



CARIS COLLEGE  
PATIENT CARE CAREERS

# School Catalog

2018-2019

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Effective June 1, 2018

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Jeffersonville, IN 47130  
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[www.cariscollege.edu](http://www.cariscollege.edu)

# Table of Contents

Welcome.....	5
History and Ownership.....	6
Administration and Legal Structure.....	6
Program Chairs.....	7
Faculty Members.....	7
Accreditation, License and Approvals.....	8
Facilities.....	8
Philosophy.....	9
Mission Statement.....	9
Holidays Observed.....	10
Admissions Requirements.....	11
Preadmission Requirements for Diagnostic Medical Sonography.....	12
Re-Admission.....	14
Leave of Absence.....	14
Transfer Students.....	15
Transfer of Credit to a Different Institution.....	16
Transcripts from Foreign Schools.....	16
Advanced Placement and Experiential Learning.....	16
Americans with Disabilities Act.....	17
School Calendar.....	18
Dental Assisting.....	18
Patient Care Technician.....	18
Diagnostic Medical Sonography.....	18
Policy for Change of Programs.....	19
Attendance Policy.....	19
Dismissal/Termination.....	20
Withdrawal.....	20
Dress Code.....	21
Student Safety.....	21
Vaccination Policy.....	21

Drug Policy .....	21
Drug and Alcohol Prevention Program.....	22
Accident / Incident Policy .....	22
Knowledge of Rules and Regulations .....	22
Student to Teacher Ratio .....	22
Code of Conduct.....	22
Pregnancy Policy .....	23
Student Complaints/Grievance Policy and Procedure .....	24
Filing a Complaint with the Kentucky Commission on Proprietary Education .....	25
Existence of the Student Protection Fund.....	25
Process for Filing a Claim Against the Student Protection Fund.....	25
The Family Educational Rights and Privacy Act of 1974 (FERPA) .....	25
FERPA Disclosure .....	26
Caris College Notification of Rights under FERPA .....	26
Health or Safety Emergency.....	27
Disciplinary Records .....	27
Transfer of Education Records.....	27
Student Services & Activities .....	28
Student Advising .....	28
Academic Advising.....	28
Students Records.....	28
Housing.....	28
Community Service .....	28
Insurance .....	29
Placement .....	29
Academic Dishonesty.....	29
Grading Policy .....	30
Failing Grades.....	30
Grade Reports.....	31
Academic Units of Credits .....	31
Grade Appeal.....	31

Graduation Requirements.....	31
Transcripts.....	31
Standards of Satisfactory Academic Progress .....	32
Academic Leave of Absence.....	33
Appeals of Failed SAP Determination and Academic Dismissal.....	33
Tuition and Fees.....	33
Indiana Uniform Refund Policy.....	34
Institution’s Onsite Refund Policy .....	34
Institution’s Online Refund Policy .....	35
Requirements and Procedures for Official Withdrawal .....	35
Title IV Refund Policy.....	36
Objective.....	38
Programs.....	39
Comprehensive Dental Assisting Diploma.....	39
Comprehensive Dental Assisting Course Descriptions.....	40
Patient Care Technician Diploma.....	42
Patient Care Technician Course Descriptions.....	43
Diagnostic Medical Sonography Course Descriptions.....	47
Diagnostic Medical Sonography Academic Calendar.....	51
Supplement A.....	52
Faculty Members .....	52
Supplement B .....	53
2018-2019 Financial Information.....	53
Diploma in Comprehensive Dental Assisting .....	53
Diploma in Patient Care Technician.....	53
Associate of Applied Science Degree in Diagnostic Medical Sonography .....	53
Other Fees and Charges** .....	54
Tuition Payment Policy .....	54
Official Refund Policy.....	54

# Welcome

Dear Students,

Caris College welcomes you! We aim to produce superior graduates with the knowledge and confidence necessary to succeed both professionally and financially. We provide a modern, state-of-the-art learning environment to carry out those goals. By enrolling at Caris College, you are taking the first step toward a lifetime of success in growing industries. We are thrilled that you have chosen to take that step with us.

At Caris College, we pride ourselves on the quality of our facility, and the professionalism of our faculty and staff. Each student receives a hands-on education experience unlike anywhere else. We hope that you find success in the challenges that await you at Caris College as you become career ready.

On behalf of the faculty and administration of Caris College, I wish you the best in your program of choice during this important time in your life.

Kind regards,

A handwritten signature in black ink that reads "Brittany Cottoner". The signature is written in a cursive, flowing style.

Brittany Cottoner  
*Campus Director*

## History and Ownership

Caris College, LLC (Caris College) was organized in July, 2005, to meet a determined need for a short term training facility for dental assistants. Dr. Donna Rush, Dentist, and Linda Codey were co-directors of the training facility during this time. They were equal partners until 2008; when Dr. Rush became the sole owner. In March, 2015, Bruce Kepley purchased the school. He had a vision of expanding the program offerings to meet the needs of both the students and potential employers, and added Comprehensive Dental Assisting, Patient Care Technician and Diagnostic Medical Sonography programs.

Throughout the years of operation Caris College management has maintained contract with the workforce development and vocational rehabilitation staff to determine the needs for further classes, as they perceive them. The employment office staffs have indicated that there is a need for more short term programs in Basic Dental Business Management, the Basic Dental Assistant, the Expanded Duty Dental Assistant and Dental Laboratory Assistant.

We will continue to assist the needs of our community to determine training needs and begin to diversify the program offerings at Caris College.

Administrative offices, as well as student classrooms, labs and clinic areas are located at 2780 Jefferson Centre Way, Suite 102, Jeffersonville, Indiana 47130.

## Administration and Legal Structure

The following is a list of the Administrative Staff and their respective titles:

Bruce Kepley, President/Chief Executive Officer  
Brittany Cottoner, Campus Director  
Mandy Hicks, RT(R), RDMS(AB)(OB), Director of Education/ Diagnostic Medical Sonography Program Director  
Liz Taylor, LPN, Patient Care Technician Program Director  
Regina Thoman, Registrar/Bursar  
Katie Wilson, Admissions Advisor  
Kaitlin Casper, Marketing Coordinator/ Admissions Advisor  
Kristin Garrett, Administrative Assistant

This institution is regulated by:  
Indiana Commission on Higher Education/  
Indiana Board for Proprietary Education  
101 W. Ohio Street, Suite 300  
Indianapolis, IN 46204

Kentucky Commission on Proprietary Education  
300 Sower Boulevard, 4th Floor  
Frankfort, KY 40601



**Accredited by the  
Accrediting Bureau of  
Health Education Schools**

## Program Chairs

### Mandy Hicks, BS,RT(R),RDMS(AB)(OB/GYN)

#### *Diagnostic Medical Sonography Program Director*

Mandy was born in Kentucky, and attended Morehead State University from 2000-2006. While at Morehead, she obtained her Associate of Applied Science. She became registered as a Radiologic Technologist in 2005. Mandy continued at Morehead in their Diagnostic Medical Sonography program, obtained her Bachelor's degree and became registered by the ARDMS in 2007. She has worked in the acute care setting since 2006 performing the majority of her practice in high-risk O.B.

### Liz Taylor, AS, LPN

#### *Patient Care Technician Program Director*

Elizabeth was born in New Albany, Indiana where she has since resided. After graduating from Floyd Central High School she attended Sullivan College and obtained an Associate of Science Degree in Office Administration. She started working in healthcare in 1995. Later she attended Ivy Tech Community College where she obtained her Diploma in Practical Nursing. Today she is an adjunct instructor at MedQuest College in Louisville, KY and serves as the Director of the Patient Care Technician program at Caris College. Currently she attends Bellevue University and is working toward her Bachelor's Degree in Adult Education.

## Faculty Members

Caris College provides students with a qualified faculty of professionals with a commitment to sharing their knowledge and experience. A list of the faculty is found in Catalog Supplement A.



## Accreditation, License and Approvals

Caris College is nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

This institution is authorized by:

- Indiana Commission on Higher Education/  
Indiana Board for Proprietary Education  
101 W. Ohio Street, Suite 300  
Indianapolis IN 46204
- Kentucky Commission on Proprietary Education  
300 Sower Boulevard, 4th Floor  
Frankfort, KY 40601

The institution is approved by the following:

- Kentucky Board of Dentistry
- Indiana State Department of Health for Radiation Safety X-Ray Technique and Expanded Duties Dental Assisting
- Workforce Innovation and Opportunity Act (WIOA)
- Vocational Rehabilitation
- Indiana State Department of Health Medical Radiology Services

## Facilities

Caris College is located in Jeffersonville, Indiana. Located at 2780 Jefferson Centre Way, the campus is easily accessible from I-265, just off of East 10th Street.

We offer an environment for both lecture and lab activities in our approximate four thousand (4,000) square feet facility. Equipment used is appropriate for professional training and consists of five dental operatories, a dental lab, digital X-ray as well as film X-ray equipment, ten computer stations with Dentrrix dental software, and digital projectors. In addition to a full dental lab, we have lab and patient examination area for use in the Patient Care Technician program. Included in this area are: phlebotomy chair, patient examination table, EKG machine, phlebotomy supplies, etc. The campus also contains equipment appropriate for use in the Diagnostic Medical Sonography program. Included are, two Philips IU22 units and two Siemens Acuson Sequoia 512 units. The exposure to two different machines will enhance the learning environment for our students by preparing them to utilize a variety of equipment before entering the career field. Additionally, dimming switches are installed in this classroom to meet the lighting needs for operating the previously mentioned equipment.

We provide access to a variety of resources both on-campus and electronically. The [on-campus] Library hosts a variety of topic specific reference books, periodicals and journals. Additionally, we subscribe to the health sciences library online through J-STOR. Dental and medical supplies, equipment, instruments, etc., are always available for student's use.

The campus maintains a strict zero-tolerance policy for tobacco products including, but not limited to, cigarettes, smokeless tobacco, and electronic cigarettes.

**Caris College utilizes a residential delivery mode for all of our training.**

## Philosophy

Caris College recognizes that skillful healthcare will have a positive influence on one's overall well-being. Our goal, therefore, is to assist students in achieving their potential in these career paths. The college, with modern classrooms and clinical practicum areas, provides students with a professional environment for learning theory and techniques taught by faculty who have years of experience working in their career.

Caris College is committed to offering comprehensive programs that integrates with the personal maturation and intuitive development of its students. To achieve this, students have access to experienced and dedicated faculty, a knowledgeable administrative staff and equipment and supplies found in a professional setting. We provide quality training, which relates to the individual needs of students, thereby enhancing their ability to comprehend and gain proficiency in their field of study.

## Mission Statement

Caris College's mission is to provide our students with a solid foundation in their area of study. We strive to give these students a well-balanced curriculum in the classroom and when appropriate include laboratory training, and supervised clinical experience. We aim to produce superior graduates with the knowledge and confidence necessary to succeed both professionally and financially. Our goal is to make Caris College the preferred source of education in the community for our respective fields of study.



