they are not at the standard they will be placed on SAP probation and have to repeat the failed class to earn a (P) if they do not meet the (P) after repeating the course they will be terminated from the program.

Academic/Financial Aid Warning

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Dean of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional Quarter or Semester to correct the deficiency and meet the minimum

requirements at the end of his or her next Quarter or Semester. The Academic/Financial Aid Warning period shall be one Quarter, or Semester. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the School unless the student submits an Appeal (see description below) and is granted a “Probationary” period by the Financial

Aid Committee (“Committee”). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

SAP Tables

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

Programs of Study of Less Than One Academic Year (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 & Higher	66.67%	2.00

Programs of Study of One Academic Year (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	66.67%	2.00
3	32.5 & Higher	66.67%	2.00

Programs of Study of More Than One Academic Year (Semester Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 12	50%	1.75
2	12.5 to 24	66.67%	2.00
3	24.5 & Higher	66.67%	2.00

Programs of Study of More than One Academic Year (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	50%	2.00
3	32.5 to 48	66.67%	2.00
4	48.5 & Higher	66.67%	2.00

Commercial Truck Driver Training – Quarter Credit Program

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum CGPA
1	1 to 12	1.75
2	12.5 to 22	2.70
3	22.5 to 28	2.70
4	28.5 & Higher	2.70

*Commercial Truck Driver Training is non-term delivery. Quantitative pace of progression review is not required. Students will not be able to receive a subsequent disbursement of Title IV aid until ½ the credit hours and ½ the weeks are successfully completed.

Nursing & Dental Hygiene Programs (Quarter Credit Programs)

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 48	50%	2.00
3	48.5 to 64	66.67%	2.00
4	64.5 & Higher	66.67%	2.00

In addition, for those programs that are more than two academic years in length, a student must have a “C” average at the end of the second academic year in order to maintain satisfactory academic progress.

Satisfactory Academic Progress For Clock Hour Programs

The Institute’s Satisfactory Academic Progress (SAP) standards measure each student’s quantitative (clock hour completion) and qualitative (cumulative grade point average) progress toward the completion of the student’s program of study. The SAP standards are used primarily to determine a student’s eligibility to receive Federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment.

SAP Evaluation Periods

The Institute’s SAP standards measure a student’s satisfactory academic progress at the end of the student’s payment period. The Institute will provide, at a minimum, a cumulative academic grade report to each student at the end of each payment period, which will include the student’s grades earned in each course attempted. The grade report will also provide cumulative information for all courses and credits attempted and completed and a cumulative grade point average. Second and subsequent evaluation and payment periods do not begin until the student has completed all of the clock hours required in the prior payment period. Excused hours of absence are permitted up to a maximum of 10% of the scheduled clock hours, unless the excused clock hours need to be completed to meet graduation or licensure requirements.

Maximum Time Frame

“Normal completion time”, for purposes of this SAP policy for clock hour programs, is the period of time, measured in weeks, that it should take a student to complete his or her program of study. The number of weeks for normal completion time is computed by dividing the number of scheduled clock hours in each full week of instruction according to the student’s Enrollment Agreement by the total number of clock hours in the program of study (rounded up). The maximum time frame in which a student may complete his or her program of study is 150% of the weeks for normal completion time for the program of study

Quantitative Requirement Credit Completion

Each student must complete a minimum number of clock hours in the weeks scheduled for each payment period. At a minimum, students must complete 67% of the scheduled clock hours for the weeks in a payment period. (See the Clock hour completion requirements at each payment period in the charts below.) Scheduled breaks and holidays and weather- related or similar Institute closures are excluded when determining the weeks in any payment period for purposes of determining SAP. All transfer clock hours accepted toward the student’s program will count as clock hours attempted and clock hours completed.

Qualitative Requirement–Cumulative Grade Point Average (GPA)

The Institute measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student’s CGPA, except that of a withdrawal (W) will not be included in determining a student’s cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student’s CGPA. (See CGPA requirements at each Evaluation Level in the charts below.)

Quantitative Requirement Clock-hour Completion (CDL Class A & B CDL Driving)

Each student must complete 50% of the clock hours required in a clock hour program by the end of the SAP evaluation period. All clock hours attempted are counted in determining if the minimum of 50% clock hours have been satisfactorily earned.

Qualitative Requirement – Passing/Failing (CDL Class A & B CDL Driving)

All-State Career measures qualitative progress on the basis of a pass or fail for non-credit clock hour programs. The student must have earned a (P) by the end of the SAP evaluation period. If the student does not meet SAP at the end of the evaluation period they will be placed on SAP probation and repeat the course if they

have not earned a (P) after repeating the course they will be terminated from the program. After a student has achieved 97 hours completed in the program the student will be measured weekly for meeting the SAP requirement if they are not at the standard they will be placed on SAP probation and have to repeat the failed class to earn a (P) if they do not meet the (P) after repeating the course they will be terminated from the program.

Academic/Financial Aid Warning

Students who do not meet the minimum standards for clock hours completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Registrar stating that he or she is being placed on an Academic or Financial Aid Warning. A student in Academic or Financial Aid Warning status will have one additional term to correct the deficiency and meet the minimum requirements at the end of his or her next term. The Academic/Financial Aid Warning period shall be one term. The student will remain eligible for Federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of Federal student assistance under Title IV of the Higher Education Act and will be dismissed from the Institute unless the student submits an appeal (see description below) and is granted a probationary period by the Financial Aid Committee. A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re- admission.

SAP Tables

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level

Program of Study of 194 Clock Hours

Evaluation Levels	Cumulative Hours Completed	Qualitative Standard
1	86	(P)

Evaluation Levels	Cumulative Hours Completed	Minimum Percentage of Hours Completed to Clock Hours Scheduled	Qualitative Standard
1	97	50%	(P)

SAP Appeals & Financial Aid Probation

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the school if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Dean of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional Quarter or Semester as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an Additional Quarter or Semester as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the school's satisfactory academic progress standards by the end of that Quarter or Semester. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student's circumstance warrant. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the school. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary Quarter or Semester of the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the School may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee's decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student's financial aid eligibility will be re-established. In most cases, the Committee will place the student on a SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the School as well as the requirements for the submission of an appeal and the requirements for re-admission to the School.

Re-Establishment of Satisfactory Academic Progress at the School and Reinstatement of Financial Aid

Students who have been terminated from the School for failure to achieve satisfactory academic progress may qualify for readmission to the School for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the School at students' own expense or through transferring credits into the School.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Dean of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the School from another postsecondary institution, the transfer credits that were accepted by the School will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the School, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with the School's academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the School, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

Termination

The School reserves the right to terminate a student's enrollment if, during the student's program of study, the School determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the School's rules and regulations as published in the School's Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the School for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

Student Policies

Student Rights

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

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the School of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the School.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

Behavior and Student Accountability

Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the School's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and the School does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Standards of Student Professional Conduct – Academic Integrity

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating

- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student, copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

Standards of Student Professional Conduct – General Conduct

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal, include:

- Knowingly furnishing false information to the School
- Theft of the School's property; theft, damage, forgery, alteration, misuse or mutilation of the School documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off School property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right of access to School facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the School's expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on School property or at a School function (Please refer to the Drug Free Policy established by the School for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot
- Failure to comply with the verbal or written directions of any School official acting within the scope of his or her authority, or resisting a security officer performing his or her duty
- Aiding and abetting or inciting others to commit any act of misconduct
- Violating the dress code policy. (Please refer to the Dress Code Policy established by the School for further information.)

Anti-Hazing Policy

All-State Career School defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, for the purpose of initiation or admission into an affiliation with any student organization. A student organization is defined as a club, society or association in which two or more of the members are students enrolled at the Institution, whether or not the organization is established or recognized by the institution.

Hazing includes, without limitation, the following: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student and would place another person in reasonable fear of bodily harm through the use of threatening words or conduct.

Hazing is a violation of the Institution's Code of Conduct and of the law. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the Institution and/or criminal charges.

If you or anyone you know experiences hazing, you should report the incident to the campus president or the director of education/director of nursing. You can also report the incident to law enforcement or to the Title IX Coordinator.

Suzanne Peters, Esq. M Ed.
Title IX Coordinator
speters@edaff.com
330-805-2819

All reports of hazing will be investigated by the Title IX Coordinator.

Prevention Program
For Students:
All-State Career School provides new students with information on hazing prevention, intervention, and the Institution's anti-hazing policy.

For Employees:
All-State Career School provides new employees with information on hazing prevention, awareness, intervention, and the Institution's anti-hazing policy.

State Law
For information on anti- hazing laws in your state, click on the Consumer Information Tab at your school's website.

Copyright Protection Policy

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in the School's *Consumer Information Guide,* available online at, http://www.allstatecareer.edu/.

Video-Recording Or Audio-Recording Policy

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Dean of Education.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the School. As such, the School reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the School in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the School name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the School, without explicit permission from the Campus President of the School.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of School employees, students, or anyone associated with the School, without that person's permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

Social Media

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The School values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the School also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, and faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the School community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the School and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

Cyberbullying

The School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Dean of Education or his/her designee immediately. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean of Nursing.

Dress Code

Each program of study at All-State Career School has a dress code. Students must comply with the school's dress code while attending classes, including any externship or clinical course. Compliance with the School's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the School therefore, it is important that each student always present themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

Personal Hygiene

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

Accessories

The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Religious head covers must be the solid color of the student's particular uniform or white.

All-State Career students are expected to wear their All-State Career picture identification badge while on campus or on externship sites at all times.

Students are issued a minimum of two uniform scrub sets for allied health and two uniform shirts for trade programs.

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweatpants, jeans or jean- like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from All-State Career. Questions should be addressed to the specific Program Director.

Drug And Alcohol Policy

The School is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the School s Drug Free Program.

A student who violates this policy will be dismissed from the School without recourse, and reported to local law enforcement.

In regards to the Drug Free School Policy and Program, the School reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free School Policy will be dismissed and will not be eligible for readmission.

Additional information is included in the School's *Consumer Information Guide*, available online at http://www.allstatecareer.edu/.

Non-Smoking/Non-Tobacco Policy

The School is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of the School's premises. Use of tobacco of any kind is not permitted inside the School's buildings. Smoking in non-designated areas is a violation of the School's Standards of Conduct.

Disciplinary Action

Any student who observes a violation of School policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

Suspension is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

Probation is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

Dismissal means that the student has been permanently withdrawn (expelled) from the School. The student will be notified by the Dean or Program Director by e-mail using the official School e-mail and the dismissal notice will also be mailed to the student (with return-receipt requested) within three business days of the dismissal decision. The dismissal information will identify the reason for the dismissal, and information as to the individual's right to appeal the decision, if applicable.

Termination or Expulsion Policy

All students are expected to conduct themselves as responsible adults, to attend their scheduled course sessions, and to maintain a satisfactory level of academic achievement.

Any behavior that threatens the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the School. Students dismissed for conduct violations will not be eligible for appeal.

The School reserves the right to suspend or dismiss any student who:

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the "Conduct" section of this Catalog.
- Fails to maintain satisfactory academic progress.
- Fails to meet attendance standards.
- Fails to meet financial obligations to the School

Time on suspension will be counted as an absence from the School and in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Standards of Student Professional Conduct section.

Student Appeal Process

Students who are dismissed by the School have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the School to the Campus President within 14 calendar days of the notification of dismissal. The Campus President will respond to the appeal, in writing, within 10 calendar days of receipt of the request.

Nursing Students

Nursing students who are dismissed and are eligible to submit an Appeal will be required to submit the appeal in writing (e-mail) to the Dean of Nursing within 14 calendar days from the date of dismissal from the program. The Dean of Nursing will respond to the appeal in writing within 10 calendar days of receipt of the request.

Satisfactory Academic Progress

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the School's SAP policy.

Crime Awareness And Campus Security Act

The School provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Report is distributed directly in paper format to all enrolled students and employees and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

Appendix A of the Consumer Information Guide http://www.allstatecareeredu.info/ contains School-specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions. For more up-to-date information, please contact an Admission's advisor.

Title IX and Violence Against Women Act (VAWA)

All-State Career is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. All-State Career will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. All-State Career will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy and the Termination or Expulsion Policy can be found in this Catalog. All-State Career will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of the Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at All-State Career or an employee is urged to make a complaint to the Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Title IX Coordinator or the local police. Retaliation against an individual who reports a crime, brings a complaint, pursues legal action, participates in an investigation, or is a witness in any proceeding is prohibited and will not be tolerated by All-State Career. Should a victim of sexual violence request confidentiality, All-State Career will honor the request to the extent possible and allowed by law. All-State Career will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim. Pregnant students who have questions or concerns about possible modifications may contact the Title IX Coordinator. The school's Lactation Policy can be obtained from the Campus President.

Title IX Coordinator

Attention: Title IX Coordinator
Suzanne Peters Esq., M.Ed.
Senior Corporate Attorney

Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone: 330-805-2819
E-Mail Address: speters@edaff.com

Title VI Civil Rights Act of 1964/Age Discrimination Act of 1975

All-State Career is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participating in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Chief Transformation Officer at the completion of the investigation.

The Chief Transformation Officer will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the School determines that discrimination based on race, color, national origin, or age may have occurred, the Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of ten calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as it is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact Dondi.Kuennen@edaff.com, Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with the Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with the Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

Title VI Coordinator
Attention: Title VI/Age Discrimination Coordinator
Suzanne Peters Esq., M.Ed.
Senior Corporate Attorney

Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819
E-Mail Address: speters@edaff.com

Personal Property

All personal property is the sole responsibility of the student. The School does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Visitor Policy

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Dean of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

Family Education Rights and Privacy Act (FERPA)

An education record is defined as files, materials or documents that contain information directly related to a student. The School maintains education records. Education records are supervised by the Campus President and access is afforded to School officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary School shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular School hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the School decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally, the School must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The School may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the School’s accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to state-specific law

Directory information includes the student's name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The School requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar’s Office. Directory information will be suppressed until the student signs a revocation of the request.

Professional Liability And Student Accident Insurance

The School maintains Student Professional Liability insurance on all students and instructors while at externship or clinical sites. Student Professional Liability insurance is malpractice insurance that is intended to pay claims made against a student or an instructor by a third party, such as a patient in the student's care, for injury the third party incurred while being cared for by the student.

All students on clinical sites or externship sites are supervised by approved faculty or clinical on-site personnel. Each student is covered only while supervised at a clinical or externship site. Coverage ceases upon termination of the student's enrollment, either by graduation, withdrawal, or dismissal.

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The School maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while

participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which is school sponsored. The School recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in School sponsored activities.

