



CARIS COLLEGE  
PATIENT CARE CAREERS

# School Catalog

**2022**

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

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## 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 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 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, appearing to read 'Bruce Kepley', written in a cursive style.

Bruce Kepley  
*Campus President/CEO*

## 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, Acute/Clinical Technician and Diagnostic Medical Sonography | Abdomen, Obstetrics and Gynecology programs. In 2020, Caris expanded program offerings to include Comprehensive Medical Assistant and Veterinary Assistant, as well as Diagnostic Medical Sonography | Echocardiography in 2021 and Practical Nursing in 2022.

Throughout the years of operation Caris College management has maintained contact with the workforce development and vocational rehabilitation staff to determine the needs for further classes, as they perceive them. 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 103, Jeffersonville, Indiana 47130.

## Administration and Legal Structure

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

Bruce Kepley, Campus President/Chief Executive Officer  
Mandy Hicks, Director of Education  
Brittany Coffey, Director of Academic Operations  
Amber Kavich, Marketing Manager  
Heather Lisco, Director of Financial Aid  
Joy Farmer, Student Services Coordinator  
Ryan McCracken, Senior Admissions Advisor

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  
500 Mero Street, 4<sup>th</sup> Floor  
Frankfort, KY 40601



Accredited by the  
Accrediting Bureau of  
Health Education Schools

## Program Directors

### **Darien Corns, RDA**

#### ***Comprehensive Dental Assisting Program Director***

Darien joined Caris in September of 2018 as an evening adjunct instructor and was promoted to Program Director of the Comprehensive Dental Assisting Program in September of 2019. She graduated from MedQuest College in 2013 in Comprehensive Dental Assisting. In that same year, she began working at Mortenson Family Dental and continued her career there for 5 years. Darien loves making a difference in the Dental field and giving patients a beautiful smile. Now she brings her experience and knowledge to the classroom where she loves preparing students for their life-long career!

### **LeAnn Davis, RMA**

#### ***Comprehensive Medical Assistant Program Director***

LeAnn was born in Hopkinsville, Kentucky. After graduating High School, she attended Brown Mackie College, graduating in 1999 with her Associate of Applied Science, Medical Assisting. The following month she joined the United States Air Force where she was an Aerospace Medical Services member providing patient care both inpatient and outpatient. In 2005 she received an Honorable Discharge and moved to Houston Texas. While in Houston she began her teaching career and eventually moved to Indiana. Her teaching passion has now span over the last 14 years in an Instructor and Director role.

### **Laura Price, BA, AS, RCS**

#### ***Diagnostic Medical Sonography | Echocardiography Program Director***

Laura was born in Elkhart, Indiana and moved to South Carolina ten years later. After graduating high school, she attended the University of South Carolina Upstate, where she graduated with a bachelor's degree in Communications. Later, she obtained her Associate of Applied Science in Cardiovascular Technology at The Harry T. Harper, Jr. MD School of Heart and Vascular Technology, affiliated with Augusta Technical College, in Augusta, Georgia. Laura became registered by CCI as a Cardiac Technologist (Adult) in 1997. She then worked in the cardiovascular lab in Anderson, South Carolina for three years before leaving to become a travelling cardiac sonographer in over nine different facilities for eight years. Laura moved back to Indiana in 2008, working in a variety of hospitals. She joined the Caris College team in September of 2021 and is very excited to share her knowledge and experience in the rewarding and growing field of Cardiac Sonography.

### **Haley Maas [Moore], BS, LVT**

#### ***Veterinary Assistant Program Director***

Haley graduated from Morehead State University in 2014 with her Associate Degree of Applied Science in Veterinary Technology, and in 2015 with her bachelor's degree of Applied Science in Veterinary Technology. She became a Licensed Veterinary Technician in 2014. Haley worked for the same small animal general practice since high school and has also worked for an emergency and specialty hospital. Her favorite aspect of veterinary medicine has been client education and nursing care. She is most excited for the opportunity to pass on her love and passion for the veterinary field.