## Holidays Observed

### 2018

**New Year's Day**

Monday - January 1, 2018

**Memorial Day**

Monday - May 28, 2018

**Independence Day**

Wednesday - July 4, 2018

**Labor Day**

Monday - September 3, 2018

**Thanksgiving**

Thursday-Friday - November 22-23, 2018

**Christmas Eve**

Monday - December 24, 2018

**Christmas Day**

Tuesday - December 25, 2018

**New Year's Eve**

Monday - December 31, 2018

**New Year's Day**

Tuesday - January 1, 2019

**Winter Break (one week)**

December 24, 2018-January 1, 2019

### 2019

**New Year's Day**

Tuesday - January 1, 2019

**Memorial Day**

Monday - May 27, 2019

**Independence Day**

Thursday - July 4, 2019

**Labor Day**

Monday - September 2, 2019

**Thanksgiving**

Thursday-Friday - November 28-29, 2019

**Christmas Eve**

Tuesday - December 24, 2019

**Christmas Day**

Wednesday - December 25, 2019

**New Year's Eve**

Tuesday - December 31, 2019

**New Year's Day**

Wednesday - January 1, 2020

**Winter Break (two weeks)**

December 23, 2019-January 3, 2020

## Admissions Requirements

Caris College continually strives to maintain a student body that is committed to higher learning and career development. We actively search for students who have a yearning for postsecondary education within the healthcare fields. Applicants who have attended another postsecondary institution and are requesting to transfer academic credit must submit official transcripts for review prior to enrolling. Please contact the Registrar for additional information.

Admission to our career training programs is limited to ensure the quality of training. Our admission process also takes into consideration the professionalism required in the field of study the student is seeking to enter.

Caris College provides equal admissions opportunity to all applicants. Qualified persons are selected without prejudice or discrimination by reason of race, age, sex, sexual orientation, color, religious belief, national or ethnic origin, or disability. Our institution follows the tenets and spirit of the Americans with Disabilities Act. Otherwise qualified individuals with physical or mental disabilities are eligible for admission on an equal basis with non-disabled applicants, considering reasonable accommodations for their limitations.

All successful applicants are required to have a personal interview with the Admissions Advisor and have a tour of the facility prior to applying for admission into any program. Applicants are required to be in good health, free of communicable disease and have the ability to fully participate in the discipline they seek acceptance without risking injury to themselves or others. All applicants must be at least eighteen years old prior to the start of class or have a parent's signature to enroll in school. Admission to Caris College is at the discretion of the Director of Education. Students who are applying to Caris College will submit to a criminal background check. There is a \$75 non-refundable fee for this service. All students are required to pass a mandatory drug test before they may enter into their clinicals or externship.

Based on previous experiences, Caris College believes that a high school diploma or GED certificate indicates a reasonable expectation for academic success. The belief is based on our years of successful completion rates and placement rates. Therefore, all applicants must have earned either a high school diploma or a General Education Development (GED) Certificate prior to enrollment. As part of the admissions process, all applicants must complete an enrollment agreement. If acceptance cannot be determined while the student is on campus, notification will promptly be made by phone, email or mail. If additional information is required for the admission decision, the student will be promptly notified. The Diagnostic Medical Sonography program has additional preadmission requirements. Please see below.

## PREADMISSION REQUIREMENTS FOR DIAGNOSTIC MEDICAL SONOGRAPHY

The Sonography program has a didactic and clinical component which are very structured and demanding of the student. The purpose of preadmission requirements is to gauge the commitment of each applicant.

### 1. Ten Hours of Shadowing:

Each prospective student will need to complete 10 hours of shadowing in a Sonography department. It is the prospective student's responsibility to contact the Sonography department of their choice to arrange the shadowing experience. The 10 hours of shadowing can be broken into segments. During the shadowing process, the prospective student will give a sonographer an attendance log and clinical evaluation paperwork. The sonographer will complete the paperwork and fax, mail, or arrange for Caris College to pick up.

The purpose of the shadowing is to measure the commitment of the prospective student. By looking at their punctuality, attendance, attitude, and desire to observe examinations will provide Caris College data on how important learning Sonography is to an applicant. During the shadowing process, the applicant will also gain a better understanding of the job responsibilities of a sonographer. Questions based on the applicant's experiences at the clinical facility will be part of the interview process.

### 2. Two Page Essay:

- Describe the field of Diagnostic Medical Sonography and explain 3 different scopes of practice in which a sonographer can specialize.
- Why are you interested in becoming a sonographer?
- What scope of practice are you most interested in?

The Sonography program requires an essay to examine the applicant's ability to perform research and to communicate through good writing skills. The essay will also focus on why they want to learn Sonography and in what specialty the individual is interested in obtaining knowledge.

### 3. Two Recommendation Letters:

- One recommendation letter can be a personal reference.
- One recommendation letter must be a professional reference. The professional reference must be on company letterhead.
- Recommendation letters cannot be from a family member.

The purpose of obtaining recommendation letters on our perspective students are to help gain insight on how their friend, coworker, or management staff perceive them.

**4. Official High School Transcript:**

The Sonography program requires an official high school transcript and/or post-secondary school transcript. (Reviewing transcripts is a very important admission process.) The program assesses grades in all the courses. The grades in the science and math courses are heavily scrutinized because these courses are the foundation for Sonography. The prospective student's course of study and prescribed high school program is also indicative of the applicant's readiness for the program.

**5. Mathematics Placement Exam:**

The prospective students will be given a cumulative mathematics placement exam. If an accepted student received a score below 70% on the placement exam, they will be placed on probationary status. The student will be required to take a (non-credit) remedial math course and obtain a grade of 70% or higher prior to receiving full admission status.

The purpose of the mathematics placement exam is to verify that each applicant has the necessary skills required for the College Algebra, General Physics, and Sonography Physics courses.

**6. Individual Interviews:**

Caris College's DMS Program Director and DMS faculty will review all of the applicants. The shadowing paperwork, essay, recommendation letters, and transcripts will be examined and prospective students are selected for the interview process. The DMS faculty will provide the admissions department with a set of interview times. The applicants will be interviewed by the Program Director and DMS faculty with a set of specific questions. These questions will be scored on the interviewees responses.

**7. Potential Waitlist:**

Students that are not accepted into the enrolling class could potentially be placed on the waitlist. The waitlist does not omit a student from the next enrolling class. Each student is encouraged to revise their preadmission criteria and reapply.

Caris College encourages early enrollment due to the limited space in our career training programs. Late enrollment requires permission from the Director of Education and Program Director.

An Application Fee of \$50 is payable upon signing a Student Enrollment Agreement. **CARIS COLLEGE DOES NOT ACCEPT CASH.** We gladly accept checks, credit cards, or money orders made payable to Caris College. Should the institution cancel an applicant's start date, all fees will be cancelled and a refund will be made of all fees paid within 31 days of cancellation

## Re-Admission

The Director of Education will determine re-admission eligibility for any student having been suspended for attendance, grades or disciplinary problems. The decision regarding re-admission will be based upon factors such as grades, attendance, conduct and student account balance and the evidence presented by the student who seeks to be re-admitted on how the previous problem has been solved. It is not our desire to have a student leave school and return to only to have the same problem cause interference with their academic success. The Director of Education must be convinced of the student's commitment to complete the program.

Dismissed students who are re-admitted must sign a new Enrollment Agreement and will be charged current tuition and fees. Dismissed students may not reapply for three months from the date of their dismissal. Their application will be considered for acceptance along with other applicants.

Students who have left their program of study for any reason prior to completion must see the Director of Education for re-admission. All successful applicants applying for re-entry must complete the Enrollment Agreement process and will be considered along with other applicants. There is no guarantee that a student that drops or is suspended during their training will be re-admitted.

Caris College students who return to complete their program more than one year after attending must perform and pass a hands-on demonstrative skill assessment before being placed in the remaining portion of their original attendance. The testing is designed to ensure the applicant has retained the skills required to be successful in their career path. There is a \$50 fee for the testing, per class required.

## Leave of Absence

Caris College permits students to request a leave of absence (LOA) for up to 180 days in any twelve month period provided students have legitimate extenuating circumstances that require the students to interrupt their education.

Prior to a leave of absence being granted, students must request the LOA in writing. The written request should be given to the Program Director or Director of Education. The request must fully explain the reasons for the leave of absence and the date of the expected return to school.

In a case of an emergency, the LOA may be granted by the school official by speaking with the student over the phone. Documentation will be maintained by the school. An approved leave of absence will prolong the student's program of study. However, no additional institutional charges are assessed for an approved leave of absence. Students on an approved leave of absence can receive their Pell Grant disbursement while on LOA, if they are eligible to receive the funds.

Students on an approved leave of absence are not considered to be withdrawn and will not be subject to any increase in tuition or change in graduation requirements that may have occurred during their LOA. At the point the student is scheduled to return to class, the student must contact the Program Director or Director of Education to establish the exact date the student may

return to class and pick up where their education dropped off prior to the leave. During the period of time the student is waiting to be placed back in their course, the school continues the LOA.

However, if a student does not return from an approved LOA on the date agreed upon, the student will be withdrawn. If the student later returns to Caris College after being withdrawn, they will be considered a re-entering student and will be subject to increases in tuition or changes in their program as well as the policies for all re-entering students.

The student may request an extension of their original return date. The written request must be submitted to the Program Director or Director of Education prior to the original return date. Sufficient evidence of legitimate extenuating circumstances preventing the return by the original date must be supplied with the written extension request. A LOA may not exceed a maximum of 180 days in any twelve month period.

## Transfer Students

Students transferring from other schools are required to earn at least 75% of the hours required for completion of a program through instruction at Caris College. For all of our programs, a transcript from the former school and a personal interview with the Admissions Advisor are required. An unofficial transcript may be used only for evaluation purposes. An official transcript must be sent directly to Caris College by the previous school for previous credit to be awarded. Caris College will only accept previous credit from another institution accredited by an agency recognized by the Secretary of Education or the Council for Higher Education Accreditation (CHEA). For credit from another institution to be considered for acceptance by Caris College, a minimum grade of "C" must be achieved.

*\*Credit transfers requirements for the Diagnostic Medical Sonography program differ. Transcripts will be evaluated by the Registrar and Director of Education on a case by case basis.*

A copy of the school's catalog should also be submitted so that the program content can be compared as part of the transcript evaluation. Syllabi and course outlines are also helpful. A determination will be made by Caris College as to the number of credits which can be transferred as credit toward our program requirements. This determination will be made in regard to the course material previously taken and the length of time since the training was received. The applicant may be asked to take written examinations over prior course material to ensure competency in cognitive areas of study or to demonstrate hands-on proficiency. There is a \$50 examination fee that applies to each test. Transfer of credit hours will be determined by the Registrar/Bursar and Director of Education.

After transfer hours have been established and a personal interview with the Admissions Advisor has been successfully completed, the applicant will be charged for only the hours needed to complete Caris College training requirements, plus the Application Fee. The same refund policy that applies to program students also applies to transfer students. Students may make application

to take individual classes rather than a program, in special circumstances, and based on the availability of space.

Hours completed at this institution may or may not be accepted by transfer to another institution. Students planning to transfer out of this institution should verify, with the receiving institution, that hours will be accepted.

## Transfer of Credit to a Different Institution

Educational institutions vary greatly in their practice of accepting transfer credit for courses completed at other institutions. The acceptance of transfer credits is always at the discretion of the institution to which a student transfers. Students planning to transfer out of Caris College should verify with the receiving institution that hours will be accepted.