In many instances, externship and clinical sites require that students maintain personal health care insurance. Failure to provide proof of personal healthcare insurance at the time of externship or clinical site assignment may prohibit a student from certain sites, and this may delay the completion of the program. The School recommends all allied health students maintain personal healthcare insurance to minimize any conflicts with potential clinical sites.

It is the student's responsibility to immediately notify their instructor, or externship/clinical supervisor and the Dean of Education faculty about any accident or injury to themselves, to another student or to a patient under their care that might cause liability to the student, externship or clinical site, or the School. A written report must also be completed.

HIPAA Requirement

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The School believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

Field Trips

When appropriate, the School may recommend or approve field trips to industrial or professional locations.

Housing Assistance

Although the School does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the student services department to request a list of community resources.

Significant Medical Conditions

All-State Career encourages students to promptly report significant medical conditions to the respective program chair to prevent danger to the student's health. All-State Career encourages students to obtain written clearance from their physician, specifically citing any no restrictions on activity or weightlifting, and to report such restrictions immediately to the student's program chair and instructor.

Grade Appeal and Grievance Procedure

Final Course Grade Appeals
A student has the right to appeal a final course grade if one or more of the following reasons can be substantiated:

- A grading decision was made on some basis other than the student's course performance.
- A grading decision was based on significantly different standards from those applied to other students in the same course in the same term with the same instructor.
- A grading decision was based on a significant and unannounced departure from the course syllabus.
- The student experienced a significant extenuating circumstance within the last 7 days of the course term that prevented the student from participating in class or submitting coursework.

Before initiating a grade appeal, the student is strongly encouraged to work directly with the course instructor to resolve the concern. Per the Grade Appeal Policy, if the student still chooses to appeal their final grade the student must complete, sign, and submit the school's Grade Appeal Form by the 3rd day following the end of the term. The form must be accompanied by any relevant documentation to support the student's reason for the appeal. The burden of proving the reason for the appeal rests solely with the student. An appeal cannot be made solely based on a disagreement with the instructor's decisions. Students can obtain the Grade Appeal Form from their Dean/Director of Education or Registrar.

Grievance Procedure
Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance the student must follow the following procedure, unless they are filing a Final Course Grade Appeal (above), and then the student skips immediately to Step 3; if the Dean/Director denies the appeal, the matter then proceeds to the Campus President under Step 4:

1. Within 2 business days: Discuss the matter with his or her instructor, if applicable. If not resolved,
2. Within the following 2 business days: Discuss the matter with the Program Director, if applicable. If not resolved,
3. Within the following 2 business days: Discuss the matter with the Dean/Director of Education or Nursing. For nursing students enrolled in online courses, this step is directed to the Dean of Online Nursing. If not resolved,
4. Within the following 2 business days: Discuss the matter with the Campus President.

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the Campus President. The written statement should include the details of the student's issue, a summary of the conversations the student had with individuals while following the above procedure, and an explanation as to why the student believes the issue remains unresolved.

The Campus President will schedule a grievance committee meeting within two (2) business days of receipt of the written grievance. Students are required to appear before the grievance committee. The Campus President will inform the student of the time and place to appear before the committee. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college/institute. Students will be notified in writing within three business days of the committee's decision. Legal representation is not permitted because a grievance committee meeting is not considered a legal proceeding.

Further, students have the right to report any apparent inconsistencies with the application of the Grade Appeal and Grievance Procedure outlined in the school catalog. The request must be completed in writing and submitted to the college/institute Ombudsperson at: ombudsperson@edaff.com. The request must include a summary of the student's grievance and any details and supporting documentation of the student's conversation with campus staff regarding the grievance, and it must describe how the campus' management of the grievance procedure was inconsistent with the school catalog. The Ombudsperson will research the student's report as deemed appropriate, including requesting additional information from the student as needed, and render a final decision that is binding. The student will be notified in writing of the decision. If the resolution is unsatisfactory, the student may choose to address his or her concerns to the state licensing authority, the institutional accreditor, the programmatic accreditor, or other approving agencies, including the following:

The title and address of the state licensing authority is:
State Board of Private Licensed Schools Pennsylvania Department of Education
607 South Drive, Floor 3E Harrisburg, PA 17120

Main Information Number: (717) 783-8228
Fax (717) 772-3622
Website: www.education.pa.gov

The title and address of the institutional accrediting commission is:
Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting
complaints@accsc.org or at https://www.accsc.org/Student- Corner/Complaints.aspx.

The title and address of the Dentistry Board is:
Pennsylvania State Board of Dentistry
P.O. Box 2649, Harrisburg, PA 17105-2649
Phone: (717) 783-7162
Fax: (717) 787-7769
St-DENTISTRY@pa.gov

The title and address of CODA is:
Commission of Dental Accreditation
211 East Chicago Avenue, Chicago IL, 60611
Phone: (800) 232-6108
www.ada.org

The title and address of the Department of Health is:
Pennsylvania Department of Health
625 Forster Street, Harrisburg, PA 17120
Phone: 1-877-724-3256.

The title and address of the regulatory agency for the Practical Nursing Program is:
Pennsylvania State Board of Nursing
One Penn Center, 2601 North 3rd Street Harrisburg, PA 17110
Phone: (717) 783-7142
Fax: (717) 783-0822
St-NURSE@pa.gov

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

New Jersey Residents

For all types of complaints concerning postsecondary institutions in New Jersey, the first course of action must be to try to resolve the complaint with the administration of the institution involved. More information about exceptional complaint cases and which departments to contact can be found on the website: http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml. Students may file a complaint with the New Jersey Department of Labor and Workforce Development, Center for Occupational Employment by completing and mailing the student conflict resolution form found on the Department's website at:

http://www.nj.gov/labor/lwdhome/coei/teu.html#7

Maryland Residents

Students must first exhaust the complaint/grievance procedures established by the institution before submitting a complaint to the Maryland Higher Education Commission. If the complaint has not been resolved appropriately by the institution, the complainant may submit an official complaint to the MHEC provided on their website. A signed form must be submitted to MHEC with copies of supporting documentation included. The complaint forms can be found in their complaint process document on their website at:

http://mhec.maryland.gov/institutions_training/Documents/acadaff/Student%20Complaint%20Process%20-%202018%20Revisions.pdf.

Grievance Policy For Delaware Residents

Students must first exhaust the formal complaint process of the host institution before completing a student complaint form with Delaware Higher Education Office (DHEO). After a current or former student has exhausted all complaint resolution policies and procedures at the host institution, they may file a complaint against a degree granting Postsecondary Institution. DHEO will only review complaints made against a Postsecondary Institution approved to offer degrees by the State of Delaware or through the State Authorization Reciprocity Agreement (SARA) https://education.delaware.gov/families/college-career-life/college-scholarship-financial-aid/dheo-forms/student-complaint-inquiry-form/.

1. The Delaware Department of Education Higher Education Office (DHEO) is responsible for reviewing student complaints.
2. Students must exhaust the formal complaint process of the host institution.
3. If the inquiry is against an institution that DHEO is authorized to review, the student will submit a Student Complaint Inquiry to DHEO for review.
4. Upon submission, DHEO will review the Student Complaint Form and all supporting documents. The DHEO may request further documentation from the postsecondary institution mentioned in the complaint.
5. DHEO determines if the resolution of the host institution is acceptable. If so, complaint process is concluded and previous resolution is sustained. If the previous resolution is found not acceptable by the DHEO, then the complaint will be further investigated until resolved.
6. Student receives final disposition letter from the DHEO.

Staff and Faculty

Campus Operations

Title	Name
Campus President	Deanna Green

Admissions- Core Programs & Nursing

Title	Name
Director of Admissions	Helen Beauchemin
Admissions Advisor	Kenneth McClellan
Admissions Advisor	Kierra Hatten
Admissions Advisor	Nathaniel Gantz
Admissions Advisor	Quasim Jones
Admissions Advisor	Tamara Valentine

Admissions- CDL & Welding Programs

Title	Name
Director of Admissions	Rudolf Rangel
Admissions Advisor	Donnie Houser
Admissions Advisor	Heather Jones
Assistant Director of Admissions	Terrance Carper

Career Services

Title	Name
Director of Career Services	Terrance Jones
Career Services Advisor	Robin Truell

Financial Aid- Core Programs & Nursing

Title	Name
Director of Financial Aid	Jessica Simon
Assistant Director of Financial Aid	Kia Reid
Financial Aid Advisor	Malikah Robinson

Financial Aid- CDL & Welding Programs

Title	Name
Director of Financial Aid	Bill Leach
Senior Financial Aid Advisor	Alex Mielechowsky
Financial Aid Advisor	Meka McCann

Operations Support

Title	Name
Business Office Manager	Christine Collison

Student Services

Title	Name
Director of Student Services	Tiffany McKie

Academic Support

Title	Name
Registrar	Theodore Rogers
Registrar	Crystal Williams

Academic Leadership

Dean of Education

Melanie Smith (Full-Time)

Master of Science in Higher Education- College Administration and Leadership, Purdue University Global, Chicago, IL

Dean of Nursing

Nicole Neiss (Full-Time)

Bachelor of Science in Nursing, Kutztown University of Pennsylvania Kutztown, PA

Program Director Dental Hygiene

Candace Lewis (Full-Time)

Master's in Business Administration & Healthcare Management Western Governors University (Millcreek, UT)

Program Director for Medical Assisting

Ranalda Brown (Full-Time)

The Craft Institute, Medical Assistant Certificate, Philadelphia

Program Director for Expanded Functions Dental Assistant

Karen Jenkins (Full-Time)

Dental Assisting III, Harcum College Bryn Mawr, PA EFDA Certification

Radiology Certification

Program Director for Skilled Trades (HVAC/Welding)

Conrad Chambers (Full-Time)

Brightwood Career Institute, Broomall, PA EPA Universal Certification

Program Director for Commercial Truck Driving Programs

Carl Archie (Full-Time)

Class A Commercial Driver's License

Faculty

Commercial Truck Driver Training/Class A and B CDL Driving

Joseph Melot (Full-Time)
Road and Range Supervisor
Class A Commercial Driver's License Master Level Instructor

David Rockett (Full Time)
State Licensing and Graduation Manager
Class A Commercial Driver's License

Gino Marino (Full-Time)
Class A Commercial Driver's License

Fabian Harrold (Part-Time)
Class A Commercial Driver's License

Stephen Mauro (Full-Time) Instructor
Class A Commercial Driver's License

Jeffery Handy (Part-time)
Class A Commercial Driver's License

Quentin Williams (Part-time)
Class A Commercial Driver's License

Ghadajar Singh (Full-time)
Class A Commercial Driver's License

Tyrik Mullins (Full Time)
Class A Commercial Driver's License

Kevin Butler (Full Time)
Class A Commercial Driver's License

Matthew Brooks (Full Time)
Class A Commercial Driver's License

Derrick Buffaloe (Full Time)
Class A Commercial Driver's License

Michael Craig (Full Time)
Class A Commercial Driver's License

Harold Guess (Full Time)
Class A Commercial Driver's License

Moses Mensah (Full Time)
Class A Commercial Driver's License

Fatima Mohammed (Full Time)
Class A Commercial Driver's License

Rhashed Rinehart (Full Time)
State Licensing Examiner

Robert Woods (Full Time)
Class A Commercial Driver's License

Dental Hygiene

Beverly Friedberg (Full-Time)
DDS, Virginia Commonwealth University, Richmond, VA

Ashley Paschal, (Part-Time)
DMD, Temple University, Philadelphia PA

Anne Facchiano (Part-Time)
DMD, Temple University, Philadelphia PA

Marilyn Bevacqua .(Part-Time)
DMD, Temple University, Philadelphia PA

Julieth Lewis (Full-Time)
RDH, Thomas Edison State University, Trenton, NJ

Devonya Dunn (Full Time)
Master of Science in Health Education East Stroudsburg University, East Stroudsburg, PA BS in General studies/Minor in Health Administration Drexel University, Philadelphia, PA
Associates Of Applied Science in Dental Hygiene Community College of Philadelphia, Philadelphia, PA Certified in Expanded Functions Dental Assisting Harcum College, Bryn Mawr, PA

General Education

Lisa Natale (Part Time)
Bachelor of Science Biology, Juniata College, Huntington, PA

Expanded Functions Dental Assisting

Sara Telesca (Part-Time)
Diploma in Expanded Functions Dental Assisting, Harcum College, Bryn Mawr ,PA EFDA Certification
Radiology Certification

Kimberly Norman (Part-Time)
Diploma in Expanded Functions Dental Assisting, All-State Career School, Essington Dental Assisting Diploma, Harris School of Business, Upper Darby, PA
CDA Certification Radiology Certification

Carolyn Pascale (Part-Time)
Expanded Functions Dental Assisting, Harcum College, PA Radiology Certification

Rosa Vega Weeks (Part-time)
Expanded Functions Dental Assisting, Harcum College, Philadelphia, PA

Swisswena Marsch-Bennett (Part Time)
Diploma in Expanded Functions Dental Assisting, All-State Career School, Essington, PA Radiology Certification

Practical Nursing

Maryanne Delacy (Part-Time)
Bachelor of Science in Nursing, Immaculata University, East Whiteland Township, PA

Darlene Luther (Part-Time)
Master of Health Service Administration, St. Joseph's College, Philadelphia, PA
Bachelor of science in Nursing, Temple University, Philadelphia, PA

Cynthia Joseph (Part-Time)
Master of Science in Nursing, Walden University, Minneapolis, MN

Michael First (Full-Time)
Bachelor of Science Psychology, Temple University, Philadelphia, PA ADN Nursing, Jersey College School of Nursing, Ewing, NJ

Joanne Dinvil (Part-time)
Master of Science in Nursing, LaSalle University, Philadelphia, PA

Lori Davis –Hayden (Full-time)
Masterof HealthServicesManagement, NewSchoolUniversity, NewYork,NY BSN Nursing, State University of New York, Syracuse, NY

Heating, Ventilation, Air Conditioning & Refrigeration

James Byrd (Part-Time)
Diploma in Heating, Ventilation, Air Conditioning & Refrigeration, All-State Career School, Essington, PA EPA Universal Certification

Eric Howell (Full Time)
Diploma in Heating, Ventilation, Air conditioning & Refrigeration, All-State Career School, Essington, PA EPA Universal Certification

Medical Assisting

Open Position (Full-Time)

Larry Gaines (Part-Time)
Diploma in Medical Assistant, Thompson Institute, Philadelphia, PA

Tanqueray Hayward (Part-Time)
Associate degree in Culture Science and Technology, Community College of Philadelphia, PA Diploma in Medical Assisting, Thompson Institute, Philadelphia, PA

Welding Technology

Wendell Williams – Lead Instructor (Part Time)
Welding Technology Certificate; AirCo Technical Institute, Philadelphia, PA

Amos Fairley (Part Time)
Welding Technology Certificate, PA College of Technology, Philadelphia PA AWS D1.1 SMAW (unlimited) Certification
Level II NDT in MT @ PT Level I NDT in U.T.