**Ashley Ragsdale, BS, RT(R), RDMS(AB)(OB/GYN)**

***Diagnostic Medical Sonography | Abdomen, Obstetrics and Gynecology Program Director***

Ashley was born in Kentucky and attended Jefferson Community and Technical College from 2005-2010. While at JCTC, she obtained her Associate of Applied Science. She became registered as a Radiologic Technologist in 2009. Ashley continued at JCTC in their Diagnostic Medical Sonography program and became registered by the ARDMS in 2011. Ashley later attended Spencerian College where she obtained her Bachelor of Science in Radiographic Science Administration. She has worked in the acute care setting since 2010 performing diagnostic imaging in multiple modalities.

**Elizabeth Taylor, B.Ed., LPN**

***Acute/Clinical 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. Elizabeth earned her bachelor's degree in Adult Education from Bellevue University. She started working in healthcare in 1995. Later she attended Ivy Tech Community College where she obtained her Diploma in Practical Nursing. Today she serves as the Program Director of the Acute/Clinical Technician program at Caris College.

**Kathryn Reed, RN,MSNEd**

***Practical Nursing Program Director***

Katy was born in Indiana and attended the University of Southern Indiana from 2010-2014 to obtain her Bachelor of Science in Nursing. She became a registered nurse in 2014 and practiced in the Intensive Care Units in Evansville, IN. After five years as an ICU nurse, she began travel nursing contracts. These lead her to move to New Albany, IN. During her bedside nursing, Katy obtained her Master of Science in Nursing Education from Capella University and started her first teaching position. Katy has worked in the acute care setting as either a nursing assistant or registered nurse since 2010.

## 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 institutionally 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 Ohio Street, Suite 300  
Indianapolis IN 46204
- Kentucky Commission on Proprietary Education  
500 Mero Street, 4<sup>th</sup> Floor  
Frankfort, KY 40601

The institution is approved by the following:

- Indiana State Department of Health for the Comprehensive Dental Assisting Radiology Program
- Vocational Rehabilitation

The Diagnostic Medical Sonography | Abdomen, Obstetrics and Gynecology program is programmatically accredited by The Commission on Accreditation of Allied Health Education Programs [CAAHEP].

- The Commission on Accreditation of Allied Health Education Programs  
9355 - 113<sup>th</sup> Street N, #7709  
Seminole, FL 33775-7709  
<https://www.caahep.org/>

The Veterinary Assistant program is programmatically approved by North American Veterinary Technicians Association [NAVTA].

- North American Veterinary Technicians Association  
750 Route 202, Suite 200  
Bridgewater NJ 08807  
<https://www.navta.net>

## Facilities

Caris College is located in Jeffersonville, Indiana. The main campus resides at 2780 Jefferson Centre Way, Suite 103, and 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 ten thousand five hundred [10,500] square feet facility. We have lab and a patient examination area for use in the Acute/Clinical Technician program. Included in this area are phlebotomy chairs, an electric patient bed, EKG machine, phlebotomy supplies, etc. In addition, there is equipment for professional dental assisting training and consists of five dental operatories, a dental lab, digital x-ray as well as film x-ray equipment, ten computer stations with Dentrax dental software, and digital projectors. The campus also contains equipment appropriate for use in the Comprehensive Medical Assistant program. Included are an exam table, phlebotomy chair and supplies, centrifuge, Cintex Urine Analyzer, EKG machine, autoclave, and microscopes. There is also equipment for the Diagnostic Medical Sonography | Abdomen, Obstetrics and Gynecology program. Included are, three Philips IU22 units, two Siemens Acuson Sequoia 512 units, and one

GE Voluson E8. The exposure to three 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. Our Veterinary Assistant program houses an Idexx Lasercyte Hematology Analyzer, an Idexx Catalyst One Blood Chemistry Analyzer, an Idexx Stat Spin Centrifuge as well as a Microhematocrit Centrifuge. The lab also contains a refractometer, various phlebotomy supplies, a dentistry machine, an anesthesia machine and anesthetic monitor, and a pulse oximeter.