Students who request their academic transcript be sent to another post-secondary institution will need to submit a request in writing (letter, email, etc.) to the Caris College registrar.

## Transcripts from Foreign Schools

Applicants submitting transcripts or other documents originally prepared in a foreign language are required to submit copies of the original document and a translated version in English. English translations must be done by an agency approved by the National Association of Credential Education Services (NACES).

It is the applicant's responsibility to obtain all necessary documentation and/or to take any test by a date that assures the results are reported to the college by the required deadlines. Candidates whose transcripts are issued from schools located outside of the United States do not qualify for transfer of credit. Consequently, the candidate must attend their entire program of study.

## Advanced Placement and Experiential Learning

Caris College does not accept advanced placement scores or experiential learning for previous training. However, Dental Assistants with a minimum one year experience may be admitted to take DA-204, Expanded Duties Dental Assistant. For consideration of admittance into the course, the Dental Assistant must have one year of experience working as a Dental Assistant. A letter of recommendation from their employer (Dentist) must be submitted stating that the applicant has one year of experience as a Dental Assistant and recommend the applicant for expanded duties training.

Dental Assistants not currently employed may contact the school for evaluation of competency to take the course. However, the applicant must be able to document one year of dental assistant experience.

## Americans with Disabilities Act

Caris College adheres to the tenet and vision of the Act. Our facilities are wheelchair accessible. The school accommodates students with diagnosed and properly documented learning disabilities to the extent that is reasonable for placement in the field upon graduation. Special arrangements can be made for students needing special testing arrangements and other support type services in the classrooms. For further information regarding students with disabilities, please let your special need be known to your admissions representative during your admission process. The admissions staff will work with other school personnel to coordinate reasonable accommodations. Caris College provides equal admissions opportunity to all applicants. Qualified persons are selected without prejudice or discrimination by reason of race, age, sex, sexual orientation, color, religious belief, national or ethnic origin, or disability. Our institution follows the tenets and spirit of the Americans with Disabilities Act. Otherwise qualified individuals with physical or mental disabilities are eligible for admission on an equal basis with non-disabled applicants, considering reasonable accommodations for their limitations.



## School Calendar

Caris College offers flexible class schedules\* for its students. Day classes can be held M-F 8 am-5 pm; and all night classes can be held 6pm-10pm (some exceptions require classes to be held from 5:30pm-10:30pm). Days and times courses are scheduled vary per program of study.

*\*All schedules are subject to change.*

### DENTAL ASSISTING

January 1, 2018 through November 2, 2018 (day class) (T-TH)  
February 26, 2018 through January 4, 2019 (evening class) (M-T-W-TH)  
May 14, 2018 through January 25, 2019 (day class) (M-W-F)  
July 2, 2018 through May 10, 2019 (day class) (T-TH)  
September 10, 2018 through May 24, 2019 (day class) (M-W-F)  
September 17, 2018 through July 26, 2019 (evening class) (M-T-W-TH)

*\*All Dental Assisting Programs require a 300 hour externship after their on-campus portion of training has concluded.*

### PATIENT CARE TECHNICIAN

January 28, 2018 through November 2, 2018 (day class) (T-TH)  
May 7, 2018 through March 15, 2019 (evening class) (M-T-W-TH)  
June 25, 2018 through May 3, 2019 (day class) (M-W)  
November 27, 2018 through October 4, 2019 (day class) (T-TH)

*\*All Patient Care Technician Programs require a 180 hour externship after their on-campus portion of training has concluded.*

### DIAGNOSTIC MEDICAL SONOGRAPHY

January 8, 2018 through January 4, 2019 (night class) (M-F)  
July 16, 2017 through July 19, 2019 (day class) (M-W-F)

*\*All Sonography Programs require 1320 clinical externship hours throughout the program.*

## Policy for Change of Programs

Caris College recognizes that from time-to-time students enroll in a program and later decide they would prefer to change to a different program offered by the College. The student must have a personal interview with the Director of Education and request a Change of Program form.

Upon approval, the student must take the approved Change of Program form to the Admissions Department to sign appropriate enrollment papers for the new program. After the appropriate paperwork is completed, the student will be transferred from one program to the other.

All grades earned in the original course will transfer to the new program for the courses that are a part of the new program of study. Financial credit is given for the course hours that are accepted toward the new program of study.

## Attendance Policy

Our programs are accelerated programs which allow students to receive training and be career ready in the least amount of time possible. Regular class attendance is essential to student success. Failure to maintain regular attendance can lead to a variety of negative consequences up to and including termination from the school. The college recognizes unforeseen circumstances occasionally arise that may result in a student being absent from class.

We expect students to be on time for and attend all classes in our programs. Caris College offers professional training programs and they are designed to help students develop a strong work ethic and mirror the expectations of future employers. Faculty closely monitors student attendance and conference with students when a pattern of absences develops.

Students must complete their program of study in a maximum 150% timeframe. Therefore, excessive absences are a precursor to probation, suspension or termination. Potential disciplinary action is based on several factors: percentage of class missed, circumstances behind the attendance issue and student communication with the school and/or instructor.

Students can miss no more than 20% of their didactic courses, and no more than 10% of their courses that have a lab or clinical component. Students who surpass these thresholds will be counseled and a determination will be made as to their enrollment status based on the circumstances of their absences. Any determination will be made by the Program Director and the Director of Education.

Should a student miss a class, they will be required to turn in any homework due for that class when they return to their next scheduled class or will receive a zero for that assignment. Students will also be required to make up any scheduled tests that were missed upon their return to class (or as scheduled based upon agreement with the instructor). All late homework/tests will be assessed a 10% penalty. No unscheduled class work or quizzes will be allowed to be made up, and no homework or tests will be accepted past the next scheduled class unless arrangements have been made with the instructor prior to the time such homework is due.

Examples of potentially extenuating circumstances are: sickness of student or dependent

(documented by a healthcare professional), court appearance (documented by court), jury duty (documented by court clerk), death of immediate family (documented by note from funeral home), or such type of situation. Students must contact their faculty before the class begins to let faculty know they will not be in attendance for that class period.

Tardiness or early departure will also count toward the student's attendance. Percentage of time missed will be based on the hours missed/total class time (i.e.-2 hours tardy/40 hours total class time = 5%).

## Dismissal/Termination

Since career preparation is the objective of Caris College programs, student conduct should be that which is normally required in the healthcare profession. Caris College reserves the right to dismiss or terminate any student prior to completion of their program, for any of the following reasons: failure to show academic progress, academic dishonesty, failure to fulfill financial agreements, failure to adhere to school attendance policy, having a weapon on campus, the unlawful possession, use or distribution of illicit drugs and/or alcohol on school property or as part of any school activity, tampering with attendance sheets, quiz/exam answer sheets or administrative records, not wearing official uniform in classroom or any behavior which may be detrimental to the reputation of Caris College. Harming one's self or another, displaying any inappropriate behavior in the classroom, displaying inappropriate behavior to any student, staff or faculty member, being disruptive to the learning environment, or being found in violation of local, state or federal law may also result in dismissal. In extreme cases, it may be necessary to take immediate disciplinary action. A dismissed student's tuition refund is calculated in accordance with the refund policy.

Students who must repeat a course due to receiving a failing grade will be allowed to repeat that course one time. Should the student fail that attempt, they will automatically be dismissed from the college and their tuition refund will be calculated in accordance with the refund policy.

## Withdrawal

Official withdrawal from any program must be communicated in person, by phone, email, or by certified mail to the Registrar or Director of Education. The official withdrawal date is the student's last date of attendance (LDA). Tuition will be adjusted according to the refund policy dictated in this catalog. If the student has already begun the program and an official withdrawal notice has not been received, Caris College has selected ten (10) consecutive calendar days, without prior administration approval, from the last date of actual class attendance to begin the withdrawal process. The official withdrawal date will be considered the student's last date of attendance (LDA).

Students withdrawing during the last week of class will receive the grade the student has earned at the point of withdrawal. This grade will impact both the student's GPA and the student's rate of completion. The date of withdrawal will be considered to be the student's last date of attendance in a regularly scheduled class.

## Dress Code

**Students must wear appropriate personal protective equipment during clinical and externship hours.** This includes a lab coat, safety glasses, mask, gloves, and closed toe shoes. **Students will be sent home** if they come to class without their safety glasses or if they are not wearing closed toed shoes. The student may return to class and finish their clinical assignments provided there is enough time and there is teacher availability. Any work not made up will result in a grade of a zero for the missed assignments.

Students may wear no more than two earrings in each ear. Gauges in the ears are not permitted. No nose rings will be allowed. Tattoos must be covered. Personal hygiene is expected to be exceptional. Disciplinary actions will be taken against students who do not follow appropriate personal hygiene up to and including termination.

## Student Safety

We take safety very seriously and want to provide the safest environment for our students and faculty to operate in. Please report any unsafe condition or practice immediately to your instructor or director (i.e. broken instruments, equipment etc.). It is the responsibility of the student to have **long hair pulled back** during clinical activities as it may interfere with proper usage of the dental equipment (i.e. operating handpieces, model trimmers etc.) It is also the **responsibility of the student to wear appropriate personal protective equipment during all clinical and externship activities (safety glasses, gloves, masks, lab coats, closed toe shoes).**

## Vaccination Policy

Caris College does not require vaccinations or other immunizations for acceptance. Vaccinations or immunizations may be required prior to the start of externship depending on the program of study.

## Drug Policy

Caris College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any school-related activity. Caris College will impose the appropriate sanctions for violators of the institutional Drug and Alcohol Policy up to and including dismissal from school. Legal sanctions determined by state, local and federal law may also apply (view here). For more information regarding the Caris College Code of Conduct, including details pertaining the Drug and Alcohol Policy, please refer to our school catalog. Many health risks are associated with the use of drug and alcohol products. Information regarding these health risks can be found by visiting [clicking here](#). Caris College offers information regarding counseling, treatment, rehabilitation, or re-entry programs for those who need assistance. For those seeking help, please speak with our Administration for assistance. Students who are found in violation of the institution's zero-tolerance drug and alcohol policy are subject to the loss of Federal Student Aid. In ordinance with HEA 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)); Caris College will notify such students, in writing, the conditions surrounding their loss of aid eligibility and allow students to regain access to Federal Student Aid when appropriate sanctions are met. A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if-

The student satisfactorily completes a drug rehabilitation program that: includes at least two (2) unannounced drug tests, has received or is qualified to receive funds and insurance directly or

indirectly under a Federal, State, or local government program, is administered or recognized by a Federal, State, or local government agency or court and by a Federally- or State-licensed hospital, health clinic, or medical doctor OR

The conviction is reversed, set aside, or otherwise rendered nugatory.

## Drug and Alcohol Prevention Program

Caris College enforces a strict zero-tolerance policy regarding drug and alcohol use on campus. As a service to our students, faculty and staff; Caris College offers Drug and Alcohol Abuse programs that highlight the health risks of drug and alcohol abuse and provides resources for addiction support. Violators of the institutional Drug and Alcohol Policy are subject to strict sanctions up to and including dismissal from the institution. Legal sanctions determined by state, local and federal law may also apply. To date, Caris College has encountered no drug or alcohol-related violations and fatalities on the school's campus or as a part of a school-related function.

## Accident / Incident Policy

All accidents are to be reported immediately to your instructor or supervisor. You should also fill out an incident report as soon as possible.