Programs

Class A CDL Preparatory

Credential Awarded	**Diploma**
Contact Hours	**172**
Program Quarter Credits	**0**
Instructional Weeks	**5**
Mode of Delivery	**Residential**

Program Description

The course material presented in the Class A CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver.

The program is primarily designed to allow an entry-level driver to find his or her first job with a large Company doing over the road type driving. These companies have their own in-house training departments that provide additional training to entry-level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

The Training consists of a combination of classroom training, hands on training in a practice yard and hands on training on the road.

Graduation Requirements

Graduates of the Class A CDL Preparatory program are awarded a diploma. Requirements for graduation include the following:

1. A minimum average/overall grade of 80% in the theory courses of the program (Module 1) are required to continue to the road and range. A minimum passing grade of Proficient on the road and range (Module 2 and 3) is required for completion of the course. Proficiency (P) is determined by a 70% or above on the final exam. Any course receiving a Not Proficient (F) will need to be repeated.
2. Successfully complete all of the scheduled driving skill evaluations
3. Return any school property, including books and equipment, when applicable.
4. Meet all financial obligations to the school.

Class A CDL Preparatory Program

172 Clock Hours (A clock hour is defined as an actual hour of scheduled attendance.)

Module 1: CDL Preparatory	Module 2: Basic Vehicle Control Skills I	Module 3: Road Skills
A1.1 Basic Operation	A2.1 Vehicle Inspection Pre-Trip/ Enroute/Post-trip	A3.1 Vehicle Control – left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled
1.1.1 Orientation	A2.2 Straight Line Backing	access highways.
1.1.2 Control Systems/Dashboard	A2.3 Alley Dock Backing (45/90 Degree)	A3.2 Shifting/Transmission
1.1.3 Pre- and Post-Trip Inspections	A2.4 Off-Set Backing	A3.3 Communications/Signaling
1.1.4 Basic Control	A2.5 Parallel Parking Blind Side	A3.4 Visual Search

Module 1: CDL Preparatory	Module 2: Basic Vehicle Control Skills I	Module 3: Road Skills
1.1.5 Shifting/Operating Transmissions	A2.6 Parallel Parking Sight Side	A3.5 Speed and Space Management
1.1.6 Backing and Docking	**Module 2 Total Hours – 45 Hours**	A3.6 Safe Driver Behavior
A1.2 Safe Operating Procedures		A3.7 (HOS) Hours of Service demonstration
1.2.1 Visual Search		A3.8 Hazard Perception
1.2.1 Communication		A3.9 Railroad(RR)-Highway Grade Crossing
1.2.3 Distracted Driving		A3.10 Night Operation
1.2.4 Speed Management		A3.11 Extreme Driving Conditions
1.2.5 Space Management		A3.12 Skid Control/Recovery, Jackknifing, and other emergencies
1.2.6 Night Operation		**Module 3 Total Hours – 45 Hours**
1.2.7 Extreme Driving Conditions		
A1.3Advanced Operating Practices		
1.3. Hazard Perception		
1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies		
1.3. Railroad-Highway Grade Crossings		
A1.4 Identification and Diagnosis of Malfunctions		
1.4.2 Roadside Inspections		
1.4.3 Maintenance		
A1.5 Non-Driving Activities		
1.5.1Handling and Documenting Cargo		
1.5.2 Environmental Compliance Issues		
1.5.3 Hours of Service Requirements		
Module 1 Total Hours – 82 Hours		

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
Module 1	CDL Preparatory	82	0	0
Module 2	Basic Vehicle Control Skills I	45	0	0
Module 3	Road Skills	45	0	0

Class B CDL Driving

Credential Awarded	**Certificate**
Program Quarter Credits	**0**
Instructional Weeks	**3**
Total Clock Hours	**62**
Mode of Delivery	**Residential**

Program Description

The graduate shall demonstrate the skills necessary for him/her to obtain a Class B Commercial Driver's License CDL. Upon obtaining the Class B CDL, the graduate would be capable of obtaining entry-level employment as a Class B (straight truck) driver. The intent of the Class B CDL Driver Training Program is to offer upgrade training for students either working in the field or seeking work as a CDL Class B Driver.

Graduation Requirements

Graduates of the Class B CDL Driver Training program are awarded a certificate. Requirements for graduation

include the following:

1. A minimum average/overall grade of 80% in the theory courses of the program (Module 1) are required to continue to the road and range. A minimum passing grade of Proficient on the road and range (Module 2 and 3) is required for completion of the course. Proficient (P) is determined by a 70% or above on the final exam. Any course receiving a Not Proficient (F) will need to be repeated.
2. Complete all of the scheduled driving skill evaluations
3. Return any school property, including books and equipment, when applicable
4. Meet all financial obligations to the school

Class B CDL Driver Training Outline

62 Clock Hours (A clock hour is defined as an actual hour of scheduled attendance.)

Module 1 Class B CDL Driver Training Program	Module 2 Class B CDL Driver Training Program	Module 3 Class B CDL Driver Training Program
B1.1 Basic Operation	B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-trip	B3.2 Shifting/Transmission
1.1.1 Orientation	B2.2 Straight Line Backing	B3.3 Communications/Signaling
1.1.2 Control Systems/Dashboard	B2.3 Alley Dock Backing (45/90 Degree)	B3.4 Visual Search
1.1.3 Pre- and Post-Trip Inspections	B2.4 Off-Set Backing	B3.5 Speed and Space Management
1.1.4 Basic Control	B2.5 Parallel Parking Blind Side	B3.6 Safe Driver Behavior
1.1.5 Shifting/Operating Transmissions	B2.6 Parallel Parking Sight Side	B3.7 Hours of Service (HOS) Requirements
1.1.6 Backing and Docking	**Module 2 Total Hours – 27 Hours**	B3.8 Hazard Perception
B1.2 Safe Operating Procedures		B3.9 Railroad (RR)-Highway Grade Crossing
1.2.1 Visual Search		B3.10 Night Operation
1.2.1 Communication		B3.11 Extreme Driving Conditions
1.2.3 Distracted Driving		B3.12 Skid Control/Recovery, Jackknifing, and other emergencies
1.2.4 Speed Management		**Module 3 Total Hours – 20 Hours**
1.2.5 Space Management		
1.2.6 Night Operation		
1.2.7 Extreme Driving Conditions		
B1. Advanced Operating Practices		
1.3. Hazard Perception		
1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies		
1.3. Railroad-Highway Grade Crossings		
1.4.1 Identification and Diagnosis of Malfunctions		
1.4.2 Roadside Inspections		
1.4.3 Maintenance		
B1.5 Non-Driving Activities		
1.5.1 Handling and Documenting Cargo		
1.5.2 Environmental Compliance Issues		

Module 1 Class B CDL Driver Training Program	Module 2 Class B CDL Driver Training Program	Module 3 Class B CDL Driver Training Program
1.5.3 Hours of Service Requirements		
1.5.4 Fatigue and Wellness Awareness		
1.5.5 Post-Crash Procedures		
1.5.6 External Communications		
1.5.7 Whistleblower/Coercion		
1.5.8 Trip Planning		
1.5.9 Drugs/Alcohol		
1.5.10 Medical Requirements		
Module 1 Total Hours – 15 Hours		

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
Module 1	BASIC OPERATIONS	80	0	0
Module 2	BASIC VEHICLE CONTROL SKILLS I	80	0	0
Module 3	BASIC VEHICLE CONTROL SKILLS II	34	0	0

Commercial Truck Driver Training

Credential Awarded	**Diploma**
Contact Hours	**480**
Program Quarter Credits	**34**
Instructional Weeks	**24**
Out-of-Class Work Hours	**120**
Mode of Delivery	**Residential**

Objective

Driving commercial motor vehicles requires advanced knowledge and skills that are often acquired through formal occupational training at the postsecondary level. The objective of the Commercial Truck Driver Training Program is to provide quality career education and introduce students to the procedures and skills found in the commercial driving industry. Through such training, students learn how to operate a commercial vehicle safely, develop the necessary occupational skills to not only to take and pass the required tests for obtaining a commercial driver's license (CDL) but also to gain more in-depth knowledge, experience, and skills to drive a greater variety of commercial vehicles. Upon successful completion of the program and obtaining the CDL, graduates are prepared to seek entry-level employment in the commercial driving industry.

Description

The Commercial Truck Driver Training program is intended to develop technical knowledge and practical skills required for driving commercial vehicles that exceed the weight limit of 26,001 lbs. This diploma program provides comprehensive training to prepare students to take and pass the commercial driver's license tests for the state in which they reside. In this advanced commercial driving program with additional educational hours, students gain more knowledge of occupational wellness, money management, and professional attitude and reliability. Students will also have extensive practice in actual driving and gain formal occupational endorsements for driving tractors with double trailers, triple trailers, and tanks.

Credentialing Exams

1. The CDL Learner's Permit exam – this is the test that students take to get the learner's permit which then allows us to take them out on the road for training. The fee for this permit/exam varies by state, and sometimes varies within a state, depending upon how much longer you have until the regular driver's license expires.
2. The CDL exam – this is the test that students take at the end of the program to obtain their Commercial Driver's License. This fee can vary by state and, in some cases, may be at the discretion of the school. For example, the Lester and Pittsburgh campuses are CDL test sites for the state of Pennsylvania, so they test their own students. Two (2) Attempts at the CDL exam are included within the tuition, with additional attempts beyond 2 charged at $150.

Career Opportunities

Upon successful passing of the required CDL tests, graduates of the program are prepared to seek entry-level employment in the trucking industry with companies of varied size and work as a commercial driver with or without additional training.

Note: United States Department of Transportation Federal Motor Carrier Safety Administration regulations require that all Commercial Driver License holders must be able to read and speak English sufficiently to converse with the public, understand highway traffic signs and signals, respond to official inquiries, and complete necessary reports.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
CTD100	BASIC OPERATIONS	40	0	4
CTD105	VEHICLE SYSTEMS AND MAINTENANCE	40	0	4
CTD110	DEFENSIVE DRIVING AND CARGO DOCUMENTATION	40	0	4
CTD115	CDL PREP AND CAREER DEVELOPMENT	40	0	4
CTD120	TRIP PLANNING AND HOURS OF SERVICE	40	0	4
CTD125	INTRODUCTION TO VEHICLE CONTROL	40	0	2
CTD130	BASIC VEHICLE CONTROL	40	0	2
CTD135	INTERMEDIATE VEHICLE CONTROL	40	0	2
CTD140	ADVANCED VEHICLE CONTROL	40	0	2
CTD145	BASIC DRIVING TECHNIQUES	40	0	2
CTD150	ADVANCED DRIVING TECHNIQUES	40	0	2
CTD155	CDL SKILLS/DRIVING	40	0	2

Training Schedule

Morning Course (24 weeks) 8:00 a.m. - 1:00 p.m. Mon through Thurs
Afternoon Course (24 weeks) 1:30 p.m. - 6:30 p.m. Mon through Thurs
Evening Course (24 weeks) 6:30 p.m. - 11:30 p.m. Mon through Thurs
Weekend Course (24 weeks) 8:00 a.m. - 6:30 p.m. Sat and Sun

**Each week is scheduled for twenty hours. Time missed due to school closings for weather and/or scheduled holidays, will be re- scheduled at a time other than the regular class schedule.*

Dental Hygiene

Credential Awarded	**Associate of Specialized Technology (AST)**
Program Quarter Credits	**144**
Instructional Weeks	**84**

Total Clock Hours	**2224**
Mode of Delivery	**Hybrid** Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

Objective

An integral member of the professional dental team, the Dental Hygienist assumes a major role in the prevention of dental diseases for patients. Advanced technology and increased public awareness of preventive health modalities have contributed to the growth of the dental industry. Increased demand for dental services has led to the expansion of roles for hygienists to include clinician, educator, administrator and advocate. The responsibilities of the dental hygienist continue to evolve requiring advanced skills in preventive, educational, and therapeutic dental services. The objective of the dental hygiene program is to train and prepare students in all skills necessary to perform dental hygiene services in a variety of entry level employment settings.

Description

This CODA accredited program includes both the didactic and clinical training needed for the student to be successful in obtaining a professional dental hygiene license and a Pennsylvania Dental Hygienist Local Anesthesia license. Dental hygienists are employed in private dental offices, hospital and public health clinics, government facilities, school systems, military services, dental hygiene education programs, dental sales, and insurance companies. This program provides students with instruction and laboratory experience, as well as clinical practice. The curriculum provides major instruction in general education, biomedical sciences, dental sciences, and clinical skills. The program will facilitate the development of a student to become a professional, ethical, and competent dental hygienist. The program will prepare the student for the Dental Hygiene National Board Exam and the ADEX (American Board of Dental Examiners) dental hygiene examination, administered by CDCA (Commission on Dental Competency Assessments). The examinations are designed for students about to complete dental hygiene training and graduate dental hygienists. Successful completion of both the national and regional board exams is necessary to apply for state licensure.

Academic Progression

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of “C+” to be considered passing. Any concentration course below a grade of C+ must be retaken. A student can attempt a concentration course no more than two times. Any student who fails to pass a concentration course after two attempts will be dismissed from the program. A student can only fail one clinical/externship course. If the student should fail a second clinical/externship course, they will be dismissed from the program.

Credentialing Exams

In order to be eligible for employment as a Registered Dental Hygienist (RDH), graduates of the program must successfully pass all applicable exams and receive a license from the State Board of Dentistry. Licensing requirements vary by state, and one such requirement is to pass several credentialing exams. Students must pass the written National Board Dental Hygiene Examination (NBDHE) and a regional or state board examination that includes a clinical component and, in some jurisdictions, a written component. Most states require passing a written jurisprudence examination administered by the State Board of Dentistry.

Career Opportunities

Graduates of the Dental Hygiene Program are prepared to seek entry-level employment in the office of a licensed dentist performing any task, as deemed appropriate by the dentist, and allowable under the state’s dental practice act.