We provide access to a variety of resources both on-campus and electronically. The [on-campus] Learning Resource Center hosts a variety of topic specific reference books, periodicals, and journals. Additionally, students have access to electronic databases that include scholarly literature, and reference material. Dental and medical supplies, equipment, instruments, etc., are always available for student 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 residential and blended distance education delivery modes for all of our training.**

## Philosophy

Caris College recognizes 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 integrate 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.

## 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.

## Holidays Observed

### 2022

#### **New Year's Eve**

Thursday – December 30, 2021

#### **New Year's Day**

Friday – December 31, 2021

#### **Martin Luther King Jr. Day**

Monday – January 17, 2022

#### **Memorial Day**

Monday – May 30, 2022

#### **Juneteenth**

Monday – June 20, 2022

#### **Independence Day**

Monday – July 4, 2022

#### **Labor Day**

Monday – September 5, 2022

#### **Thanksgiving**

Thursday-Friday – November 24-25, 2022

#### **Christmas Eve**

Friday – December 23, 2022

#### **Christmas Day**

Monday – December 26, 2022

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#### **Winter Break [two weeks]**

December 19, 2022-January 1, 2023

### 2023

#### **New Year's Eve**

Thursday – December 29, 2022

#### **New Year's Day**

Friday – December 30, 2022

#### **Martin Luther King Jr. Day**

Monday – January 16, 2023

#### **Memorial Day**

Monday – May 29, 2023

#### **Juneteenth**

Monday – June 19, 2023

#### **Independence Day**

Tuesday – July 4, 2023

#### **Labor Day**

Monday – September 4, 2023

#### **Thanksgiving**

Thursday-Friday – November 23-24, 2023

#### **Christmas Eve**

Friday – December 22, 2023

#### **Christmas Day**

Monday – December 25, 2023

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#### **Winter Break [two weeks]**

December 18-31, 2023

## 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 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 Director of Academic Operations 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 an 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 one of the Diploma programs will submit to a criminal background check before they may enter into their clinicals/externship. All students are required to pass a mandatory drug test before they may enter into their clinicals/externship.

Based on previous experiences, Caris College believes 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 and meet all entrance requirements to be considered for acceptance. If acceptance cannot be determined, 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.

Caris College encourages early enrollment due to the limited space in our career training programs. Once a class meets the maximum number of accepted applicants, students can be placed on a waitlist. If a vacancy does not become available, students are permitted to transfer their application to a future program start as long as they meet all admissions requirements and there is availability. Late enrollment requires permission from the Director of Education and Program Director.

Applicants who choose to enroll in a blended program will attend courses in-person as well as online components. Due to all students being required to be on campus, blended program

applicants must meet all standard admission requirements and any programmatic admission requirements.

A non-refundable Application Fee is payable upon completing a student application. 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.

Diagnostic Medical Sonography and Practical Nursing programs have additional preadmission requirements. Please see Preadmission Requirements for Diagnostic Medical Sonography and Practical Nursing.

### **PREADMISSION REQUIREMENTS FOR DIAGNOSTIC MEDICAL SONOGRAPHY**

A Diagnostic Medical Sonography program has both didactic and clinical components which are very structured and demanding of the student. The purpose of preadmission requirements is to gauge the commitment of each applicant.

**1. Criminal Background Check:**

Students who are applying to a Diagnostic Medical Sonography program will submit to a criminal background check. There is a \$50 non-refundable fee for this service.