## Knowledge of Rules and Regulations

Caris College reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to dismiss a student from the school for just cause, defined, as any cause deemed detrimental to the school or other students, as determined by the Director of Education.

The Director of Education may suspend students violating the conduct standards. A suspended student may apply for reinstatement after a one-month separation. The decision of the director will be final.

## Student to Teacher Ratio

Caris College offers an intimate educational environment that provides a professional, safe and supportive structure for its students. We would anticipate a student to teacher ratio for laboratory would not exceed 10:1.

## Code of Conduct

Code of Conduct for Faculty, Staff and Students:

- Caris College is a SMOKE-FREE campus. Students, faculty and staff are not permitted to smoke inside or near the Caris College campus or buildings including sidewalks, parking lots, and grass areas.
- Student, faculty and staff behavior must be professional and courteous at all times.
- Faculty and student cell phones are to remain off (not on vibrate) during all instructional and laboratory classes. They are only permitted to be on during class breaks or between classes.
- Obscene or foul language will not be tolerated.
- All firearms and deadly weapons of all types are prohibited on the College's premises and parking areas.

- Drugs/alcohol is not permitted in any area of the facility, including parking lots. College sponsored activities are considered as part of the facility. Anyone under the influence of any controlled substance, without benefit of a doctor's prescription, will not be allowed to enter the facility. We will refer anyone with a suspected substance abuse problem for an immediate drug test.
- Faculty, staff and students are expected to uphold high standards of personal integrity. Any form of cheating or academic dishonesty is unacceptable and cause for immediate expulsion.
- Regular attendance and active participation in every class is essential.
- Faculty and students must be willing to explore different points of view.
- High standards of personal hygiene are essential.
- No fraternization between faculty, staff and students while enrolled in Caris College.
- Professional boundaries must be maintained with students, faculty and staff.
- Satisfactory progress must be maintained in class and lab.
- Financial obligation to the College must be met.

Anyone not in compliance with the Code of Conduct may be placed on warning, probation, dismissed or terminated from Caris College. Management makes the final decision regarding which action will be taken.

## Pregnancy Policy

In the event a student should become pregnant while enrolled in Caris College, the student may voluntarily declare her pregnancy in writing to the Program Director, in which program she is enrolled.

Upon disclosure of pregnancy:

- The student will be advised that she may remain in the program without modification, withdraw from the program or request a Leave of Absence. Please refer to the Leave of Absence Policy.
  - If the student makes the decision to withdraw from the program, they may re-enter in a following cohort providing space is available and they continue to meet admission criteria of the program.
- A pregnant student who chooses to proceed without modifications must submit a statement from her physician stating she is cleared to continue in the program. Any restrictions indicated by her physician must be provided in writing to the Program Director.
- The Program Director will review protection practices (ALARA, etc.) with the student.
- The student will not be allowed to participate as a volunteer in campus lab sessions on a regular basis.
- The student must notify the clinical instructor at the externship site and must abide by the pregnancy policies of the individual clinical site.
- The student is required to make up all clinical time missed, complete all curriculum requirements and clinical competencies not completed as a consequence of the pregnancy in order to complete the program.

- After delivery a release note from her physician must be provided to the Program Director, identifying any restrictions or stating if student is permitted to resume normal activity.

## Student Complaints/Grievance Policy and Procedure

Caris College offers a learning and working environment that is professional, safe and supportive of both students and staff in their respective endeavors. To help preserve this atmosphere, there is a specific, well-defined and effective process in place for handling and resolving complaints.

If a student has an academically related grievance regarding a faculty member, if possible, the student is asked to speak with the faculty member regarding the issue. If that step does not resolve the issue, the student is to see the Program Director or Director of Education in the absence of the Program Director, to discuss the grievance or file a formal complaint. If the complaint is regarding the Program Director and the student is unable to resolve the concern, the student is to bring the concern to the Director of Education.

If a student has a concern or grievance regarding anything other than academic, the issue should be addressed with the Director of Education.

A formal complaint/grievance must be put in writing to assure that the school official fully understands the complaint in its entirety. If the student believes help is needed in writing the complaint, the school official will help the student draft the complaint.

Within ten business days of the school's receipt of a written complaint, the Director of Education will appoint a review board consisting of the Director of Education, one instructor, and one student. The review board will meet within five business days of its appointment to review the written complaint as well as meet with the complainant. The review board will investigate the complaint and issue a decision within ten business days of the final hearing on a particular complaint. The decision of the review board will be final.

Should the student feel as though the review board's decision was erroneous, or has a general concern with Caris College, the student has the right to file a complaint with the Indiana Board of Proprietary Education (contact information available on page 6 of this catalog).



## FILING A COMPLAINT WITH THE KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed “Form to File a Complaint” (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, and 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## EXISTENCE OF THE STUDENT PROTECTION FUND

KRS 165A.450 requires each school licensed by the Kentucky Commission of Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

## PROCESS FOR FILING A CLAIM AGAINST THE STUDENT PROTECTION FUND

To file a claim against the Student Protection Fund, each person filing must submit a completed “Form for Claims Against the Student Protection Fund.” This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law, requires that Caris College, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from their educational records. However, Caris College may disclose appropriately designated directory information without written consent, unless you have advised the College to the contrary in accordance with College procedures. FERPA defines “directory information” as information that is generally not considered harmful or an invasion of privacy if released. Caris College defines “directory information” in accordance with the provisions of FERPA to include: student name, address, telephone number, date and place of birth, major field of student, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities.

Upon enrollment, students sign a form regarding disclosure of directory information. Students wishing to amend their request for disclosure of directory information may do so by filing a written request to the Director of Education. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing, except as authorized by law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, school officials with legitimate educational interest, financial aid to a student, and accrediting organizations.

FERPA indicates that students and former students should be granted the opportunity to change their names on education records upon the production of evidence showing that the name has changed. The following procedure applies to requests for changes to the name appearing on a student's education record:

- Complete Request for Change in Name form in the Office of the Registrar/Bursar
- Provide a photocopy of a Social Security card that reflects the new name

Please note that all documentation used in support of this request should reflect the name for which you are requesting the change.

## FERPA DISCLOSURE

Due to the laws covering confidentiality, it is illegal for anyone to release information (grades, course enrollment, class schedule, academic standing) about any student to anyone without permission from the student. The Family Educational Rights and Privacy Act (FERPA) requires the student to authorize the College prior to release of any academic record information to a third party. Completion of the Student Information Release Form allows the student to approve disclosure of his/her academic record information to any third-parties. The disclosure will remain valid until the student removes the authorization.

## CARIS COLLEGE NOTIFICATION OF RIGHTS UNDER FERPA

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

- The right to inspect and review the student's education records within 45 days of the day the College receive a request for access. A student should submit to the Director of Education a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the records as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Caris College discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate education interests. A college official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent). A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the

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

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

### HEALTH OR SAFETY EMERGENCY

In the event of a health or safety emergency, FERPA allows college officials to disclose – without student consent – personally identifiable information to protect the health or safety of students or other individuals.

### DISCIPLINARY RECORDS

FERPA also allows a postsecondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense, the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may also disclose to anyone the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies.

### TRANSFER OF EDUCATION RECORDS

FERPA permits college officials to disclose education records to another institution at which the student seeks or intends to enroll.



## Student Services & Activities

Our students range from age 18 on up and they have come from a wide range of backgrounds. Despite their difference in age, experience, education, etc., the students bond together – often forming long-lasting friendships. Our students experience not only an academic growth, but also a personal one. The people in these programs develop substantial additional confidence in themselves as they learn to connect through others. Specific services are as follows:

### STUDENT ADVISING

Occasionally, students may encounter difficulty with their personal lives, academic or financial affairs. Students experiencing problems should contact their Instructor or the Program Director for direction. The College has the ability to make arrangements for student tutoring at no additional cost if needed. In the event financial impediments arise, students are asked to schedule an appointment with the Director of Education for a confidential referral to a professional in the local area. The Administration will also make available to students the names of local practitioners who offer counseling and other professional services for those needing occasional or on-going therapy and/or counseling. Caris College does not have any trained counselors on staff and only provides academic advising to students.

### ACADEMIC ADVISING

Caris College provides academic advising as a part of the admission process by fully explaining the programs offered, type of activities and academic studies required as a part of the program, and the outcomes anticipated upon graduation. Once accepted in a program, additional academic advising may be obtained from the Program Director.

### STUDENTS RECORDS

Permanent student educational records are filed and maintained at the administrative office of Caris College for each individual student. Students are permitted to view their records, by appointment during regular school hours. Student records are considered confidential and for the sole use of the College staff.

### HOUSING

Caris College does not provide student housing. We will provide, upon request, extended stay hotel options, apartment information, publications and introductions to qualified local realtors. The school will also post requests for shared accommodations or “wanted to rent” notices.

### COMMUNITY SERVICE

The College is committed to the community and expresses this through its on-going community involvement and participation. We encourage participation in health related events. Our Instructors are found speaking to community service groups and others in an effort to establish liaisons between the community and the school.

## INSURANCE

All students of Caris College are covered by the school's liability policy. The coverage is paid for by students in their fees. Students, however, are responsible for their health insurance.

## PLACEMENT

Caris College's program directors actively assist graduates in obtaining placement in their given fields. These services include instruction in resume writing, preparation of cover letters, interviewing techniques and networking skills. Special attention is given to developing professionalism in our graduates.

The program directors continually work with potential employers attempting to match their specific employment needs to the appropriate graduate. Caris College networks with a variety of healthcare practices and facilities. As a result of these well-tended lines of communication, we receive notices of a variety of available positions.

The College provides placement assistance for its graduates, but makes no promise or guarantee of employment. Graduates in good standing may continue to use any and all of our placement resources indefinitely at no charge.

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

## Academic Dishonesty

A student suspected of academic dishonesty may face disciplinary action by the course instructor, Program Director or appropriate administrator. Disciplinary action may include, but is not limited to, an oral warning followed by a written agreement to discontinue the behavior, a failing grade in the project and/or assignment, a failing grade in the course, and/or termination from the college. Examples of academic dishonesty include, but are not limited to: 1. Claiming credit for the work or efforts of another without instructor approval and/or proper citation. a. Plagiarism. b. Work previously submitted in the course, or another course, by the student or others. 2. Use of unauthorized or fabricated data. 3. Submitting and/or creating forged or falsified academic records, documents, letters, etc. 4. Making false representation of academic performance. 5. Assisting other students in any of these acts. Such behavior may also disqualify a student from awards or other similar distinctions that require the college to endorse the student's character as well as ability.

## Grading Policy

The College operates on a quarter or term basis. Credits are awarded on a quarter-hour basis. Grades are assigned based on the following levels of achievement and earn quality points as indicated:

Letter Grade	Range	Definition	Quality Points per Credit Hour
A	90-100%*	Excellent	4.0
B	80-89%*	Above Average	3.0
C	70-79%*	Average	2.0
D	60-69%*	Below Average	1.0
F	0-59%*	Failing Student has not satisfactorily met course requirements and must repeat the course.	0
I**	---	Incomplete	0
W	---	Withdrawal	Not computed
LOA	---	Leave of Absence	Not computed
AUD	---	Audit Grade Review	Not computed
--	---	Transfer Credit	Not computed
<p>*Ranges may differ in the Diagnostic Medical Sonography program.  ** An incomplete (I) is assigned only when a small amount of work is not completed due to mitigating circumstances satisfactory to the instructor under the authorization of the Program Director. The student must complete all work within one (1) week following the last class date, the "I" will then be converted to a final grade and the GPA recalculated. If the work is not completed the "I" will become an "F" at the end of the allotted timeframe.</p>			

A grade of a "D" is not available in certain programmatic courses. Please refer to the individual course syllabus for further details.