Graduation Requirements

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student’s program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program’s length as published in the Standards of Satisfactory Academic
4. Progress policy in this catalog
5. Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services

6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
MED110	ANATOMY & PHYSIOLOGY I	60	0	4
ENG101	ENGLISH COMPOSITION	40	0	4
GE036	CHEMISTRY FOR HEALTH SCIENCES	56	0	4
DH036	CHEMISTRY FOR THE DENTAL HYGIENIST	60	0	4
MED115	ANATOMY & PHYSIOLOGY II	60	0	4
COM205	EFFECTIVE COMMUNICATION	40	0	4
DH100	TOOTH MORPHOLOGY	24	0	2
DH105	OROFACIAL STRUCTURES	40	0	3
BIO100	MICROBIOLOGY	60	0	4
BIO105	MICROBIOLOGY WITHIN THE ORAL CAVITY	60	0	4
DH110	DENTAL HYGIENE PRECLINIC I	24	0	2
DH170	INTRO TO DENTAL MATERIALS	24	0	1.5
SOC101	SOCIOLOGY	40	0	4
DH115	DENTAL HYGIENE PRECLINIC II	72	0	4.5
DH120	DENTAL RADIOLOGY AND LAB I	36	0	2.5
DH140	PERIODONTICS I	24	0	2
DH118	DENTAL HYGIENE PRECLINIC III	84	0	5
DH125	DENTAL RADIOLOGY AND LAB II	36	0	2.5
DH130	DENTAL EMBRYOLOGY AND HISTOLOGY	60	0	4
DH175	CURRENT CONCEPTS IN DENTAL MATERIALS	24	0	1.5
DH160	DENTAL HYGIENE CLINIC I	93	0	4.5
DH180	ORAL PATHOLOGY I	24	0	2
DH235	DENTAL NUTRITION AND PREVENTATIVE ORAL HYGIENE CONCEPTS	24	0	2
DH145	PERIODONTICS II	24	0	2
DH165	DENTAL HYGIENE CLINIC II	93	0	4.5
DH210	INTRODUCTION TO PHARMACOLOGY	24	0	2
DH185	ORAL PATHOLOGY II	24	0	2
DH200	DENTAL HYGIENE CLINIC III	93	0	4.5
PSY101	GENERAL PSYCHOLOGY	40	0	4
DH201	LOCAL ANESTHESIA FOR THE DENTAL HYGIENIST	36	0	2.5
DH205	DENTAL HYGIENE CLINIC IV	105	0	5.5
DH240	DENTAL HYGIENE CLINIC V	123	0	6.5
DH215	DENTAL PHARMACOLOGY AND PAIN CONTROL	40	0	3.5
DH220	PERIODONTICS III	24	0	2
DH245	DENTAL HYGIENE CLINIC VI	123	0	6.5
DH250	COMMUNITY DENTAL HEALTH I	50	0	3
DH255	COMMUNITY DENTAL HEALTH II	50	0	3

DH260	DENTAL HYGIENE CLINIC VII	117	0	6
DH225	PERIODONTICS IV	12	0	1
PDC200	CAREER DEVELOPMENT	60	0	4
DH265	DENTAL HYGIENE CLINIC VIII	121	0	6.5

MED110, ENG101, GE036, MED115, COM205, BIO100, SOC101, PSY101: General Education Courses

ENG101, COM205, SOC101, PSY101: Online Delivery

Expanded Functions Dental Assistant

Credential Awarded	**Diploma**
Program Quarter Credits	**60**
Instructional Weeks	**48**
Out-of-Class Work Hours	**260**
Total Clock Hours	**1040**
Mode of Delivery	**Hybrid** Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

Objective

The Expanded Functions Dental Assistant's (EFDA) role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the Expanded Functions Dental Assistant program is to provide quality career education that prepares students not only for seeking entry-level employment in the dental field but also for life-long learning and personal and professional growth.

Description

Expanded Functions Dental Assistants perform a variety of patient care, office, and laboratory responsibilities. In the Commonwealth of Pennsylvania, EFDAs perform coronal polishing; apply matrix bands, wedges, cavity liners and bases; place amalgam/composite restorations and including temporary restorations; place sealants, place and remove dental dams; take impressions of patients for study models, to create mouth guards, and bleaching trays from diagnostic casts, and fabricate provisional coverage under the direct supervision of a licensed dentist. Additionally, an EFDA will perform all Dental Assisting functions to include, taking various types of radiographs, sterilizing and disinfect instruments and equipment, preparing and set up of the instruments and materials required to treat each patient, and obtaining and updating patients' dental records. EFDAs make patients comfortable in the dental chair and prepare them for treatment. The EFDA curriculum provides a basic foundation and understanding in health sciences and hands-on training in using the technology necessary to perform tasks typically performed by an Expanded Functions Dental Assistant.

Externship

A 12-week externship component is included in this program to provide students with the opportunity to apply their dental and EFDA knowledge and skills to real-life situations in a dental setting. EFDA students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates of this program will be prepared and are eligible to register for the National Board's (DANB) Radiation Health and Safety (RHS) Examination, and the EFDA Pennsylvania State Board Certification Examination.

Career Opportunities

Graduates of the Expanded Functions Dental Assistant Program are prepared to seek entry-level employment in the office of a licensed dentist performing any task, as deemed appropriate by the dentist, and allowable under the state's dental practice act.

Graduation Requirements

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
4. Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services.
5. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	0	4
AHP105	MEDICAL TERMINOLOGY	60	0	4
AHP106	MEDICAL ANATOMY AND PHYSIOLOGY	60	0	4
DAS110	FUNDAMENTALS OF DENTAL ASSISTING	60	0	4
DAS116	INFECTION CONTROL	60	0	4
DAS120	DENTAL PROCEDURES AND TECHNIQUES	60	0	4
DAS125	DENTAL MATERIALS AND LAB TECHNIQUES	60	0	4
DAS130	DENTAL RESTORATIVE PROCEDURES	60	0	4
DAS135	DENTAL RADIOLOGY	60	0	4
DAS140	DENTAL OFFICE PROCEDURES AND BILLING	60	0	4
DAS145	DENTAL SPECIALTIES AND EXPANDED FUNCTIONS	60	0	4
DAS151	DENTAL CAPSTONE	60	0	4
DAS190	EXTERNSHIP I	160	0	6
DAS195	EXTERNSHIP II	160	0	6

AHP105, AHP106: Online Delivery

Schedule

Morning: 9:00 A.M. – 2:00 P.M. Mon through Thurs
Evening: 6:00 P.M. – 11:00 P.M. Mon through Thurs

**Required externship hours may be scheduled outside of typical class sessions.*
Externship hours will be available during typical office hours. Hours are subject to change.

Heating, Ventilation, Air Conditioning And Refrigeration

Credential Awarded	**Diploma**
Program Quarter Credits	**64**

Instructional Weeks	**48**
Out-of-Class Work Hours	**240**
Total Clock Hours	**960**
Mode of Delivery	**Residential**

Out-of-Class Work Hours: 240

Objective

The objective of the program is to provide the student with the skills and knowledge required for entry-level employment in the Heating, Ventilation, Air Conditioning and Refrigeration industry. The program is designed to be comprehensive in nature, including extensive hands-on training, covering service for residential and commercial refrigeration, gas and oil furnaces, heat pumps, electric furnaces and air conditioning equipment.

Description

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for people interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Students will receive a diploma and be able to work as heating, air conditioning and/or refrigeration service technicians in both residential and commercial sites.

Credentialing Exams

Graduates are eligible to take the EPA608 Certification Examination

Career Opportunities

The graduate is prepared to seek entry-level employment in HVACR including but not limited to service technician, installation technician, and apprentice heating technician.

Graduation Requirements

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
3. Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
4. Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
5. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
HVR105	THERMODYNAMICS	60	0	4
HVR110	PRACTICAL APPLICATIONS OF ELECTRICITY	60	0	4
HVR115	HVACR CONTROLS	60	0	4
HVR120	CONTROLS, MOTORS AND MOTOR CONTROLS	60	0	4
HVR125	REFRIGERANTS	60	0	4
HVR130	RESIDENTIAL AIR CONDITIONING	60	0	4
HVR141	INDUSTRIAL REFRIGERATION AND COMMERCIAL AIR CONDITIONING	60	0	4

SKW101	INTRODUCTION TO THE SKILLED PROFESSIONS	60	0	4
HVR145	INDUSTRIAL REFRIGERATION	60	0	4
HVR150	ELECTRIC HEAT AND HEAT PUMPS	60	0	4
HVR155	GAS HEATING SYSTEMS	60	0	4
HVR160	OIL HEATING SYSTEMS	60	0	4
HVR165	HVAC SYSTEM PERFORMANCE	60	0	4
HVR170	WATER-BASED HEATING SYSTEMS	60	0	4
HVR175	HVAC TROUBLESHOOTING AND SERVICE CALLS	60	0	4
HVR180	EPA CERTIFICATION PREPARATION	60	0	4

Schedule

Morning: 9:00 A.M. – 2:00 P.M. Mon through Thurs
Evening: 6:00 P.M. – 11:00 P.M. Mon through Thurs

Hours are subject to change.

Medical Assisting

Credential Awarded	**Diploma**
Contact Hours	**780**
Program Quarter Credits	**46**
Instructional Weeks	**36**
Out-of-Class Work Hours	**195**
Mode of Delivery	**Hybrid** Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

Objective

Medical Assistants play an integral part in performing administrative and clinical tasks that support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry- level employment in a healthcare setting.

Description

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment. Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Students in their final quarter are eligible to take the National Healthcare Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

Graduation Requirements

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
3. Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
4. Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services.
5. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	0	4
AHP105	MEDICAL TERMINOLOGY	60	0	4
AHP106	MEDICAL ANATOMY AND PHYSIOLOGY	60	0	4
MAS110	CLINICAL PROCEDURES AND TECHNIQUES	60	0	4
MOA110	MEDICAL OFFICE PROCEDURES	60	0	4
MAS115	LABORATORY PROCEDURES AND TECHNIQUES	60	0	4
MOA115	MEDICAL RECORDS AND INSURANCE	60	0	4
MOA120	ELECTRONIC HEALTH RECORDS	60	0	4
MAS125	INVASIVE CLINICAL PROCEDURES	60	0	4
MAS135	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	60	0	4
MAS190	EXTERNSHIP	180	0	6

AHP105, AHP106, MOA110, MOA115, MOA120: Online Delivery

Schedule

Morning: 9:00 A.M. – 2:00 P.M. Mon through Thurs
Evening: 6:00 P.M. – 11:00 P.M. Mon through Thurs

**Required externship hours may be scheduled outside of typical class sessions.*
Externship hours will be available during typical office hours. Hours are subject to change.

Practical Nursing

Credential Awarded	**Diploma**
Program Quarter Credits	**92**
Instructional Weeks	**60**
Out-of-Class Work Hours	**375**
Total Clock Hours	**1500**
Mode of Delivery	**Hybrid** Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

Clinical times are scheduled based on the availability of the clinical sites and may occur during daytime hours, evenings, nights, weekends, and holidays as assigned.

Practical Nursing Mission, Goals, And Student Learning Objective

Practical Nursing Program Mission:

It is the mission of All-State Career's nursing programs to serve the needs of society by offering excellent nursing programs that exemplifies the highest standards and educational outcomes. The nursing programs are based upon contemporary educationally sound conceptual frameworks, which include supporting concepts of critical thinking, nursing process, therapeutic interventions, therapeutic communication, and leadership to help students develop and expand their nursing roles. These programs emphasize the values of caring and advocacy, professional accountability, and professional ethics. Both faculty and students reflect these attributes when serving the needs of society in their respective roles.

Program Philosophy:

The Nursing Department aligns with the mission and philosophy of Education Affiliates, integrating them into its nursing programs' philosophy, outcomes, and curricula. Nursing combines art, science, and human connection for healing. Health involves unity of mind, body, and spirit, including health within illness.

All-State Career's practical nursing program is deeply rooted in a set of guiding philosophies aligned with our mission, vision, and trajectory. These principles form the core of our commitment to delivering exceptional education in healthcare.

Our approach is grounded in Clinical Competency, ensuring that learners possess the skills and knowledge needed for effective patient care. Communication and Interpersonal skills are emphasized to create empathetic caregivers who excel in understanding and connecting with patients.

Holistic Patient Care underscores our dedication to treating patients comprehensively, addressing both their physical and emotional well-being. Collaboration and Teamwork are central, recognizing the importance of harmonious interprofessional relationships in modern healthcare.

Ethical and Professional Practice are non-negotiable, instilling in our students the highest standards of integrity.

Additionally, we equip learners with Technological Competence, recognizing the role of innovation in shaping contemporary healthcare.

These philosophies collectively define how we design programs, engage learners, and interact with stakeholders. With these principles, All-State Career prepares healthcare professionals to make a meaningful impact, aligning our educational efforts with our greater mission.

Program Objectives:

1. Graduates will demonstrate clinical competence by effectively applying essential nursing skills in diverse healthcare scenarios.
2. Graduates will exhibit exceptional communication and interpersonal skills, fostering positive relationships with patients, families, and healthcare teams.
3. Graduates will implement holistic patient care practices, considering physical, emotional, mental, and social aspects to enhance overall well-being.

4. Graduates will collaborate seamlessly within healthcare teams, demonstrating teamwork and adaptability in achieving patient-centered goals.
5. Graduates will uphold ethical and professional standards, integrating integrity and compassion into their nursing practice.
6. Graduates will attain technological competence, efficiently utilizing healthcare technologies to improve patient care and nursing processes.

Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-PN).

Graduation from the Practical Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
MAT101	COLLEGE MATHEMATICS	60	0	4
PNR104	BASIC SKILLS, QUALITY & SAFETY IN NURSING PRACTICE	98	0	7
AHP215	ANATOMY AND PHYSIOLOGY	80	0	6
SCI115	FUNDAMENTALS OF HUMAN NUTRITION	30	0	3
PNR105	PHARMACOLOGY	50	0	5
CMP105	INTRODUCTION TO INFORMATICS	20	0	2
PNR108	GERONTOLOGICAL NURSING	90	0	5
PNR106	FOUNDATIONS OF NURSING	169	0	8
PSY278	HUMAN GROWTH AND DEVELOPMENT	40	0	4
PNR202	INTRAVENOUS THERAPY	31	0	2
PNR201	MEDICAL-SURGICAL I	189	0	9
PNR203	MATERNAL-NEWBORN NURSING	90	0	5
PNR204	PEDIATRIC NURSING	90	0	5
PNR206	MEDICAL-SURGICAL NURSING II	187	0	9
PNR208	CONCEPTS OF COMMUNITY-BASED NURSING	20	0	2
PNR205	CONCEPTS OF LEADERSHIP AND COLLABORATION	30	0	3
PNR200	MENTAL HEALTH NURSING	66	0	5
PNR207	TRANSITION TO PN PRACTICE-CAPSTONE	180	0	8

MAT101, SCI115: General Education Course

MAT101, SCI115, CMP105, PSY278, PNR208, PNR205: Courses delivered online

PNR108, PNR203, PNR204, PNR200: Blended Course (lecture online, lab and clinical residential)

Welding Technician

Credential Awarded	**Diploma**
Contact Hours	**960**
Program Quarter Credits	**64**
Instructional Weeks	**48**
Total Clock Hours	**Including Recognized Out-of-Class Work Hours: 240**

Mode of Delivery	Residential

Objective

Welding technology is widely used in a variety of modern industries, including but not limited to infrastructure construction, high-rise building construction, shipbuilding, and energy and transportation. The objective of the Welding Technology program is to prepare students to seek entry-level employment or advance their careers in welding and industrial repairs.