**2. Entrance Examination:**

Caris College utilizes the following for entrance examination. The applicant must achieve the following minimum scores for admissions to a Diagnostic Medical Sonography Program

Diagnostic Medical Sonography Associate of Applied Science

<b>WBST</b>	<b>365</b>
<b>WBST-q</b>	<b>365*</b>

*\*A score of 285-364 will place the applicant in a probationary status, and they will be required to take the MAT090: Remedial Math [non-credit] course and obtain a passing grade prior to receiving full admission status.*

*\*Entrance exam fee includes 3 attempts at a passing score for each exam. Passing scores are valid for 12 months. If a passing score is not achieved on both entrance exams, applicant must wait 6-months to retest (fees apply).*

In addition to the requirements stated above, any applicant for whom English is not his/her first language must also meet one of the following criteria in order to be considered for admission by the college:

1. Earned a high school diploma from a United States high school where English was the primary instructional language used.
2. Successfully passed an English version of the GED from a United States testing center.
3. Successfully completed a college 100 level or higher course in English from a United States college or university.
4. Completed the Test of English as a Foreign Language [T.O.E.F.L.] with a score of 500 or above on the paper test, or 173 or above on the computer test.

5. Completed the Verbal Skills Wonderlic Basic Skills Test [WBST-v] with a score of 365 or above.

**3. Educational Experience:**

- Review a series of educational videos, provided by the Admissions Advisor, to gain a better understanding of the responsibilities of a Sonography student and the profession.
- Questions regarding the educational experience are included in the interview process.

**4. Two Page Essay:**

- Describe the field of Diagnostic Medical Sonography and explain 3 different specialties in which a sonographer can specialize.
- Why are you interested in becoming a sonographer?
- What specialty are you most interested in?
- Criteria for essay includes:
  - 2-pages [minimum]
  - 12 font
  - Double spaced

A Diagnostic Medical 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.

**5. Two Letters of Recommendation:**

- 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 letters of recommendation on our perspective students is to help gain insight on how their friend, coworker, or management staff perceive them.

**6. Transcripts:**

A Diagnostic Medical Sonography program requires an official high school transcript and unofficial post-secondary school transcripts, if applicable. The program assesses grades in all attempted courses. However, the grades in 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.

**7. Individual Interviews:**

A Diagnostic Medical Sonography Program Director and applicable faculty will review all applicants. The essay, recommendation letters, and transcripts will be examined, and prospective students are selected for the interview process. Applicants will be interviewed by the Program Director and applicable faculty with a set of specific questions. These questions will be scored on the interviewee's responses.

**8. Potential Waitlist:**

Students who 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.

Students applying to a Diagnostic Medical Sonography program will be required to successfully complete a physical examination through a licensed medical provider *after* being accepted.

**PREADMISSION REQUIREMENTS FOR PRACTICAL NURSING**

The Practical Nursing 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. Criminal Background Check/Drug Screening:**

Students who are applying to the Practical Nursing program will submit to a criminal background check and 10-panel urine drug screen.

Substances tested in the 10-panel urine drug screen include amphetamines, barbiturates, benzodiazepines, cocaine, marijuana metab., methadone, methaqualone, opiates, pcp, and propoxyphene.

There is a \$50 non-refundable fee for this service.

**2. Entrance Examination:**

Caris College utilizes the following for entrance examination. The applicant must achieve the following minimum scores for admissions to the Practical Nursing program.

Practical Nursing Diploma

<b>WBST</b>	<b>265</b>
<b>WBST-q</b>	<b>265</b>

*\*Entrance exam fee includes 3 attempts at a passing score for each exam. Passing scores are valid for 12 months. If a passing score is not achieved on both entrance exams, applicant must wait 6-months to retest (fees apply).*

In addition to the requirements stated above, any applicant for whom English is not his/her first language must also meet one of the following criteria in order to be considered for admission by the college:

1. Earned a high school diploma from a United States high school where English was the primary instructional language used.
2. Successfully passed an English version of the GED from a United States testing center.
3. Successfully completed a college 100 level or higher course in English from a United States college or university.
4. Completed the Test of English as a Foreign Language [T.O.E.F.L.] with a score of 500 or above on the paper test, or 173 or above on the computer test.
5. Completed the Verbal Skills Wonderlic Basic Skills Test [WBST-v] with a score of 265.