## Failing Grades

Students who do not successfully complete a course with a passing grade, must repeat the failed course. Both the failing grade, and the new letter grade will be used in calculating qualitative and quantitative satisfactory academic progress, and both will be reflected on the transcript.

## Grade Reports

Students are apprised of their grades throughout each course. Final grades are issued to students at the end of each course. Faculty meets with students that are not achieving satisfactory grades throughout the term to promote a successful completion.

## Academic Units of Credits

Completed academic units of credits are issued in quarter credit hours. Ten clock hours of lecture or theory equal one quarter credit hour; twenty clock hours of laboratory equal one quarter credit hour; and thirty clock hours of externship equal one quarter credit hour. A clock hour is between 50 and 60 minutes of instruction.

## Grade Appeal

If a student has reason to believe that a grade received is incorrect, the student must first contact the instructor to resolve it. If satisfactory resolution is not reached, the student must contact the Registrar/Bursar to formally petition the grade. The Grade Appeal form must be filed within the first week of the subsequent term. The appeal will be reviewed and reported back to the Director of Education and the student with a determination.

Should the student not be satisfied, a letter must be written to the Director of Education asking for a review of the grade by an Academic Review Committee (ARC). The committee will convene and make a determination within seven (7) business days. The student has the right to be heard by the committee. The ARC determination is final and the student will be notified of the decision in writing within two (2) business days following the meeting.

## Graduation Requirements

A minimum overall grade point average of 2.0 is required for graduation from Caris College. Academic Honor awards will be presented to all graduates that maintain an A average in each of their program courses. Students with perfect attendance will be recognized as such upon graduation.

## Transcripts

Transcripts are provided to graduates in good standing. No transcript of grades will be released to a third party without the student's prior written approval. Graduates are provided with one official transcript. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$10 service fee. Two weeks' notice is required.

## Standards of Satisfactory Academic Progress

Caris College measures satisfactory academic progress (SAP) by considering student's quantitative (time) and qualitative (grades) components. The institution will measure both components at specified time periods. It is imperative to realize that all students, regardless of Federal Student Aid program participation, must complete their training within **150% maximum timeframe** of the expected time to complete their program of study. Caris College is a non-semester school. All programs have individual term calendars divided into increments that do not exceed the lesser of one academic year or one-half of the published program length.

### **All students in all programs must meet the following academic requirements to meet SAP:**

1. Complete the program of study prior to attempting 1 ½ times the credit hours required for graduation from the program. Students must successfully complete 66.6% of the credit hours attempted each academic term and achieve a cumulative grade point average of 2.0.
2. Achieve a cumulative grade point average of 2.0 and successfully complete all required courses in the program with a grade of "C" or higher to qualify for graduation.
3. Students who have failed to complete the program successfully and have attempted 150% of the program credit hours will be dismissed from the institution.

In order to fulfill the quantitative component for meeting SAP, students must progress at a pace of successfully completing 66.6% of credit hours attempted during each academic term. This is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Students are notified of the results of their current SAP evaluation electronically through the learning management system. If a student has not met all SAP requirements, he/she will be notified immediately by the Program Director in an advising session to discuss an academic leave of absence. Please refer to the full Academic Leave of Absence policy.

Non-punitive grades such as pass/fail do not affect the student GPA. However, a fail must be retaken and the retake does affect the maximum timeframe for completion. Incompletes, grades of "I", are only given for a temporary grade. Outstanding work must be completed and submitted within 1 calendar week from the end of the term at which time the grade will be changed to the grade earned. If the work is not finalized within the 1 calendar week, all outstanding work will convert to a zero "0" and will be averaged with all other coursework. The final grade is submitted to the Registrar and counts in the academic progress calculation. Course withdrawals are counted towards attempted credit hours but not completed hours.

Noncredit remedial courses are not counted toward the maximum time frame and/or GPA. Credit value is assigned to noncredit remedial coursework for determining enrollment status only.

The standards used to judge satisfactory academic progress includes all periods of a student's enrollment. However, Caris College has a policy for a student who changes program of study. It does not include in the calculation of a student's academic standing the credits and grades that do not count toward the student's new program of study. Similarly, transfer credits that apply towards the student's program of study will be counted as both attempted and completed hours and towards the 150% maximum timeframe of the expected time to complete their program of study. Transfer credits are not included as part of the student's cumulative GPA and are given a grade designation of "--".

## ACADEMIC LEAVE OF ABSENCE

At the end of each term, the student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements. Due to the nature of our accelerated programs students are not eligible to continue to move forward in their academic progress if they do not successfully achieve SAP standards upon evaluation of an academic term. The student will be required to take an Academic Leave of Absence (LOA) in order to retake the failed academic term in its entirety. The student will be ineligible to receive Federal Title IV financial aid during the academic LOA period. The retake term does affect the maximum timeframe for completion because both term credits (original term and retake term) are counted towards SAP. A retake fee is charged at a standard per credit hour rate.

Students who return from academic LOA will be re-evaluated at the end of their retake term. If a student raises their CGPA and rate of progress to meet or exceed the minimum requirements will be eligible for financial aid reinstatement for subsequent academic terms.

If a student has failed to meet the SAP guidelines at the end of their retake term, the student may be academically dismissed from Caris College. In the event that a student is academically dismissed, the student may reapply for admission after the three (3) month waiting period has ended according to the Re-Admission policy listed on page 12 of the Catalog.

## APPEALS OF FAILED SAP DETERMINATION AND ACADEMIC DISMISSAL

A student who has been determined to fail SAP by Caris College or been academically dismissed may appeal the determination if special or mitigating circumstances exist. Mitigating circumstances that may lead to a successful appeal may include: student illness or injury, death of a student's relative or other reason resulting in extreme hardship to the student.

Any appeal must be in writing and must be received by the Director of Education no later than five (5) business days after receiving notification of his/her Probation status/dismissal from the school. The letter must include reasons why minimum academic requirements were not achieved and what corrections will be made to achieve minimum satisfactory academic progress standards the following term. Documentation to support the appeal letter is highly recommended. The student will be notified of the outcome of the appeal within five (5) business days of the receipt of the appeal letter. The decision of the Director of Education is final and may not be further appealed.<sup>1</sup>

## Tuition and Fees

Current charges for tuition and fees are listed on the student's current enrollment application and on this catalog's Supplement B. If this supplement is missing or additional copies are required, please write, call or email the College.

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<sup>1</sup> Caris College courses for all programs are designed to be completed in a designated order due to the building nature of our curriculum. For example, students must successfully pass their 1<sup>st</sup> term to be able to move forward to their second term and so on.

## Indiana Uniform Refund Policy

If a postsecondary educational institution utilizes a refund policy of their recognized regional/national accrediting body or the current United States Department of Education (USDOE) Title IV refund policy, the postsecondary educational institution must provide written verification in the form of a final refund calculation, upon the request of the Commission/Board, that its refund policy is more favorable to the student than that of the Commission's/Board's.

Postsecondary educational institutions accredited by a regionally/nationally recognized accrediting body must uniformly apply the Commission's/Board's tuition refund policy or the refund policy of their recognized accrediting body, as previously approved by the Commission/Board to all first-time students enrolled. Postsecondary educational

institutions using a refund policy other than that of the Commission's/Board's must list the complete policy and its location in the institutional catalog and the enrollment agreement.

## Institution's Onsite Refund Policy

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies to each resident postsecondary educational institution, except as noted in:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - A. The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
  - B. The student does not meet the postsecondary educational institution's minimum admission requirements.
  - C. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
  - D. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

## Institution's Online Refund Policy

The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

- A. Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.
- B. After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00.
- C. After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
- D. After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
- E. After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
- F. After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
- G. After completing 75% of assignments, the student is responsible for total tuition.
- H. The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
- I. The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
- J. If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.

## Requirements and Procedures for Official Withdrawal

Official withdrawal from any program must be communicated in person, by phone, email, or by certified mail to the Registrar or Director of Education. The official withdrawal date is the student's last date of attendance (LDA). Tuition will be adjusted according to the refund policy dictated in this catalog. If the student has already begun the program and an official withdrawal notice has not been received, Caris College has selected ten (10) consecutive calendar days, without prior administration approval, from the last date of actual class attendance to begin the

withdrawal process. The official withdrawal date will be considered the student's last date of attendance (LDA).

Students withdrawing during the last week of class will receive the grade the student has earned at the point of withdrawal. This grade will impact both the student's GPA and the student's rate of completion. The date of withdrawal will be considered to be the student's last date of attendance in a regularly scheduled class.

## Title IV Refund Policy

The Return of Title IV Funds procedure is as follows:

**1. Determine the percentage of the payment period or period of enrollment completed.**

To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total clock hours in the payment period or period of enrollment.

If this percentage is greater than sixty percent (60%), one hundred percent (100%) is used in Step 3 below.

If this percentage is less than or equal to sixty percent (60%), multiply the percentage of the Title IV aid disbursed plus the title IV aid that could have been disbursed for the payment period or period of enrollment as of the date the student withdrew.

**2. Calculate days in payment period or period of enrollment.**

For every academic year, Caris College has two equal payment periods relative to Title IV funding. Payment period start and end dates are calculated based on program length and student enrollment status.

When a student is no longer enrolled, the amount of Title IV funds to be returned is determined by the payment period he/she is currently in. If a student has attended 60% or more days in the current payment period, he/she is responsible for 100% of the Title IV aid received during that period. If a student attends less than 60% of days in the payment period, the amount of Title IV aid to be returned to the Federal Student Aid program is prorated based on the student's attendance.

The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. The total number of calendar days in a payment period or period of enrollment does not include days in which the student was on approved leave of absence.

**3. Compare the amount earned to the amount disbursed.**

If less aid was disbursed than was earned, the student if they have met the conditions, may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.

**4. Receive post withdrawal disbursements.**

When Title IV aid disbursed is less than Title IV aid earned, a Post-Withdrawal disbursement will be requested. The disbursement will be made from available grant funds before available loan funds. The school will provide written notification within thirty (30) days of the date of determination of withdrawal. This notification will include the type and amount of funds, explain the option to accept or decline some or all of the funds, explain obligation to repay any loan funds disbursed, and provide at least a fourteen (14) calendar day response deadline. The school must receive confirmation from the student (or in some cases, a parent borrower) prior to the disbursement.

**5. Allocate responsibility for returning unearned aid between the school and the student.**

*Return of unearned aid, responsibility of the institution:*

Caris College will return the lesser of the total amount of unearned title IV assistance to be returned as calculated according to step 2b or an amount equal to the total institutional charges [2] incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV grant or loan assistance that has not been earned by the student.

*Return of unearned aid, responsibility of the student:*

Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by fifty percent (50%).