Description

Welding encompasses study in electrical, metallurgy, chemistry, physics, design, and mechanical engineering. Welders may work on various structures, including but not limited to bridges, buildings, pressure vessels, and heat exchangers. This would include welding items such as nuclear systems, boilers, storage vessels, transmission and transportation vehicles for water, land, air, and space travel, and production and processing machines of all types. The curriculum provides students with a foundation in welding techniques, skills, welding mathematics, and career development. The successful graduate is trained to enter the welding profession as an entry-level welder.

Credentialing Opportunities

The Welding Technician program prepares students to take welding certification exams.

Career Opportunities

The graduate is prepared to seek entry-level employment in positions such as Aluminum Welder, Brazer, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Solderer, Arc Operator, Welder, and Welder Fitter/Fabricator.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
SKW101	INTRODUCTION TO THE SKILLED PROFESSIONS	60	0	4
MAT101	COLLEGE MATHEMATICS	60	0	4
WLD101	PRINCIPLES OF WELDING TECHNOLOGY	60	0	4
WLD105	WELDING SYMBOL INTERPRETATION AND INSPECTION	60	0	4
WLD110	CUTTING PROCESSES	60	0	4
WLD115	SHIELDED METAL ARC-WELDING	60	0	4
WLD120	SHIELDED METAL ARC-WELDING FIT AND ALIGNMENT	60	0	4
WLD125	GAS METAL ARC-WELDING	60	0	4
WLD130	GAS METAL ARC-WELDING FIT AND ALIGNMENT	60	0	4
WLD135	FLUX CORE ARC-WELDING	60	0	4
WLD140	FLUX CORE ARC-WELDING APPLICATIONS	60	0	4
WLD145	GAS TUNGSTEN ARC-WELDING	60	0	4
WLD150	GAS TUNGSTEN ARC-WELDING APPLICATIONS	60	0	4
WLD155	PIPE WELDING TECHNIQUES	60	0	4
WLD160	WELDING FABRICATION CONCEPTS	60	0	4
WLD165	WELDING CERTIFICATION AND CAREER DEVELOPMENT	60	0	4

Schedule:

Morning: 8:00 A.M. – 1:00 P.M. Mon through Thurs
Evening: 6:00 P.M. – 11:00 P.M. Mon through Thurs

Hours are subject to change.

Courses

Explanation of Course Numbering System

The first three letters identify the subject area. For example, AHP represents courses in the Allied Health Professions subject area. The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

AHP - Allied Health Professions

AHP101: INTRODUCTION TO HEALTH PROFESSIONS

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP105: MEDICAL TERMINOLOGY

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP106: MEDICAL ANATOMY AND PHYSIOLOGY

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology which is the foundation for a career in health professions.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP215: ANATOMY AND PHYSIOLOGY

In this course, students will learn about the structure and function of the human body. Students will develop knowledge about the levels of organization, cells, and tissues. This course also includes an introduction to the following systems: digestive, musculoskeletal, respiratory, cardiovascular, reproductive, urinary, endocrine, gastrointestinal, integumentary, lymphatic, sensory, reproductive, and nervous. The association of each body system to diseases and disorders is discussed.

Quarter Credits	**6**
Clock Hours	**80**
Lab Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

BIO - Biology

BIO100: MICROBIOLOGY

This course is designed to provide an overview of the elements of microbiology. Topics include a brief history of microbiology, cell structure and function, microscopy and staining procedures, microbial metabolism, microbial nutrition and growth, controlling microbial growth, and epidemiology. The student will also be introduced to viruses and virus-like pathogens. This course includes a lab component.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**32**
Lecture Hours	**28**
Prerequisites	**MED110 and MED115**

BIO105: MICROBIOLOGY WITHIN THE ORAL CAVITY

This course is designed to provide an overview of the elements of microbiology that apply to the oral cavity. Students will study the characterization and classification of selected Gram-positive and Gram-negative pathogenic bacteria. The student will also be introduced to hypersensitivities and pathogenic Chlamydia, spirochetes, and vibrios. This course includes a lab component.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**32**
Lecture Hours	**28**
Prerequisites	**BIO100**

GE - Chemistry

GE036: CHEMISTRY FOR HEALTH SCIENCES

Presents chemical concepts that enhance the student's study of the physiological consideration of the human. Topics from general, organic and biological chemistry are presented. Considerations of factors that influence physiological reactions are stressed.

Quarter Credits	**4**
Clock Hours	**56**
Lab Hours	**28**
Lecture Hours	**28**
Prerequisites	**None**

Module, Module A - Class A CDL Preparatory

Module 1: BASIC OPERATIONS

This course introduces students to the U.S. Trucking Industry and how it operates. It presents information about the various types of carriers and how they operate within the Department of Transportation regulations. The course will allow the students to gain basic knowledge regarding the control systems of commercial vehicles and know what gauges they should read for safe operation. Also covered is the basic operation of the vehicle, sliding fifth wheel and tandems, coupling and uncoupling, specialized rigs, shifting and the Federal Motor Carriers Safety Administration (FMCSA).

Clock Hours	**80**
Lecture Hours	**80**
Prerequisites	**None**

Module 1: CDL Preparatory

A1.1 Basic Operation
1.1.1 Orientation
1.1.2 Control Systems/Dashboard
1.1.3 Pre- and Post-Trip Inspections
1.1.4 Basic Control
1.1.5 Shifting/Operating Transmissions
1.1.6 Backing and Docking
A1.2 Safe Operating Procedures
1.2.1 Visual Search
1.2.1 Communication
1.2.3 Distracted Driving
1.2.4 Speed Management
1.2.5 Space Management
1.2.6 Night Operation
1.2.7 Extreme Driving Conditions
A1.3Advanced Operating Practices
1.3. Hazard Perception
1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies
1.3. Railroad-Highway Grade Crossings
A1.4 Identification and Diagnosis of Malfunctions
1.4.2 Roadside Inspections
1.4.3 Maintenance
A1.5 Non-Driving Activities
1.5.1Handling and Documenting Cargo
1.5.2 Environmental Compliance Issues
1.5.3 Hours of Service Requirements

Clock Hours	**82**

Module 2: BASIC VEHICLE CONTROL SKILLS I

This course will introduce students to the rules of the driving range, basic movements of the vehicle, and how to properly enter and exit the truck. The students will be able to identify and properly operate the various controls of the vehicle, as well as complete a 127-point vehicle inspection of the vehicle. Students will also explore “Life Skills Lessons” with an emphasis on workplace strategies for a successful career. In addition, students will begin “Transportation Industry Awareness Lessons” with a focus on the airbrake system of a tractor trailer.

Clock Hours	**80**
Lab Hours	**80**
Prerequisites	**Module 1: Basic Operations with a grade of 80% or better.**

Module 2: Basic Vehicle Control Skills I

A2.1 Vehicle Inspection Pre-Trip/Enroute/Post-trip
A2.2 Straight Line Backing
A2.3 Alley Dock Backing (45/90 Degree)
A2.4 Off-Set Backing
A2.5 Parallel Parking Blind Side
A2.6 Parallel Parking Sight Side

Clock Hours	**45**

Module 3: BASIC VEHICLE CONTROL SKILLS II

This course will introduce the students to the straight line and alley dock parking maneuver. Using three basic steps, the students will intentionally maneuver the tractor and trailer in reverse. The students will further enhance mirror usage skills and develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments. Students will continue to drive on local highways and identify the importance of vehicle size, road signs, traffic controls, road characteristics, uphill and downhill driving, curves, construction zone.

Clock Hours	**34**
Lab Hours	**34**
Prerequisites	**Module 2: Basic Vehicle Control Skills I**

Module 3: Road Skills

A3.1 Vehicle Control – left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled access highways.
A3.2 Shifting/Transmission
A3.3 Communications/Signaling
A3.4 Visual Search
A3.5 Speed and Space Management
A3.6 Safe Driver Behavior
A3.7 (HOS) Hours of Service demonstration
A3.8 Hazard Perception
A3.9 Railroad(RR)-Highway Grade Crossing
A3.10 Night Operation
A3.11 Extreme Driving Conditions
A3.12 Skid Control/Recovery, Jackknifing, and other emergencies

Clock Hours	**45**

CTD - Commercial Truck Driving

CTD100: BASIC OPERATIONS

This course introduces students to the U.S. Trucking Industry and how it operates. It presents information about the various types of carriers and how they operate within the Department of Transportation regulations. The course will allow the students to gain basic knowledge regarding the control systems of commercial vehicles and know what gauges they should read for safe operation. Also covered is the basic operation of the vehicle, sliding fifth wheel and tandems, coupling and uncoupling, specialized rigs, shifting and the Federal Motor Carriers Safety Administration (FMCSA). Students will also explore “Life Skills Lessons” with an emphasis placed on personal health while driving on the road.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

CTD105: VEHICLE SYSTEMS AND MAINTENANCE

This course introduces students to the components of a commercial vehicle in order to complete a proper pre-trip inspection and vehicle inspection report. Also covered is the importance of preventative maintenance and reporting malfunctions in accordance with Federal Motor Carrier Safety Administration (FMCSA) regulations Part 392.7 through 392.9 Students will also explore “Life Skills Lessons” with an emphasis on driver stress management and the role it plays in driver safety.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

CTD110: DEFENSIVE DRIVING AND CARGO DOCUMENTATION

This course will provide the student with information related to their profession, driving and specifically, defensive driving. The goal of this course is to present and review information on how to improve defensive driving skills – skills that may save lives and help avoid collisions and violations. The importance of avoiding skids and jackknives and theory on best ways of driving in the mountains are taught. Students will understand the best way to leave the road and return, how to avoid a head on collision and why driving through an emergency may be better than trying to stop. Accidents do happen. When they happen, the driver must know what to do and what not to do. This course will teach the student what to do at the scene of an accident, how to fill out an accident report, how to protect the scene of an accident and how to conduct himself/herself professionally.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

CTD115: CDL PREP AND CAREER DEVELOPMENT

This course presents material needed for the students to successfully pass the CDL permit exam, which includes: General Knowledge, Combination, and Air Brakes. In addition, an overview of the skills needed to safely operate commercial vehicles is reviewed. The students will prepare to take the CDL learners permit exam in their individual state of residence. Topics such as extreme driving (mountains, snow, ice, etc.) will also be discussed. Students will also explore a "Life Skills Lessons" with an emphasis on employee public relations.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

CTD120: TRIP PLANNING AND HOURS OF SERVICE

The student will be taught how to plan trips, read an atlas, and recognize different types of computer systems. The course also covers the regulations related to Driver Hours of Service, how to properly fill out a driver's log book and how to avoid Hours of Service violations, allowing the driver to stay on the road, benefiting both driver and employer. Students will also continue exploration of "Life Skills Lessons" with an emphasis on providing the highest quality customer service and the importance of Time Management.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

CTD125: INTRODUCTION TO VEHICLE CONTROL

This course will introduce students to the rules of the driving range, basic movements of the vehicle, and how to properly enter and exit the truck. The students will be able to identify and properly operate the various controls of the vehicle, as well as complete a 142-point vehicle inspection of the vehicle. Students will also explore "Life Skills Lessons" with an emphasis on workplace strategies for a successful career. In addition, students will begin "Transportation Industry Awareness Lessons" with a focus on the airbrake system of a tractor trailer.

Quarter Credits	**2**
Clock Hours	**40**
Lab Hours	**40**
Prerequisites	**CTD100, CTD105, CTD115, CTD120. Must have an 80% overall grade average. Must also have CDL permit.**

CTD130: BASIC VEHICLE CONTROL

This course will introduce students to straight line backing. After properly adjusting their mirrors, students will move the truck back and forth in a straight 100 ft. line, complete controlled stops, and recover if the vehicle drifts to the left/right. Students will also be introduced to pull-ups which will allow the student to realign the vehicle as needed. Students will also explore "Life Skills Lessons" with an emphasis on job search skills and interviewing techniques. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer down a road with a steep downgrade.

Quarter Credits	**2**
Clock Hours	**40**
Lab Hours	**40**
Prerequisites	**CTD125**

CTD135: INTERMEDIATE VEHICLE CONTROL

This course will introduce students to the sight side parallel parking maneuver. Using three basic steps, the students will intentionally maneuver the tractor and trailer in reverse from a parked position into the 100 x 12 box on the left side (driver's side or sight side) of the vehicle. The students will further enhance mirror usage skills and develop a professional level of competency in the various set-up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Skills Lessons" with an emphasis on stress and organizational management. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer with hazardous materials over a railroad crossing.

Quarter Credits	**2**
Clock Hours	**40**
Lab Hours	**40**
Prerequisites	CTD130

CTD140: ADVANCED VEHICLE CONTROL

This course will introduce the student to the conventional parallel parking maneuver. Using the four steps to backing, in reverse, the student will learn to intentionally move the tractor and trailer into an area the length of the unit plus 15 feet, from the right (passenger's side) and the left side (sight side) of the truck. The students will be able to choose backing targets to successfully complete this maneuver to further enhance mirror usage skills, develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Life Skills Lessons" with an emphasis on career and life evolutions, such as promotions and/or becoming an owner operator. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the Simulated Emergency Pull-over and placement of warning devices.

Quarter Credits	**2**
Clock Hours	**40**
Lab Hours	**40**
Prerequisites	CTD135

CTD145: BASIC DRIVING TECHNIQUES

This course will introduce the students to the alley dock maneuver. In reverse, the student will learn to intentionally move the tractor and trailer from a 90-degree angle within a 70 foot space and place the rear of the trailer into a 40 x 12 foot box area. The student will continue skills developed in previous classes and develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Life Skills Lessons" with an emphasis on human resources and business communication. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the FMCSA's CSA Program. Students will be able to identify which gear to use at various speeds and conditions.