*Distribute the unearned aid of the payment period back to the Title IV Programs.*

Refunds will be returned in the following order:

1. Unsubsidized William Ford Direct Loans
2. Subsidized William Ford Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant Program
5. Other Federal, State, private or institutional assistance.
6. The Student

**6. Timeframe for Return of Title IV funds.**

All returns of Title IV program funds will be made as soon as possible but no later than forty-five (45) days of termination, notification of cancellation, withdrawal or dismissal.

**7. Refund Requirements.**

A student will become eligible for a refund or return of title IV funds once all tuition, books, and supplies & fees have been paid in full to Caris College. Any funds received after full payment is made will become a credit balance on the student's account. Students are notified by email from the Financial Aid department as soon as possible but no later than seven (7) days once their student account shows an available credit balance. Students are given forty-eight (48) hours to respond with confirmation to receive the credit balance in the form of a refund check or as an application towards title IV loans. Any application of credit balance to title IV funds will be made in the same order as outlined in step 4.

**8. Student Notification.**

Students are notified of the outcome of all financial calculations (Institutional Refund policy calculations and Return to Title IV Refund policy calculations) and student account balance by official letter from the Bursar as soon as possible but no later than forty-five (45) days of termination, notification of cancellation, withdrawal, or dismissal. Be advised that this is only the Return to Title IV refund. Once Caris College determines the amount of Title IV aid that we may retain, the institution will then calculate the Institutional Refund policy, located on the Enrollment Agreement signed during the student admission process and in the school catalog. It is possible that a student may owe a balance to the school once the Title IV refund policy has been applied. [1] Last date of attendance is defined as the last day a student had an academically related activity, which may include on-campus classes, assignments, advising or tutoring sessions, examinations, or clinical experiences. [2] Institutional charges are defined as tuition, fees, and other educationally-related expenses assessed by Caris College.

## Objective

The career training programs offered by Caris College are designed to prepare students for successful careers in the healthcare fields. It is our goal that students develop strong study skills and a strong work ethic that prepares them for gainful employment.



# Programs

## COMPREHENSIVE DENTAL ASSISTING DIPLOMA

### Program Objective

The Comprehensive Dental Assisting diploma program is designed to prepare the student to become a multi-skilled Dental Assistant in the front office or working with the dentist. Students completing the programs are expected to display diverse skills allowing them to work in any dental office or specialty office including General Dentistry, Endodontic, Orthodontics, Oral Surgery, Pedodontics, Periodontics, Prosthodontics, or in a Dental Lab. The program includes a balance of classroom, clinical, and laboratory experiences.

### Course Requirements

DA201	Clinical Procedures	48 clock hours	4 qtr. credit hours
DA202	Dental Radiography	48 clock hours	3.5 qtr. credit hours
DA203	Dental Specialties	48 clock hours	4 qtr. credit hours
DA204	Expanded Duties Dental Assistant	48 clock hours	4 qtr. credit hours
DA205	Dental Basic Sciences	48 clock hours	4.5 qtr. credit hours
DA206	Communications and Scheduling	48 clock hours	4 qtr. credit hours
DA207	Insurance Billing and Coding	48 clock hours	4 qtr. credit hours
DA208	Recall Systems and Treatment Plans	48 clock hours	4 qtr. credit hours
DA209	Externship	300 clock hours	10 qtr. credit hours
<b>Program Totals</b>		<b>684 Clock Hours</b>	<b>42 Qtr. Credit Hours</b>

*This program is currently only offered as a residential delivery option at our Jeffersonville campus. Your program can be completed in 36 weeks during the day or 44 weeks during the evening.*

Your externship can be completed full-time up to 40 hours per week or part-time, however best suits your schedule and the practice schedule. If you have any questions, our Comprehensive Dental Assistant faculty will be glad to help you. We anticipate you to complete your externship over 20 weeks, which is about 15 hours per week.

## Comprehensive Dental Assisting Course Descriptions

### **DA 201: CLINICAL PROCEDURES** [4 qtr. credits/48 clock hours]

This course covers infection control, management of hazardous materials, and preparation for patient care, emergency management, introduction to the dental office, basic chair side assisting, instrument transfer, maintaining the operating field, anesthesia and sedation, dental cements, bases, liners and bonding agents, restorative materials, dental dam, matrix and wedges.

Prerequisite(s): none

### **DA 202: DENTAL RADIOGRAPHY** [3.5 qtr. credits/48 clock hours]

This course will cover introduction to dental radiography and equipment, production and evaluation of dental radiographs, extraoral and digital radiography and laboratory material & techniques. Prerequisite(s): DA201, DA205

### **DA 203: DENTAL SPECIALTIES** [4 qtr. credits/48 clock hours]

This course will cover dental specialties that students may encounter in their careers. Some topics covered are: Endodontic, Oral and Maxillofacial Surgery, Oral Pathology, Orthodontics, Pediatric Dentistry, Periodontics, and Fixed Prosthodontics. Prerequisite(s): DA202, DA206

### **DA 204: EXPANDED DUTIED DENTAL ASSISTANT** [4 qtr. credits/48 clock hours]

The EDDA course involves “hands on” instruction where students have an opportunity to practice the various procedures of the Expanded Duties Dental Assistant. Topics included are as follows: principles of bonding, occlusion, placement of composite restorations, dental amalgam, finishing and polishing, and provisional restorations. A minimum grade of a C is required to successfully complete this course. Prerequisite(s): DA203, DA207

### **DA 205: DENTAL BASIC SCIENCES** [4.5 qtr. credits/48 clock hours]

This course will cover the history of dentistry and progress of dentistry in the U.S., education, the ADA, the dental team, preventative dentistry, oral hygiene aids, tooth brushing techniques, dental flossing, oral hygiene for patients with special needs, fluoride, the dental arches and quadrants, types of teeth and their functions, eruption schedule, divisions of the tooth, tooth surfaces, anatomical structures, permanent teeth descriptions, deciduous teeth, dental charts, numbering systems, cavity classifications, abbreviations of tooth surfaces, basic charting terms, charting color indications and symbols, drug names, prescriptions, drug laws, drug administration routes, drugs, herbal and other alternative medications, electronic business equipment, telecommunication, intra-office communications, office machines, dental practice management software (Dentrix), basic operation of a software package, daily procedures with a computerized system, letter writing styles, types of correspondence used in dentistry, mail, filing methods, types of information, filing equipment, filing supplies, Preparing a clinical record, preparing business documents, career opportunities for Administrative Dental Assistants, steps for developing employment strategies, and developing a resume. Prerequisite(s): none

### **DA 206: COMMUNICATIONS AND SCHEDULING** [4 qtr. credits/48 clock hours]

This course will cover the different types and your role as an Administrative Dental Assistant, members of the dental healthcare team, HIPAA, OSHA, professional ethics, legal standards, patient’s rights, professional organizations, elements of the communication Process, interpersonal communications, barriers of effective communication and improving communication, telephone techniques, basic office designs, dental procedures, components of a clinical record, collecting

patient information, clinical records risk management, computerized management of clinical records, mechanics of scheduling, making appointments, time-saving techniques. Prerequisite(s): DA201, DA205

**DA 207: INSURANCE BILLING AND CODING** [4 qtr. credits/48 clock hours]

This course will cover types of dental insurance, insurance coding, organizing insurance coverage for each patient, types of insurance information required, methods of filing insurance claims, insurance payments, insurance tracking systems, other types of insurance coverage, completing a dental claim form, sections of the ADA claim form, what is a financial policy and designing one, financial policy communications, managing accounts receivable, components of financial records organization, billing, daily routine for managing patient transactions, account receivable reports, completing a deposit slip. Prerequisite(s): DA202, DA206

**DA 208: RECALL SYSTEMS AND TREATMENT PLANNING** [4 qtr. credits/48 clock hours]

This course will cover preventative dentistry and why it is important, periodontal disease, different types of recall appointments, preventative and diagnostic CDT coding, recall scheduling, recall reports, overdue patients, customer service, review communication skills, business etiquette, enhancing customer service skills, restorative and endodontic CDT coding, restorative and endodontic treatment planning and scheduling, restorative and endodontic billing procedures, prosthetic CDT coding, prosthetic treatment planning and scheduling, prosthetic billing procedures, lab cases, preparing and explaining a detailed treatment plan for different dental procedures. Prerequisite(s): DA203, DA207

**DA 209: EXTERNSHIP** [10 qtr. credits/300 clock hours]

The externship experience allows students to practice the skills learned in class in a dental practice. The training will vary day by day according to patient needs and the needs of the dental practice. There may be some training provided in the externship that the students was not exposed to on campus. This will give the students first-hand knowledge working with dental patients and gaining experience in the real job world. Prerequisites: DA204, DA208

*Caris College is approved by the Indiana Board for Proprietary Education to offer several more programs.*

## PATIENT CARE TECHNICIAN DIPLOMA

### Program Objective

The Patient Care Technician Program is designed to prepare students for a career as a Patient Care Technician and to become a multi-faceted member of the health care team. Students will learn clinical skills to prepare them to perform their duties required in the daily operations of hospitals, clinics and clinical laboratories. Upon graduation from the program, students will possess certifications in electrocardiography technician (CET), phlebotomy technician (CPT) and patient care technician (CPCT/A) through the National Healthcareer Association (NHA).

### Course Requirements

<b>ANP105</b>	General Anatomy	40 clock hours	4 qtr. credit hours
<b>SSK100</b>	College Success Skills	20 clock hours	2 qtr. credit hours
<b>PHB100</b>	Phlebotomy Skills	100 clock hours	6 qtr. credit hours
<b>PAT100</b>	Patient Care Techniques I	40 clock hours	3 qtr. credit hours
<b>MED105</b>	Basic Medical Terminology	40 clock hours	4 qtr. credit hours
<b>EKG100</b>	Basic Arrhythmia and ECG	100 clock hours	6 qtr. credit hours
<b>PAT110</b>	Patient Care Techniques II	40 clock hours	3 qtr. credit hours
<b>PAT120</b>	Patient Care Technician Clinical	180 clock hours	6 qtr. credit hours
<b>BUS115</b>	Professional Development	30 clock hours	3 qtr. credit hours
<b>MAT100</b>	Calculations for the PCT	20 clock hours	2 qtr. credit hours
<b>ENC101</b>	Interpersonal Communications	40 clock hours	4 qtr. credit hours
<b>Program Totals</b>		<b>650 Clock Hours</b>	<b>43 Qtr. Credit Hours</b>

*This program is currently only offered as a residential delivery option at our Jeffersonville campus. Your program can be completed in 40 total weeks.*

## Patient Care Technician Course Descriptions

### **ANP105: GENERAL ANATOMY** [4 qtr. credits/40 clock hours]

This course will study the structure and the function of the human body and in ways encountered by the general healthcare worker, including the skeletal, endocrine, muscular, gastrointestinal, nervous, circulatory, respiratory, urinary and lymphatic systems. Prerequisite(s): none

### **BUS115: PROFESSIONAL DEVELOPMENT** [3 qtr. credits/30 clock hours]

This course teaches students to design and produce an individual career action plan through self-assessment, career planning and academic work. Emphasis is placed on assisting students on identifying their individual marketable skills, venues on locating available job positions, writing resumes, correspondence, and interviewing skills. Prerequisite(s): EKG100, ENC101, PAT110