Quarter Credits	**2**
Clock Hours	**40**
Lab Hours	**40**
Prerequisites	CTD140

CTD150: ADVANCED DRIVING TECHNIQUES

In this course, students will begin the "road" portion of their training. In a real time environment, students will be introduced to driving skills such as how to identify road/traffic hazards, how to avoid hazards and to take evasive action when needed. Students will continue to drive on local highways and identify the importance of vehicle size, road signs, traffic controls, road characteristics, uphill and downhill driving, curves, and construction zones. Students will also explore "Life Skills Lessons" with an emphasis on human resources and business communication. They will also revisit the hours of service and trip planning from previously learned material in the classroom. Students will also explore "Life Skills Lessons" with an emphasis on conflict and resolution.

Quarter Credits	**2**
Clock Hours	**40**
Lab Hours	**40**
Prerequisites	CTD145

CTD155: CDL SKILLS/DRIVING

This course will have students continue to build on their previous learned skills and enhance the driver's ability to react to the ever-changing driving situation in a busy and unpredictable environment. To assess the student's driving skill level when driving in residential, shopping, and city environments and to prepare the student for the CDL A test to obtain entry-level employment as a Class A driver. The student will be able to spot potential hazards and stationary objects, practice safe operations, understand the importance of maintaining a professional attitude, have an understanding of how to conduct themselves in a professional manner among other drivers, understand traffic controls, stop lines and crosswalks, truck routes and bus corridors and also parking safely to make an emergency stop. Students will continue "Transportation Industry Awareness Lessons" with a focus on load securement of the trailer.

Quarter Credits	**2**
Clock Hours	**40**
Lab Hours	**40**
Prerequisites	**CTD150**

COM - Communications

COM205: EFFECTIVE COMMUNICATION

This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

CMP - Computer

CMP105: INTRODUCTION TO INFORMATICS

The course will offer a broad coverage of the health informatics. Topics include an introduction to the health informatics field and its major applications. The course also covers the scope, methods and evaluation of healthcare information systems and the principles of the electronic health record. Reference is also made to the diagnostic systems that support decision making in healthcare. Finally, the course provides an overview of the principles and applications of telemedicine in healthcare and the healthcare informatics associated ethical and legal topics.

Quarter Credits	**2**
Clock Hours	**20**
Lecture Hours	**20**
Prerequisites	**None**

ICS - Craft Skills

ICS100: INTRODUCTION TO CRAFT SKILLS

Students will be introduced to basic workplace safety, OSHA safety regulations, construction hand tools, power tools, and construction drawing. The basic rigging techniques used to move material and equipment from one location to another on a job site is introduced. An introduction and review of the American National Standards Institute (ANSI) hand signals will be given. Proper materials handling techniques and procedures will be explained. Basic communication and employability skills will be reviewed.

Clock Hours	**60**
Lab Hours	**30**
Lecture Hours	**30**
Semester Credits	**4**
Prerequisites	**None**

ICS110: MATHEMATICS FOR THE TRADES

This course provides trades students with an introduction and review of basic mathematical concepts by relating math with events that occur in their lives and on the job site. The course is designed to develop and reinforce students' mathematical reasoning abilities. It builds a knowledge basis for trade students which they can apply in the classroom and workplace. Whole numbers, fractions, decimals, and percentages are introduced, reviewed, and applied to life and job site case studies, also math as it relates to print reading will be explored. events. Measurement in English and metrics are introduced and calculated. Practical geometry statistical analysis is introduced and calculated.

Clock Hours	**60**
Lab Hours	**30**
Lecture Hours	**30**
Semester Credits	**4**
Prerequisites	**None**

DAS - Dental Assisting

DAS110: FUNDAMENTALS OF DENTAL ASSISTING

This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy. Students will be introduced to dental office communication and business operating systems.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS116: INFECTION CONTROL

This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry. This includes infection prevention and control practices, the chain of infection, standard and transmission-based precautions, barriers, and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. Also presented is an introduction and comprehension of regulatory agency guidelines.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS120: DENTAL PROCEDURES AND TECHNIQUES

This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**DAS110**

DAS125: DENTAL MATERIALS AND LAB TECHNIQUES

This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	DAS110

DAS130: DENTAL RESTORATIVE PROCEDURES

The goal of this course is to introduce students to the practices in dentistry. The student should be able to describe and demonstrate dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	DAS110

DAS135: DENTAL RADIOLOGY

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	DAS110

DAS140: DENTAL OFFICE PROCEDURES AND BILLING

This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to dental practice management software where the students input patient information, schedule appointments and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system, are reviewed. Career development techniques along with the importance of professional oral and written communication in the dental office are also examined.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

DAS145: DENTAL SPECIALTIES AND EXPANDED FUNCTIONS

In this course, students will explore Expanded Functions Dental Assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	DAS135

DAS151: DENTAL CAPSTONE

This course provides a comprehensive review of program contents to prepare students to enter the externship experience. Students are also given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence, communication, business office procedures, infection and hazard control, instrumentation, illumination, radiology, dental charting and chairside functions are reviewed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	DAS135

DAS190: EXTERNSHIP I

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**
Clock Hours	**160**
Lecture Hours	**10**
Externship Hours	**150**
Prerequisites	DAS151

DAS195: EXTERNSHIP II

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**
Clock Hours	**160**
Lecture Hours	**10**
Externship Hours	**150**
Prerequisites	DAS190

DH - Dental Hygiene

DH036: CHEMISTRY FOR THE DENTAL HYGIENIST

This course provides foundation knowledge of organic and biological chemistry and nutrition. Topics include the fundamentals of molecular compounds and an overview of the structure of organic molecules, carbohydrates, lipids and proteins. The processes of energy acquisition and protein synthesis are emphasized. This course includes a lab component.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**32**
Lecture Hours	**28**
Prerequisites	GE036

DH100: TOOTH MORPHOLOGY

This course provides a study of the morphology and function of the human dentitions, the anatomy of the hard and soft tissues in the oral cavity, and concepts related to occlusion. The anatomy of the head and neck is reviewed in context with the hard and soft tissues of the oral cavity.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**6**
Lecture Hours	**18**
Prerequisites	MED110, MED115

DH105: OROFACIAL STRUCTURES

This course provides a study of the anatomy of the hard and soft tissues in the oral cavity, head and neck region. Anatomical studies will focus on the skeletal, muscular, vascular, and nervous systems. The student will also study the temporomandibular joint.

Quarter Credits	**3**
Clock Hours	**40**
Lab Hours	**20**
Lecture Hours	**20**
Prerequisites	MED110, MED115

DH110: DENTAL HYGIENE PRECLINIC I

This course is designed to provide the student with the knowledge to develop basic skills necessary for the practice of dental hygiene. These skills include the basic principles of infection control, patient assessment, interpreting the patient's medical history, and determining how a patient's medical conditions impact dental care.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**6**
Lecture Hours	**18**
Prerequisites	MED110, MED115, GE036, DH036

DH115: DENTAL HYGIENE PRECLINIC II

This course is designed as the preclinical times for students to observe, discuss and practice the skills required to practice as a clinical dental hygienist. Each student must demonstrate basic understanding of the fundamental principles and techniques necessary for the clinical practice of dental hygiene.

Quarter Credits	**4.5**
Clock Hours	**72**
Lab Hours	**48**
Lecture Hours	**24**
Prerequisites	DH100, DH105, DH110 DH118

DH118: DENTAL HYGIENE PRECLINIC III

This course is designed to provide the student with the knowledge to develop basic skills required to perform oral health care services. Students will apply didactic concepts of oral hygiene assessments and instrumentation in a supervised clinical laboratory setting.

Quarter Credits	**5**
Clock Hours	**84**
Lab Hours	**60**
Lecture Hours	**24**
Prerequisites	DH110
Corequisites	DH115

DH120: DENTAL RADIOLOGY AND LAB I

This course provides an overview of dental radiology principles and techniques. Topics include x-ray production, radiation safety, exposure technique, film processing, landmark identification and client management. The student will apply didactic concepts in a supervised clinical laboratory setting.

Quarter Credits	**2.5**
Clock Hours	**36**
Lab Hours	**18**
Lecture Hours	**18**
Prerequisites	DH100

DH125: DENTAL RADIOLOGY AND LAB II

This course provides an overview of digital dental radiography principles and techniques. The student will apply didactic concepts in a supervised clinical laboratory setting.

Quarter Credits	**2.5**
Clock Hours	**36**
Lab Hours	**18**
Lecture Hours	**18**
Prerequisites	**DH110**

DH130: DENTAL EMBRYOLOGY AND HISTOLOGY

This course provides a study of the embryologic development of the head, face and oral cavity. Histologic structure of the oral tissues with relation to their clinical form and function are also examined.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**32**
Lecture Hours	**28**
Prerequisites	**None**

DH140: PERIODONTICS I

This course is designed to study the periodontium in healthy and diseased states. Areas of discussion include the tissues and microscopic anatomy of the periodontium, the etiology of periodontal disease and host response.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**4**
Lecture Hours	**20**
Prerequisites	**DH105**

DH145: PERIODONTICS II

This course is designed to study Periodontal Diseases and their local contributing factors. Emphasis is placed on the assessment and treatment of these conditions.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**4**
Lecture Hours	**20**
Prerequisites	**DH140**

DH160: DENTAL HYGIENE CLINIC I

This course prepares students to recognize and manage medical emergencies in a dental office. Didactic emphasis is placed on prevention through the use of medical histories, and the team approach to emergency situations. This course also provides for the development of the knowledge and clinical skills required to provide oral health care services. Students will provide oral health care services in a supervised clinical setting.

Quarter Credits	**4.5**
Clock Hours	**93**
Lab Hours	**72**
Lecture Hours	**21**
Prerequisites	**DH118**

DH165: DENTAL HYGIENE CLINIC II

This course provides for the continuing development of the knowledge and skills required to provide oral health care services. Didactic emphasis is placed on the management of the special needs patient and the role of pain control in dental hygiene care. Students will provide oral health care services in a supervised clinical setting.

Quarter Credits	**4.5**
Clock Hours	**93**
Lab Hours	**72**
Lecture Hours	**21**
Prerequisites	**DH160**

DH170: INTRO TO DENTAL MATERIALS

This lecture, and laboratory course is designed to familiarize the dental hygiene student with commonly used materials in dentistry. The focus is on properties, proper technique of manipulation, and influence of manipulation upon these properties.

Quarter Credits	**1.5**
Clock Hours	**24**
Lab Hours	**12**
Lecture Hours	**12**
Prerequisites	**GE036, DH036**

DH175: CURRENT CONCEPTS IN DENTAL MATERIALS

This lecture, and laboratory course is a continuation of DH170. The laboratory sessions focus on the techniques for placing and finishing restorations, manipulation and placement of pit and fissure sealants, and identifying and use of materials for dental implants. Lectures are coordinated with laboratory topics.

Quarter Credits	**1.5**
Clock Hours	**24**
Lab Hours	**12**
Lecture Hours	**12**
Prerequisites	**DH170**

DH180: ORAL PATHOLOGY I

This course examines the process of disease, with emphasis on general pathology. Curricular content includes inflammation, regeneration, repair, immunity, neoplasia, developmental, hereditary, and congenital disorders, endocrine disorders, cardiovascular disease, blood diseases, and respiratory, gastrointestinal, neurologic, and skeletal disorders.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**4**
Lecture Hours	**20**
Prerequisites	**DH118**

DH185: ORAL PATHOLOGY II

This course examines the process of disease with emphasis on oral pathology. Curricular content includes vesicles, ulcers, lesions in shades of red and purple, white lesions, pigmented lesions, raised lesions, soft and hard tissue enlargements, radiopaque lesions, radiolucent lesions, abnormalities of the teeth, HIV and AIDS and skin lesions.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**4**
Lecture Hours	**20**
Prerequisites	**DH180**

DH200: DENTAL HYGIENE CLINIC III

This course provides for the continuing development of the knowledge and skills required to provide oral health care services. Didactic emphasis is placed on ethical and legal principles in dental hygiene care and the management of the special needs patient. Students will provide oral health care services in a supervised clinical setting.

Quarter Credits	**4.5**
Clock Hours	**93**
Lab Hours	**72**
Lecture Hours	**21**
Prerequisites	**DH165**

DH201: LOCAL ANESTHESIA FOR THE DENTAL HYGIENIST

This course reviews previous course knowledge of orofacial anatomy, physiology and pathology and provides the students with knowledge of orofacial anesthetic pain management. This includes the appropriate protocols for the planning and management of the administration of local anesthetics in the dental office.

Quarter Credits	**2.5**
Clock Hours	**36**
Lab Hours	**18**
Lecture Hours	**18**
Prerequisites	**DH165, DH210**

DH205: DENTAL HYGIENE CLINIC IV

This course provides refinement of the knowledge and skills required to provide oral health care services. Didactic emphasis is placed on the management of special needs patients and ethical decision making in dentistry. Student will provide preventative oral health care services in a supervised clinical setting.

Quarter Credits	**5.5**
Clock Hours	**105**
Lab Hours	**72**
Lecture Hours	**33**
Prerequisites	DH200

DH210: INTRODUCTION TO PHARMACOLOGY

This course is designed for dental hygiene students to study the physiology, interactions, and effects of drugs. Emphasis is placed on drugs commonly used and/or encountered in dental practice.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**4**
Lecture Hours	**20**
Prerequisites	DH036

DH215: DENTAL PHARMACOLOGY AND PAIN CONTROL

This course is designed for dental hygiene students to study the physiology, interactions and effects of drugs. Emphasis is placed on antibiotic prophylaxis used in dentistry, antifungal agents, local anesthetics and the management of pain control within the dental office.

Quarter Credits	**3.5**
Clock Hours	**40**
Lab Hours	**10**
Lecture Hours	**30**
Prerequisites	DH210

DH220: PERIODONTICS III

This course prepares students to complete radiographic analysis of the periodontium and evidence based periodontal care. Emphasis is placed on the relationship of systemic conditions to the initiation and proliferation of periodontal diseases, chemical agents used in the treatment of periodontal disease, and periodontal maintenance.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**4**
Lecture Hours	**20**
Prerequisites	DH145

DH225: PERIODONTICS IV

This course prepares students to relate conditions and therapies of periodontal disease to the dental hygiene practice. Areas of discussion include occlusion, TMD, dental implants, periodontal surgery, wound healing and periodontal emergencies.

Quarter Credits	**1**
Clock Hours	**12**
Lecture Hours	**12**
Prerequisites	DH220

DH235: DENTAL NUTRITION AND PREVENTATIVE ORAL HYGIENE CONCEPTS

This course examines the role of nutrition as the foundation for overall general and oral health. Nutritional requirements for various age groups and rudiments of diet counseling are discussed.

Quarter Credits	**2**
Clock Hours	**24**
Lab Hours	**4**
Lecture Hours	**20**
Prerequisites	DH036

DH240: DENTAL HYGIENE CLINIC V

This course is designed to expand the student's knowledge and clinical skills, enabling them to render comprehensive oral health care services. Didactic emphasis is placed on complete oral health care utilizing case-based methodology. Clinical emphasis is placed on the behavioral management of pain and anxiety through the administration of local anesthesia. Students will provide preventative oral health care services in a supervised clinical setting.

Quarter Credits	**6.5**
Clock Hours	**123**
Lecture Hours	**39**
Clinical Hours	**84**
Prerequisites	**DH205**

DH245: DENTAL HYGIENE CLINIC VI

This course is designed to expand the students' knowledge and clinical skills, introducing them to advanced periodontal instrumentation. Didactic emphasis is placed on complete oral health care utilizing case-based methodology, practice management, and communication. Students will provide preventative oral health care services in a supervised clinical setting.

Quarter Credits	**6.5**
Clock Hours	**123**
Lecture Hours	**39**
Clinical Hours	**84**
Prerequisites	**DH240**

DH250: COMMUNITY DENTAL HEALTH I

This course gives students a basic orientation to the principles of community oral health planning and practice. The hygienist's role as an educator and resource person for the community will be emphasized. Students will expand their knowledge and skills necessary to promote health care in the community.

Quarter Credits	**3**
Clock Hours	**50**
Lab Hours	**40**
Lecture Hours	**10**
Prerequisites	**DH240**

DH255: COMMUNITY DENTAL HEALTH II

This course is a continuation of DH250. Public health research and statistics are explored. Students will learn how to use various dental indices as research tools. Dental health education lesson plans for all ages will be constructed and presented. Laboratory sessions will include presentations to various ages at schools, nursing homes, and community centers.

Quarter Credits	**3**
Clock Hours	**50**
Lab Hours	**40**
Lecture Hours	**10**
Prerequisites	**DH250**

DH260: DENTAL HYGIENE CLINIC VII

This seminar and clinic course is designed to encourage critical thinking and independent clinical work. Students will utilize case studies which incorporate multiple subject areas to enhance their critical thinking skills. Didactic emphasis is placed on review of dental and dental hygiene sciences and their application to the practice of dental hygiene. Students will provide oral health care services in a supervised advanced clinical setting while increasing their ability to work as an independent clinician.

Quarter Credits	**6**
Clock Hours	**117**
Lecture Hours	**33**
Clinical Hours	**84**
Prerequisites	**DH245**

DH265: DENTAL HYGIENE CLINIC VIII

This seminar and clinic course is designed to encourage critical thinking and independent clinical work. Didactic emphasis is on a review of complete oral health care, licensing requirements, and practice management. Students will provide oral health care services in a supervised advanced clinical setting.

Quarter Credits	**6.5**
Clock Hours	**121**
Lecture Hours	**37**
Clinical Hours	**84**
Prerequisites	**DH260**

ELC - Electrical Trades

ELC110: PRINCIPLES OF ELECTRICITY

This course is designed to present basic concepts of electricity. Topics covered in the course include electrical safety, electrical theory, circuits, measuring instruments, alternating currents, transformers, and more. Students will develop skills that support introductory electrical theory and principles that are required in the construction and maintenance industries.

Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Semester Credits	**4**
Prerequisites	**None**

ENG - English

ENG101: ENGLISH COMPOSITION

Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

HVR - Heating, Ventilation, Air Conditioning and Refrigeration

HVR105: THERMODYNAMICS

In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVAC-R industry. The components and features of the HVAC-R system are introduced. Students will also be introduced to Manual “J” calculations. At the conclusion of this course students will have a basic understanding of heat, pressure, temperature, conduction and radiation.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

HVR110: PRACTICAL APPLICATIONS OF ELECTRICITY

This course delivers the practical applications of electricity in relation to the Heating, Ventilation, Air Conditioning (HVAC) systems & the electrical panels. Topics include basic principles of electricity, circuits, interpreting wiring diagrams, the principles of electric motors and testing, troubleshooting, servicing, maintaining and installing HVAC electrical components. Students will be focusing on alternating current circuits, proper wiring of electrical boards, the application of electrical laws to practical wiring applications and safety in the process.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

HVR115: HVACR CONTROLS

In this course students gain a basic understanding of the principles and theory of controls used in the HVACR industry. Students will apply electrical and energy theory to applications; learn control components, the basics of troubleshooting, and types of electric motors. At the completion of this course the student will be prepared to use Ohms law to analyze circuits, identify types of mechanical, electro-mechanical, and electronic controls to sense and control temperature, level, flow, and pressure, the use of basic electrical troubleshooting techniques, and identify types of motors and state there characteristics.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

HVR120: CONTROLS, MOTORS AND MOTOR CONTROLS

In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and components. The application of motors: safety, voltages, environments, insulation, bearings and drives. Motor controls: safety, control devices, motor protection, and troubleshooting electric motors. Upon completion of this course the student will be prepared to explain control terminology, describe electronic control components, explain service factor amperage (SFA), full load amperage (FLA), and rated load amperage (RLA); and describe motor applications.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

HVR125: REFRIGERANTS

This course introduces the physics of the basic refrigeration cycle, refrigerants, the pressure and temperature relationship, and pressure-enthalpy to the student. The methods and principles associated with evacuation, recovery and charging of refrigeration and air conditioning equipment are explored. At the completion of this course students will be prepared to identify the main components in a refrigeration cycle, use a pressure temperature chart, measure superheat and sub- cooling, plot a pressure-enthalpy diagram, correctly recover, evacuate and charge an air conditioning or refrigeration system within compliance of EPA608 guidelines, identify refrigerants, and determine the temperature application.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

HVR130: RESIDENTIAL AIR CONDITIONING

In this course students become familiar with indoor air quality and major air conditioning system components including: condensers, compressors, accumulators, suction lines, evaporators, metering devices, receivers, suction-, discharge-, liquid- and condensate lines. How equipment is selected using manual J heat gain and heat loss calculations are explored. At the end of this course the student will have a foundation of indoor air quality issues and methods that can address these issues. The student will be able to speak about use of manual J to apply proper selection of equipment and installation and use of major air conditioning components.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

HVR141: INDUSTRIAL REFRIGERATION AND COMMERCIAL AIR CONDITIONING

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with large-scale industrial facilities. Topics include the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing industrial-style refrigeration systems. Additionally, this course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able recognize components and types of commercial air conditioning systems

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	HVR125

HVR145: INDUSTRIAL REFRIGERATION

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with transport refrigeration and in large-scale industrial facilities. Topics include methods of refrigerated transport, and the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing transport- and industrial-style refrigeration systems.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	HVR125

HVR150: ELECTRIC HEAT AND HEAT PUMPS

Students are introduced to the principles and theory of electric heat and heat pump systems. Focus is on the equipment and controls of electric heating and how to maintain, test, and troubleshoot electrical problems. This course also provides students with a basic understanding of the principles and theory of heat pumps. The equipment and controls of air-source and geothermal heat pumps are covered. At completion of this course the student should be prepared to identify the components, trace electrical schematics, describe operating sequence, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	HVR105

HVR155: GAS HEATING SYSTEMS

Gas Heating Systems exposes students to the theory of gas combustion and gas heating equipment and controls. Throughout the course students gain practical knowledge of gas furnaces along with safety considerations, and students will implement techniques used for troubleshooting, maintaining, and installing gas-heating equipment. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised service and maintenance as well as installation of gas heating systems.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

HVR160: OIL HEATING SYSTEMS

Oil Heating Systems introduces students to the equipment and controls of oil heating components. Throughout the course students will gain valuable knowledge and experience with different types of oil furnaces, the combustion process, and oil heating equipment. After successfully completing this course, students will have the skills necessary to begin supervised maintenance and repair of oil heating systems and equipment.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	HVR105

HVR165: HVAC SYSTEM PERFORMANCE

This course provides the student with the basic principles for the design and installation of HVACR equipment and how these practices assure proper system performance. The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course. Manual “J” will be introduced. At the completion of this course the student will be prepared to develop a basic load calculation resulting in a properly sized system, recognize good installation practices and analyze system performance.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	HVR105

HVR170: WATER-BASED HEATING SYSTEMS

Water-Based Heating Systems introduces students to the equipment and controls of hot water and steam-based heating systems, as well as the strategies used to reduce indoor air pollution. Throughout the course students will gain valuable knowledge and experience with safety procedures, tools, piping, valves, and control systems used with water-based heating systems, and the tools and components used for providing indoor quality air. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised maintenance and repair of water-based heating systems, and be able to explain procedures used to create indoor quality air.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	HVR105

HVR175: HVAC TROUBLESHOOTING AND SERVICE CALLS

This course provides the student with the basic principles for troubleshooting HVACR equipment. The methods for repairing problems identified in HVACR equipment are practiced. The focus is on HVACR service calls for residential and commercial equipment. At the completion of this course, the student will be prepared to make service calls for troubleshooting and repairing problems in basic HVACR equipment.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	HVR105, HVR125

HVR180: EPA CERTIFICATION PREPARATION

This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II and Type III certifications will be covered. Emphasis will be place on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification—Universal Exam.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**HVR105, HVR125**

MAT - Mathematics

MAT101: COLLEGE MATHEMATICS

This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers.

Quarter Credits	**4**
Clock Hours	**60**
Lecture Hours	**40**
Prerequisites	**None**

MAT110: APPLIED MATHEMATICS

This course provides students with an introduction and review of basic mathematical concepts by associating math with events that occur in their lives and on the job site. The course is designed to develop and reinforce students' mathematical reasoning abilities. It also builds a knowledge basis for students, which they can apply in the classroom and workplace. Whole numbers, fractions, decimals, and percentages are introduced, reviewed, and applied to life and job site events. Measurement in English and metrics are introduced and calculated. Pre-algebra and algebra concepts are explained, reviewed, and used to solve problems and equations. Practical plane geometry, solid figures, triangle trigonometry, and trigonometric ratio are introduced, discussed, and computed. Statistical analysis is introduced and calculated.

Quarter Credits	**4**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MED - Medical Anatomy & Physiology

MED110: ANATOMY & PHYSIOLOGY I

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included are the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Connect laboratory experiences are included in the course.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MED115: ANATOMY & PHYSIOLOGY II

This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body's internal and external environments. This course also includes instruction in the following systems: cardiovascular, lymphatic and Immunities, digestive and nutrition, respiratory, urinary and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**MED110**

MAS - Medical Assisting

MAS110: CLINICAL PROCEDURES AND TECHNIQUES

This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MAS115: LABORATORY PROCEDURES AND TECHNIQUES

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**MAS110**

MAS120: HUMAN DISEASES AND PHARMACOLOGY

This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MAS125: INVASIVE CLINICAL PROCEDURES

Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MAS110

MAS135: CERTIFICATION REVIEW AND CAREER DEVELOPMENT

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national Certified Medical Assistant examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MAS110

MAS190: EXTERNSHIP

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first- hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**
Clock Hours	**180**
Externship Hours	**180**
Prerequisites	**All program courses**

MBC - Medical Billing and Coding (No longer enrolling in this program)

MBC110: PROCEDURAL AND DIAGNOSTIC CODING

This course expands the basic diagnostic and procedural coding fundamentals already introduced. Students will use the ICD-10- CM, CPT 4, and HCPCS Level II coding manuals to apply principles of diagnosis and procedural coding. Students learn diagnosis coding systems with detailed instruction on how to code and properly apply the guidelines ICD-10-CM. It also provides in-depth coverage of procedural coding systems with detailed instruction on CPT 4 coding for anesthesia, evaluation and management services, surgical procedures, pathology, laboratory, radiology and medicine. HCPCS Level II coding for procedures, services, and supplies is also taught.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MOA115

MBC115: HOSPITAL, SURGICAL, AND MEDICAL CODING

This course provides the student with practical applications of Diagnostic and Procedural Coding Systems for facilities. Students will expand their knowledge of coding by abstracting the appropriate information from hospital records, surgical/operative reports, and medical case studies to accurately assign diagnoses and procedure codes to be used on the hospital CMS-1450 insurance claim form and for electronic claims. Students will also acquire a working knowledge of MS-DRGs (Medicare Severity Diagnosis Related Groups) assignment.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MBC110

MBC120: PHYSICIAN CODING

This course provides the student with practical applications of diagnostic and procedural coding systems for physician billing. Students will expand their knowledge of coding by abstracting the appropriate information from provider's progress notes and treatment plans in private clinics and other outpatient entities provided by physician's and mid- level providers to accurately assign diagnoses and procedure codes to be used on the CMS-1500 insurance claim form and for electronic submissions.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MBC110

MBC125: REIMBURSEMENT METHODS AND PROCEDURES

This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include review of diagnostic and procedural coding and Medicare Severity Diagnosis Related Groups (DRGs), explanation of the Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and the National Correct Coding Initiative (NCCI). Review of insurance claims processing steps, patient billing, payment determinations, and calculations for insurance and private pay payments, and interpretation of the explanation of benefits (EOB) are integral parts of this course. Through application exercises, the student will evaluate and respond to claims denials and site resubmission requirements and will endorse the ability to process appeals. A review of insurance plans and regulation, insurance math, claims administration organizations, billing concepts, and terminology associated with accounts receivable and accounts payable are integrated into the course.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MOA115

MBC130: CAPSTONE AND CAREER DEVELOPMENT

This course provides a complete overview of all information and skills acquired during prior Medical Coding and Billing courses. Through a comprehensive review, the student will prepare to sit for one of the National Certified Coding Examinations. Utilizing course exercises, the students will engage all phases of professional development relative to employment.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MBC110

MBC190: EXTERNSHIP

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first- hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**
Clock Hours	**180**
Externship Hours	**180**
Prerequisites	**All program courses**

MOA - Medical Office Administration

MOA110: MEDICAL OFFICE PROCEDURES

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA115: MEDICAL RECORDS AND INSURANCE

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA120: ELECTRONIC HEALTH RECORDS

This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center and utilities. Students will gain invaluable real-world experience through the use of the SpringCharts EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA125: MEDICAL INSURANCE AND BILLING

This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS-1500, universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MOA115

MOA130: BOOKKEEPING IN THE MEDICAL OFFICE

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethics issues will be examined.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	MOA115

PNR - Practical Nursing

PNR104: BASIC SKILLS, QUALITY & SAFETY IN NURSING PRACTICE

This course introduces concepts related to patient safety, entry level nursing skills, and quality care in today's healthcare settings. Methods to improve patient outcomes with a focus on continuous quality improvement will prepare the nursing student for practice in an interdisciplinary team environment. The Joint Commission's National Patient Safety Goals (NPSGs), Core Measures, Critical Values and Never Events will be introduced and introduction to the Institute of Medicine (IOM), Institute for Health Care Improvement (IHI) and Quality and Safety Education for Nurses (QSEN) initiatives. A focus on patient satisfaction and case management is discussed throughout the course. The nursing process is introduced within this course providing the foundation for all nursing interventions. In addition, the course introduces medical terminology into the nursing curriculum. Medical Terminology provides basic review and writing medical terms. This course fosters the development of a vocabulary of common suffixes, prefixes, and word roots. Terms are introduced in the context of human anatomy and physiology to foster understanding in meaning.