### **EKG100: BASIC ARRHYTHMIA AND ECG** [6 qtr. credits/100 clock hours]

This course teaches students to accurately obtain and interpret a 12-lead EKG. Students will learn the anatomy, physiology and electrophysiology of the heart. Emphasis is placed on the ability to obtain an EKG clear of artifact or interference; students will also be educated on how to troubleshoot any potential issues. Students will learn how to interpret electrocardiograms and be prepared to take their EKG certification exam through the National Healthcareer Association (NHA). Prerequisite(s): MAT100, PAT100, PHB100

### **ENC101: INTERPERSONAL COMMUNICATIONS** [4 qtr. credits/40 clock hours]

This course will define the difference between communication skills and interpersonal skills. The course will introduce the practices and principles of interpersonal communication in a small or large group setting. It will study the communication with others by examining skills such as effective listening, reading, writing, speaking, and nonverbal communication. Upon completion of this course, the student will be able to utilize the skills learned to create good interpersonal communication between businesses, employees, and the general public. Prerequisite(s): MAT100, PAT100, PHB100

### **MAT100: CALCULATIONS FOR THE PCT** [2 qtr. credits/20 clock hours]

The course provides the student instruction in basic, clinical mathematics. Emphasis is placed on the student's ability to perform standard to metric conversions, perform basic addition, subtraction, multiplication and division. Students will learn simple medication measurements, height and weight measurements as well as intake and output calculations. Prerequisite(s): ANP105, MED105, SSK100

### **MED105: BASIC MEDICAL TERMINOLOGY** [4 qtr. credits/40 clock hours]

This course provides the framework for understanding medical language and terminology. Students will learn to analyze individual medical word parts such as prefixes, suffixes and word roots. Students discuss and learn terms related to anatomy, physiology and pathological conditions. This courses teaches students to spell, define and pronounce common medical terms. Prerequisite(s): none

### **PAT100: PATIENT CARE TECHNIQUES I** [3 qtr. credits/40 clock hours]

This course was designed to provide, through lecture and lab instruction, the theoretical basis for patient care techniques. Didactic lectures cover the caregiver's role, anatomy and communication as well as roles of various clinical personnel. Lab instruction provides hands-on training in

interpersonal communication, safety and infection control, positioning, transferring patients, dressing and undressing patients, feeding, oral and denture care. Students will become BLS CPR certified and learn how to assess vital signs, use personal protective equipment, isolation procedures, sterile techniques, and good body mechanics. Prerequisite(s): ANP105, MED105, SSK100

**PAT110: PATIENT CARE TECHNIQUES II** [3 qtr. credits/40 clock hours]

This course was designed to provide, through lecture and lab instruction, the theoretical basis for basic patient care techniques. Didactic lectures cover the PCT's role, anatomy and communication as well as roles of various clinical personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, wound care and wheelchair management. Also includes education on obtaining vital signs, urine and stool specimen collection, ADLs, intake and output and patient education. Prerequisite(s): MAT100, PAT100, PHB100

**PAT120: PATIENT CARE TECH CLINICAL** [6 qtr. credits/180 clock hours]

Clinical observation provides the student an opportunity to visit and work in a healthcare facility under supervision. The student will be exposed to day-to-day operations of the medical facility. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. This class will provide an opportunity for the student to observe other medical personnel in an actual work setting. Prerequisites: Class must be taken in the last quarter of the Patient Care Technician Program. Prerequisite(s): EKG100, ENC101, PAT110

**PHB100: PHLEBOTOMY SKILLS** [6 qtr. credits/100 clock hours]

This course was designed to provide, through lecture and lab instruction, the theoretical basis for phlebotomy and venipuncture techniques. Didactic lectures cover the history of the phlebotomist's role, as well as roles of various clinical laboratory personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, as well as venipuncture and capillary techniques, and collection of non-blood specimens. Prerequisite(s): ANP105, MED105, SSK100

**SSK100: COLLEGE SUCCESS SKILLS** [2 qtr. credits/20 clock hours]

This course was designed to provide, through lecture and group discussion, the knowledge base for students to improve their chances for academic success. Students will learn study skills, prioritization, time management, test taking strategies, note taking and basic, healthy mental/emotional coping mechanisms. Prerequisite(s): none

*Caris College is approved by the Indiana Board for Proprietary Education to offer several more programs.*

# Diagnostic Medical Sonography Associate of Applied Science

## Program Objective

The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Diagnostic Medical Sonography program at Caris College is designed to prepare students to perform diagnostic ultrasound examinations required of an entry-level general sonographer to include, but not be limited to, the abdomen, pelvis, pregnant female pelvis, and superficial structures.

## Course Requirements

<b>MAT108*</b>	College Algebra	30 clock hours	3 qtr. credit hours
<b>PHY100*</b>	General Physics	30 clock hours	3 qtr. credit hours
<b>PAT105</b>	Essentials of Sonography and Patient Care	30 clock hours	3 qtr. credit hours
<b>COM101*</b>	Healthcare Communications	30 clock hours	3 qtr. credit hours
<b>ANP101*</b>	Anatomy and Physiology I	40 clock hours	4 qtr. credit hours
<b>ANP102*</b>	Anatomy and Physiology II	40 clock hours	4 qtr. credit hours
<b>MED100*</b>	Medical Terminology	30 clock hours	3 qtr. credit hours
<b>SON100</b>	Intro to Sonography	40 clock hours	4 qtr. credit hours
<b>SON100L</b>	Intro to Sonography Lab	40 clock hours	2 qtr. credit hours
<b>SON110</b>	Abdominal Sonography	40 clock hours	4 qtr. credit hours
<b>SON110L</b>	Abdominal Sonography Lab	40 clock hours	2 qtr. credit hours
<b>SON130</b>	OB/GYN I Sonography	40 clock hours	4 qtr. credit hours
<b>SON130L</b>	OB/GYN I Sonography Lab	40 clock hours	2 qtr. credit hours
<b>SON120</b>	Small Parts/Specialized Sonography	40 clock hours	4 qtr. credit hours
<b>SON120L</b>	Small Parts/Specialized Sonography Lab	40 clock hours	2 qtr. credit hours
<b>SON135</b>	OB/GYN II Sonography	40 clock hours	4 qtr. credit hours

<b>SON135L</b>	OB/GYN II Sonography Lab	40 clock hours	2 qtr. credit hours
<b>SON111</b>	Sonography Clinical I	330 clock hours	11 qtr. credit hours
<b>SON101</b>	Sonography Physics I	40 clock hours	4 qtr. credit hours
<b>SON102</b>	Sonography Physics II	40 clock hours	4 qtr. credit hours
<b>SON121</b>	Sonography Clinical II	330 clock hours	11 qtr. credit hours
<b>MED120*</b>	Medical and Legal Ethics	30 clock hours	3 qtr. credit hours
<b>SON 131</b>	Sonography Clinical III	330 clock hours	11 qtr. credit hours
<b>SON140</b>	Ultrasound Seminar	50 clock hours	5 qtr. credit hours
<b>SON141</b>	Sonography Clinical IV	330 clock hours	11 qtr. credit hours
<b>Program Totals</b>		<b>2110 Clock Hours</b>	<b>113 Qtr. Credit Hours</b>

*\*Indicates general education courses.*

*This program is currently only offered as a residential delivery option at our Jeffersonville campus. Your program can be completed in 80 weeks total.*



## Diagnostic Medical Sonography Course Descriptions

### **MAT108: COLLEGE ALGEBRA** [3 qtr. credits/30 clock hours]

This course will incorporate arithmetic processes by computing fractions, decimals, percentages and proportions to solve equations. The student will perform conversions between the metric and English systems of measurement. Emphasis will be placed on algebraic functions including graphs, linear inequalities, quadratic, polynomials, exponential and logarithmic functions.

Prerequisite(s): none

### **PHY 100: GENERAL PHYSICS** [3 qtr. credits/30 clock hours]

This course introduces the fundamental concepts that describe the physical world. It incorporates algebra and trigonometry mathematical models while focusing on mechanics, heat, waves, sound, light waves, electricity and magnetism. This course will also study the structure of an atom and examine the quantum principles to predict behavior. Prerequisite(s): none

### **PAT105: ESSENTIALS OF SONOGRAPHY AND PATIENT CARE** [3 qtr. credits/30 clock hours]

This course was designed to provide, through lecture and lab instruction, the theoretical basis for patient care techniques. Didactic lectures cover the caregiver's role, anatomy and communication as well as roles of various clinical personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, positioning, transferring patients and OSHA information. Students will become BLS CPR certified and learn how to assess vital signs, use personal protective equipment, isolation procedures, sterile techniques, and good body mechanics. The class will describe the history of diagnostic ultrasound. The class will also cover the rights of the patient, the legal aspects of Sonography procedures, Sonography safety and work related injuries. Prerequisite(s): none

### **COM101: HEALTHCARE COMMUNICATIONS** [3 qtr. credits/30 clock hours]

The course will introduce the practices and principles of communication with patients and coworkers. It will study the communication with others by examining skills such as effective listening, reading, writing, speaking, and nonverbal communication. Upon completion of this course, the student will be able to utilize the skills learned to successfully communicate in the medical field. Prerequisite(s): none

### **ANP101: ANATOMY AND PHYSIOLOGY I** [4 qtr. credits/40 clock hours]

This course will study the structure and the function of the human body including the skeletal, endocrine, muscular, gastrointestinal, nervous, circulatory, respiratory, and urinary and lymphatic systems. Basic chemistry of the cells and their structure will also be analyzed. Prerequisite(s): none

### **ANP102: ANATOMY AND PHYSIOLOGY II** [4 qtr. credits/40 clock hours]

This course is a continuation of Anatomy and Physiology 1. It will study the structure and the function of the human body including the skeletal, endocrine, muscular, gastrointestinal, nervous, circulatory, respiratory, urinary, and lymphatic systems. Basic chemistry of the cells and their structure will be studied as well as the disease processes as they relate to the disruption of the normal body homeostasis. Prerequisite(s): ANP101, COM101, MAT108, PAT105, PHY100

**MED100: MEDICAL TERMINOLOGY** [3 qtr. credits/30 clock hours]

This course provides the student with the study and practical application of the medical language in the healthcare field while incorporating body structure and function in health and disease. The student will have an effective understanding of the major body systems, including musculoskeletal, cardiovascular, respiratory, digestive, genitourinary and integumentary systems. Prerequisite(s): ANP101, COM101, MAT108, PAT105, PHY100

**SON100: INTRO TO SONOGRAPHY** [4 qtr. credits/40 clock hours]

This course introduces the student to diagnostic medical Sonography, sonographer safety, ultrasound terminology, basic imaging production, scanning planes and transducers. During the course, the student will have an introduction to normal ultrasound anatomy of the abdomen, vascular, cardiac, female and male pelvis, obstetric/gynecology and small parts. Also professional organizations, certifications, licensure, and the accreditation process will be presented. Prerequisite(s): ANP101, COM101, MAT108, PAT105, PHY100

**SON100L: INTRO TO SONOGRAPHY LAB** [2 qtr. credits/40 clock hours]

During this course the student will be introduced to the ultrasound lab and all of the components that are utilized in the lab, including transducers, the machine and the instrumentation controls to provide optimum operation. The student will also be introduced to imaging of anatomy. Prerequisite(s): ANP101, COM101, MAT108, PAT105, PHY100