Quarter Credits	**7**
Clock Hours	**98**
Lab Hours	**55**
Lecture Hours	**43**
Prerequisites	**None**

PNR105: PHARMACOLOGY

This course introduces the concepts of pharmacology to the role of the practical nurse in using medications to maximize health and wellness. Drug classifications emphasized within the context of the nursing process using a body-systems approach. The student learns common medication actions, interventions, and adverse effects and nursing interventions. Client teaching is integrated throughout. Factors influencing the administration, use, and effectiveness of medications are explored. This course provides instruction and practice in dosage calculation.

Quarter Credits	**5**
Clock Hours	**50**
Lecture Hours	**50**
Prerequisites	PNR104

PNR106: FOUNDATIONS OF NURSING

This course creates the foundation for future learning and the development of the requisite skills and competencies required for nursing practice as a member of the health care team. Content includes communication and interview concepts, teaching-learning principles, documentation, physical assessment and nursing skills. Concepts of holistic care, developmental stages, culture and diversity, evidence-based practice, and the practical nurse's role in promoting health and wellness are explored. Clinical and simulated learning assignments provide hands-on learning experiences that enable the student to develop skills for the provision of safe and effective nursing care with adult clients in a structured environment.

Quarter Credits	**8**
Clock Hours	**169**
Lab Hours	**33**
Lecture Hours	**40**
Clinical Hours	**96**
Prerequisites	PNR104

PNR108: GERONTOLOGICAL NURSING

This course explores the role of the nurse in helping individuals to maximize health and wellness during the natural and healthy process of aging. The student will learn normal physiologic, psychological, and social changes as well as common health alterations associated with aging. Specific health conditions discussed include: altered sensory input, menopause, osteoporosis, malnutrition, depression, Alzheimer's and dementia, COPD, and CHF. End of life issues are also discussed. Actual and simulated clinical experiences provide students with opportunities to practice the delivery of nursing care to selected client situations.

Quarter Credits	**5**
Clock Hours	**90**
Lab Hours	**33**
Lecture Hours	**30**
Clinical Hours	**27**
Prerequisites	PNR104

PNR200: MENTAL HEALTH NURSING

This course introduces the student to the use of self within the context of relationships to promote and maximize the health and wellness of clients in diverse settings. The student will explore foundational concepts of mental health such as stress, coping, developmental stage risks, anxiety, depression, common psychiatric disorders, and the interaction between physical and mental health. Emphasis is placed on communication and teaching–learning processes.

Quarter Credits	**5**
Clock Hours	**66**
Lab Hours	**32**
Lecture Hours	**34**
Prerequisites	PNR104

PNR201: MEDICAL-SURGICAL I

This course explores the role of the licensed practical nurse in the promotion of health and wellness in individuals within a structured health care setting. The nursing process forms the framework for applying critical thinking and problem-solving skills to client centered nursing care involving common health problems. This holistic approach to client-centered care focuses on adults in diverse settings with primary pathology in the cardiovascular, respiratory, special senses, and integumentary systems. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in the delivery of nursing care in selected client situations.

Quarter Credits	**9**
Clock Hours	**189**
Lab Hours	**68**
Lecture Hours	**40**
Clinical Hours	**81**
Prerequisites	PNR105, PNR106

PNR202: INTRAVENOUS THERAPY

This course prepares the student to perform IV skills within the scope of practice for LPN's in Pennsylvania. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in selected clinical situations.

Quarter Credits	**2**
Clock Hours	**31**
Lab Hours	**18**
Lecture Hours	**10**
Clinical Hours	**3**
Prerequisites	**PNR104**

PNR203: MATERNAL-NEWBORN NURSING

This course focuses on the provision of nursing care to childbearing mothers and newborns utilizing the nursing process and critical thinking skills. Care of the woman and infant during the prenatal, intrapartum, neonatal, and postpartum periods are also explored. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competence in caring for mothers and infants.

Quarter Credits	**5**
Clock Hours	**90**
Lab Hours	**33**
Lecture Hours	**30**
Clinical Hours	**27**
Prerequisites	**PNR106**

PNR204: PEDIATRIC NURSING

This course introduces the student to the role of the nurse in promoting health and wellness in children. Growth and development, anticipatory guidance, and common health problems of children from infancy through adolescence are emphasized. Actual and simulated clinical experiences provide the student with opportunities to apply concepts and skills related to nursing of children.

Quarter Credits	**5**
Clock Hours	**90**
Lab Hours	**33**
Lecture Hours	**30**
Clinical Hours	**27**
Prerequisites	**PNR106**

PNR205: CONCEPTS OF LEADERSHIP AND COLLABORATION

This course introduces the student to the concepts related to collaboratively prioritizing, delivering, and coordinating care within the context of the healthcare team. Concepts of leadership, delegation, supervision, and the management of care for multiple clients within the scope of the licensed practical / vocational nurse are examined. Development of team leadership and followership skills, including communication, collaboration with other members of the health care team and delegation to unlicensed personnel is highlighted.

Quarter Credits	**3**
Clock Hours	**30**
Lecture Hours	**30**
Prerequisites	**PNR201**

PNR206: MEDICAL-SURGICAL NURSING II

This course builds upon prior learning to further develop clinical decision-making skills. Students use clinical evidence to plan care for individuals of diverse backgrounds within a structured environment. The nursing process forms the framework for prioritizing care and making basic delegation decisions. A holistic approach focuses on caring for individuals experiencing common health care problems with primary pathology in the endocrine, gastro-intestinal, genito-urinary, musculo-skeletal, and neurologic systems. Actual and simulated clinical experiences provide students with opportunities to demonstrate competency in the delivery of nursing care in selected client situations.

Quarter Credits	**9**
Clock Hours	**187**
Lab Hours	**51**
Lecture Hours	**40**
Clinical Hours	**96**
Prerequisites	**PNR201**

PNR207: TRANSITION TO PN PRACTICE-CAPSTONE

This capstone course is designed to assist the student in the transition from the educational environment to the work environment. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and simulated clinical environments. Current healthcare workplace issues are examined. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development. Role responsibilities as well as licensure application procedures are discussed relative to meeting state licensing requirements for the practical nurse. Emphasis is placed on seminars dedicated to NCLEX-PN preparation using multiple learning methods.

Quarter Credits	**8**
Clock Hours	**180**
Lab Hours	**60**
Lecture Hours	**30**
Clinical Hours	**90**
Prerequisites	**All coursework (PNR200 and PNR205 may be taken in the same quarter)**

PNR208: CONCEPTS OF COMMUNITY-BASED NURSING

This course provides the student with an introduction to promoting health and wellness with individuals in diverse community-based settings. Key concepts covered in this course include: wellness promotion, independence and interdependence, discharge planning, chronic illness, HIV, and health care delivery environments such as outpatient clinics, homes, and diagnosis-based care centers. A community project provides an opportunity to examine population groups along the age continuum in the community.

Quarter Credits	**2**
Clock Hours	**20**
Lecture Hours	**20**
Prerequisites	**PNR201**

PDC - Professional Development

PDC200: CAREER DEVELOPMENT

This course is designed to provide the students with career planning and job search techniques and skills. Topics include career exploration, sources for job information, networking, employment applications, cover letters, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

PSY - Psychology

PSY101: GENERAL PSYCHOLOGY

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of self and others.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

PSY278: HUMAN GROWTH AND DEVELOPMENT

This course focuses on the period from conception through late adulthood, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student's understanding of the process by which people become someone different while remaining in many aspects the same. This process, called human development, exposes our inherited structures to a lifetime of experiences.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

SCI - Science

SCI115: FUNDAMENTALS OF HUMAN NUTRITION

The focus of this course is on the exploration of selected principles, concepts and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse populations. Chronic diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied.

Quarter Credits	**3**
Clock Hours	**30**
Lecture Hours	**30**
Prerequisites	**None**

SKW - Skilled Workforce Professions

SKW101: INTRODUCTION TO THE SKILLED PROFESSIONS

In this course students will receive an overview of the trades' professions, and learn the basics of safety, equipment uses and a variety of construction prints. Students will learn directives and guidelines set forth by government agencies for the trade's career field. To help students transition successfully into the college environment, this course also explores learning strategies such as reading, critical thinking, test-taking, and using computer technology for resources and class assignments.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

SOC - Sociology

SOC101: SOCIOLOGY

Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.

Quarter Credits	**4**
Clock Hours	**40**
Lecture Hours	**40**
Prerequisites	**None**

WLD - Welding Technician

WLD101: PRINCIPLES OF WELDING TECHNOLOGY

This course introduces welding technology with an emphasis on developing welding safety habits for identifying health concerns and potential hazards; wearing of personal protection equipment, safety inspection of welding equipment, equipment repair and maintenance; and adhering to laboratory principles and rules. Additionally, students will be introduced to the welding certification requirements and practice oxy-fuel, plasma arc, and carbon arc-cutting processes.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

WLD105: WELDING SYMBOL INTERPRETATION AND INSPECTION

This course introduces basic elements of weld sketches, drawings, and welding symbols found in shop drawings, welding prints, and basic welding forms. Emphasis is placed on interpreting sketch and symbol information to fabricate a weldment. Destructive and non- destructive testing methods will be developed through practicing examination, exploring their functionality and usability in the industry, and visually inspecting and measuring welds to identify discontinuities and defects. At the conclusion of this course, students will be able to utilize print reading, inspection, and testing procedures for weldments according to drawings and standards used in the industry.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

WLD110: CUTTING PROCESSES

In this course, the student is introduced to basic air carbon arc, oxy-fuel, and plasma arc cutting processes. Development of thermal cutting processes including identification of safety hazards (ANSI Z49.1 Safety in Welding, Cutting and Allied Processes), and wearing of protective equipment; proper assembly, maintenance, testing, and use of equipment; and the production of quality cuts. Students will practice a variety of cutting techniques through the practical experience of the laboratory. At the end of this course, students will be able to make basic cuts using a variety of cutting processes.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD115: SHIELDED METAL ARC-WELDING

This course introduces the fundamental concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, electrode selection, and the production of quality groove and fillet welds in the 1G, 2G, 1F, and 2F positions. Students will develop a theoretical understanding of the SMAW process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection. After this course, the student will be able to perform basic SMAW welding processes.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD120: SHIELDED METAL ARC-WELDING FIT AND ALIGNMENT

This course develops the concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, and electrode selection. Students will develop the production of quality groove and fillet welds in the 1G, 2G, 3G, and 4G, 1F, 2F, 3F and 4F positions. Students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. At the conclusion of this course students will be prepared to perform quality groove and fillet welds using SMAW processes.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD125: GAS METAL ARC-WELDING

This course introduces the student to gas metal arc welding processes. Included in GMAW processes is continued development of identification of safety hazards and wearing of proper protective equipment. Assembly, maintenance, repair, and testing of GMAW equipment is introduced; the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions are practiced in the labs and reinforced through self and peer inspection. At the conclusion of this course students will be able to perform basic GMAW processes.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD130: GAS METAL ARC-WELDING FIT AND ALIGNMENT

This course develops the concepts and techniques involved with the gas metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, and qualification testing. Students will develop the production of quality groove and fillet welds in the 1G, 2G, and 3G; 1F, 2F, and 3F positions and students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. Additionally, students will be introduced to production of groove and fillet welds in the 4G and 4F positions and welds utilizing the GMAW spray transfer in a variety of positions.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD135: FLUX CORE ARC-WELDING

This course introduces the fundamental concepts and techniques involved with the flux core arc welding process, safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions. Students will develop a theoretical understanding of the FCAW process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD140: FLUX CORE ARC-WELDING APPLICATIONS

This course covers advanced concepts and techniques involved with the flux core arc welding process, as well as content such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, and safety testing. Additionally, students will produce of-quality fillet and groove welds in the, 1F, 2F, 3F, and 4F and 1G, 2G, 3G, and 4G positions. Students will develop the FCAW-S process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD145: GAS TUNGSTEN ARC-WELDING

This course introduces the concepts and techniques involved with the gas tungsten arc welding process, safety procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 4G, 1F, 2F, 3F, and 4F positions. Students will be introduced to GTAW process with carbon steel and Austenitic Stainless Steel, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD150: GAS TUNGSTEN ARC-WELDING APPLICATIONS

This course covers concepts and techniques involved with the gas tungsten arc welding process with a focus on the production of quality groove and fillet welds on austenitic stainless steel in the 1G, 2G, 3G, 1F, 2F, and 3F positions and 1G, 2G, 1F, and 2F positions on aluminum. Additionally, this course covers fundamental concepts such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD155: PIPE WELDING TECHNIQUES

In this course, students are introduced to welding of pipe using the shielded metal arc welding process (SMAW). Included are electrode selection, equipment setup, and safety procedures. The student will describe equipment and required pipe preparation, perform 1G and 2G welds using various electrodes, and practice up and down hill piping techniques. Students will evaluate their performance abilities to troubleshoot for potential problems. Students will develop interpretation of the AWS coding system and use available materials and equipment properly.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD160: WELDING FABRICATION CONCEPTS

In this course, students gain a comprehensive overview of metal fabrication techniques. Through lab projects, they practice skills such as using blueprints and taking accurate measurements. Labs allow for gaining competency with fabrication tools, especially automated devices, such as shears, and press brakes. At the end of this course, students will be competent in metal fabrication techniques.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**

WLD165: WELDING CERTIFICATION AND CAREER DEVELOPMENT

In this course, students will develop and practice the skills necessary to pass the D1.1 certification test. Pre-testing will be administered at the completion of 30 hours in both GMAW and SMAW. Pretesting identifies students' readiness for the official Certification Test and provides students with direction for continued lab work and hands on practice. This course will also provide the student with marketable job search techniques and skills.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**WLD101**