**SON110: ABDOMINAL SONOGRAPHY** [4 qtr. credits/40 clock hours]

This ten week course will explore the scanning procedures, patient preparation, scanning protocols and techniques of abdominal Sonography. It will study the anatomy and disease processes of the liver, gallbladder, pancreas, kidneys, urinary bladder, spleen and abdominal vasculature. Prerequisite(s): ANP102, MED100, SON100, SON100L

**SON110L: ABDOMINAL SONOGRAPHY LAB** [2 qtr. credits/40 clock hours]

This lab is associated with the SON110 course. Students will have the ability to practice scanning procedures, learning protocols and ultrasound techniques. Students will perform liver, gallbladder, pancreas, kidneys, urinary bladder, spleen and abdominal vascular Sonography. Prerequisite(s): ANP102, MED100, SON100, SON100L

**SON130: OB/GYN I SONOGRAPHY** [4 qtr. credits/40 clock hours]

This course will examine the female pelvic cavity in the non-gravid and gravid form. It will discuss normal and abnormal anatomy of the pelvic organs as well as pathological conditions. The course will examine the normal fetus in the first trimester along with fetal anomalies and first trimester complications. Prerequisite(s): ANP102, MED100, SON100, SON100L

**SON130L: OB/GYN I SONOGRAPHY LAB** [2 qtr. credits/40 clock hours]

This lab is related to the Gynecology and Obstetrics Sonography lecture. The student will have the opportunity to scan female pelvic organs in the non-gravid and gravid condition. An emphasis will be learning protocols, procedures, recognizing normal anatomy, documentation, and measurements of the fetus in utero. Prerequisite(s): ANP102, MED100, SON100, SON100L

**SON120: SMALL PARTS/SPEC. SONOGRAPHY** [4 qtr. credits/40 clock hours]

This course will explore scanning procedures, patient preparation, scanning protocols and techniques of small parts and specialized sonography. It will study the anatomy and disease

processes of the breast, thyroid, parathyroid, submandibular gland, parotid gland, scrotum and testis, musculoskeletal system and biopsy procedures. Prerequisite(s): SON110, SON110L, SON130, SON130L

**SON120L: SM. PARTS/SPEC. SONOGRAPHY LAB** [2 qtr. credits/40 clock hours]

This lab is associated with the SON120 course. Students will have the ability to practice scanning procedures, learning protocols and ultrasound techniques. Students will perform thyroid, parathyroid, submandibular gland, parotid gland, musculoskeletal system Sonography. The student will practice setting up biopsy procedures with sterile technique. Prerequisite(s): SON110, SON110L, SON130, SON130L

**SON135: OB/GYN II SONOGRAPHY** [4 qtr. credits/40 clock hours]

This course will examine the female pelvic cavity in the gravid form. The course will examine the normal fetus in the second and third trimesters along with fetal anomalies and maternal complications. Prerequisite(s): SON110, SON110L, SON130, SON130L

**SON135L: OB/GYN II SONOGRAPHY LAB** [2 qtr. credits/40 clock hours]

This lab is related to the Gynecology and Obstetrics Sonography lecture. The student will have the opportunity to scan female pelvic organs in the non-gravid and gravid condition. An emphasis will be learning protocols, procedures, recognizing normal anatomy, documentation, and measurements of the fetus in utero. Prerequisite(s): SON110, SON110L, SON130, SON130L

**SON101: SONOGRAPHY PHYSICS I** [4 qtr. credits/40 clock hours]

This course is a detailed study of the physical principles of ultrasound and instrumentation. How ultrasound is produced and how it interacts with tissue is examined along with ultrasound physics, intensity, attenuation, resolution, and transducers. Prerequisite(s): SON120, SON120L, SON135, SON135L

**SON102: SONOGRAPHY PHYSICS II** [4 qtr. credits/40 clock hours]

This course is a detailed study of the physical principles of ultrasound and instrumentation. How ultrasound is produced and how it interacts with tissue is examined along with ultrasound physics, harmonics, Doppler principles, common artifacts, and quality assurance. Prerequisite(s): SON101, SON111

**MED120: MEDICAL AND LEGAL ETHICS** [3 qtr. credits/30 clock hours]

This course studies the legal and ethical issues affecting the practice of medical imaging. Standards of practice in medical imaging will be reviewed and case studies will be examined. HIPAA and OSHA requirements, Patient Bill of Rights, patient confidentiality, advanced directives, professional codes of conduct and scope of practices will also be discussed. Prerequisite(s): SON102, SON121

**SON111, 121, 131 AND 141: SONOGRAPHY CLINICAL I-IV** [11 qtr. credits each/330 clock hours each]

These sessions involve rotations in a hospital, imaging center or gynecology/obstetrics office under the supervision of a registered sonographer. These off-site campus courses are to build upon the student's knowledge received from the didactic and lab courses. During their clinical rotations, the students will be able to observe and perform, if authorized by the sonographer,

ultrasounds of the abdomen, GYN/OB, small parts and specialized procedures as well as moving and positioning patients. Prerequisite(s): Program Director approval.

**SON140: ULTRASOUND SEMINAR** [5 qtr. credits/50 clock hours]

This Lecture is designed to have an overall review of the course material taught in the Diagnostic Medical Sonography program. The students will be able to address any questions they have over any of the material. The students will also fill out all the required paperwork to register for their ARRT exam. This course also teaches students career planning. Students will be able to write resumes, correspondence and learn interviewing skills. Prerequisite(s): MED120, SON131

*Caris College is approved by the Indiana Board for Proprietary Education to offer several more programs.*

## Diagnostic Medical Sonography Academic Calendar

WINTER QUARTER:	2018	2019
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Application Deadline	Aug 17, 2017	Aug 16, 2018
Orientation	Jan 2	Jan 2
Classes Begin	Jan 8	Jan 7
Martin Luther King Jr. Day	Jan 15	Jan 21
Finals	Mar 12-16	Mar 11-15
End of Term	Mar 20	Mar 15
Winter/Spring Break	Mar 19- 30	Mar 18-29

SPRING QUARTER	2018	2019
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Classes Begin	Apr 2	Apr 1
Memorial Day Holiday	May 28	May 27
Finals	Jun 4-8	Jun 3-7
End of Term	Jun 8	Jun 7
Spring/Summer Break	Jun 11- July 13	Jun 10-July 12

SUMMER QUARTER	2018	2019
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Application Deadline	Mar 16	Mar 15
Orientation	July 9	July 8
Classes Begin	July 16	July 15
Labor Day Holiday	Sept 3	Sept 2
Finals	Sept 17-21	Sept 16-20
End of Term	Sept 21	Sept 20
Summer/Fall Break	Sept 24-Oct 5	Sept 23-Oct 4

FALL QUARTER	2018	2019
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Classes Begin	Oct 8	Oct 7
Thanksgiving Holiday	Nov 19-23	Nov 25-29
Finals	Dec 17-21	Dec 16-20
End of Term	Dec 21	Dec 20
Fall/Winter Break	Dec 24-Jan 4	Dec 23-Jan 3

## Supplement A

### FACULTY MEMBERS

Faculty Member	Discipline	Full Time or Adjunct	Degrees	Years of Industry and Teaching Experience
Jodi Bridges	Comprehensive Dental Assisting	Full time	Diploma Medquest College- Comprehensive Dental Assisting	3
Dawn Fugate	Comprehensive Dental Assisting	Adjunct	BS Ottawa University- Management	22
Mandy Hicks	Diagnostic Medical Sonography	Full time	BS Morehead State University- Diagnostic Medical Sonography AAS Morehead State University- Rad. Tech.	12
Kathryn Brewer	Diagnostic Medical Sonography	Full time		37
Becky Below	Diagnostic Medical Sonography	Adjunct	BS University of Southern Indiana-Sociology AAS KCTCS-Diagnostic Medical Sonography	5
Jason Taylor	General Education	Adjunct	JD University of Louisville-Law BA University of Louisville- Mathematics	23
Jennifer Hannon	General Education	Adjunct	BS Bellarmine University- Nursing, RN	9
Elizabeth Taylor	Patient Care Technician	Full time	BS Bellevue University-Adult Education AS Sullivan University-Nursing, LPN	15
Aaron Taylor	Patient Care Technician	Adjunct	AS Ivy Tech-Nursing	15
Alison Milantoni	Patient Care Technician	Adjunct	AS Harold Washington College	35

## Supplement B

### 2018-2019 FINANCIAL INFORMATION

Effective January 1, 2018

#### Diploma in Comprehensive Dental Assisting

36 Weeks Day/44 Weeks Evening		42 Credits
Tuition		\$13,500.00
Books		\$525.00
<u>Supplies &amp; Fees*</u>		<u>\$1,400.00</u>
Total Program Cost		\$15,425.00

*\*Fees include typodonts, dental lab materials, safety equipment, three sets of uniforms, lab jacket, student liability policy, dental supplies, drug testing, corporate screening, DANB application, DANB exam fee and CPR certification.*

#### Diploma in Patient Care Technician

40 Weeks		43 Credits
Tuition		\$11,911.00
Books		\$905.00
<u>Supplies &amp; Fees*</u>		<u>\$1,400.00</u>
Total Program Cost		\$14,216.00

*\*Fees include CPCT/A-CET-CPT certification tests, medical/lab materials, safety equipment, three sets of uniforms, student liability policy, drug testing, corporate screening, and CPR certification.*

#### Associate of Applied Science Degree in Diagnostic Medical Sonography

80 Weeks		113 Credits
Tuition		\$28,250.00
Books		\$1,810.00
<u>Supplies &amp; Fees*</u>		<u>\$1,500.00</u>
Total Program Cost		\$31,560.00

*\*Fees include medical/lab materials, safety equipment, three sets of uniforms, student liability policy, drug testing, corporate screening, SDMS student membership, SPI exam, and CPR certification.*

## Other Fees and Charges\*\*

Application Fee [non-refundable]	\$50.00
Background Check Fee [non-refundable]	\$75.00
Academic Transcript	\$10.00
Student Picture ID Replacement Fee	\$5.00
Student ID Clip Replacement Fee	\$5.00
High School/GED Transcript Request Fee	\$6.00
Returned Check Fee	\$25.00

*\*\*Fees and other charges are subject to change without notice. Students and other interested parties should obtain the most recent Catalog Supplement B to verify these charges.*

## Tuition Payment Policy

Caris College is an independent, private, coeducational college and does not receive financial support of any kind from sources other than tuition, fees and bookstore sales.

The College offers Diploma and Associate degrees of study. Enrollment agreements for minor age students [under 18 years old] must be signed by a parent or guardian.

Financial arrangements and payment terms must be completed on or before the scheduled date for entrance. No examinations may be taken and no grades may be rendered until all tuition and other fees are in order.

## Official Refund Policy

If a student withdraws or is withdrawn from Caris College prior to the completion of the program, he/she will be obligated to Caris College based on the refund policy listed in the college's catalog.

If a student withdraws or is withdrawn and has not paid the non-refundable percentage of tuition, the remaining unpaid balance of the percentage must still be paid as agreed.

The College expects the student to complete his/her course of study. The program student has 1 ½ times the normal length of the program [as measured in weeks] to complete his or her course of study.



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