**3. Two Letters of Recommendation:**



- 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 letters of recommendation on our perspective students is to help gain insight on how their friend, coworker, or management staff perceive them.

#### 4. **Transcripts:**

The Practical Nursing program requires an official high school transcript and unofficial post-secondary school transcripts, if applicable. The program assesses grades in all attempted courses. However, the grades in science and math courses are heavily scrutinized because these courses are the foundation for practical nursing. The prospective student's course of study and prescribed high school program is also indicative of the applicant's readiness for the program.

#### 5. **Group Interview:**

A Practical Nursing Program Director and applicable faculty will review all applicants. The recommendation letters and transcripts will be examined, and prospective students are selected for the interview process. Applicants will be interviewed in small groups by the Program Director and applicable faculty with a set of specific questions and review of program expectations. These questions will be scored on the interviewee's responses.

#### 6. **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.

Students applying to the Practical Nursing program will be required to successfully complete a physical examination through a licensed medical provider *after* being accepted.

## **Re-Admission**

The Director of Academic Operations 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[s] cause interference with their academic success. The Director of Education must be confident in 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 Academic Operations for re-admission. All successful applicants applying for re-entry must sign a new Enrollment Agreement and will be charged current tuition and fees and will be considered along with other applicants. There is no guarantee 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 program. The testing is designed to ensure the applicant has retained the skills required to be successful in their career path.

## Criminal Background Check

In order to protect the safety and well-being of faculty, staff, students and future patients and to ascertain the ability of students to become licensed and/or certified after graduation, criminal background checks will be performed on all Diagnostic Medical Sonography and Practical Nursing applicants prior to enrollment at Caris College, and prior to clinicals/externship for all students. All Diploma Program applicants must sign an attestation form disclosing all, if any, convictions.

Confidentiality will be maintained consistent with FERPA guidelines. DMS applicants must consent to, and satisfactorily complete a criminal background check prior to final acceptance. Enrollment will not be final, and approval to advance to clinicals/externship will not be granted until the completion of a second criminal background check with results deemed acceptable to Caris College. Applicants or students who do not consent to the required background check, and/or refuse to provide information in regard to the background check will be subject to additional actions up to, and including, refusal of admission or dismissal from Caris College. Caris College collaborates with an outside agency to conduct background investigations of students. Caris College is unable to accept outside background checks by other providers.

The Director of Education will review all criminal background check report results for all applicants and students. If adverse information is obtained in the applicant/student's criminal background check report, the Director of Education will consult with the Program Director for review. Caris College may ask the applicant/student to provide a written response to questions/concerns raised from the criminal background investigations. Additional action may be required by the applicant/student in order to confirm all requirements of the program of interest can be successfully completed [certifications, registries, clinical/externship hours etc.].

The criminal background check will include a record of all convictions [guilty plea, a guilty verdict, Alford Plea, or a No Contest plea]. Applicants/students have access to the criminal background check report from their account dashboard. It is the responsibility of the applicant/student to ensure any misinformation in the initial criminal background check report is corrected and submit a written statement with supporting documentation indicating the correction to Caris College.

The existence of a conviction does not automatically disqualify an applicant from being admitted to or cause a student to be dismissed from Caris College. Relevant considerations may include, but are not limited to: the date, nature, and number of convictions, the relationship the

conviction bears to duties and responsibilities of the position, and successful efforts towards rehabilitation. Any decision to allow an applicant to enter, or a student to remain enrolled at Caris College with a conviction is solely at the discretion of Caris College.

If a decision to admit an applicant or continue enrollment for a student cannot be determined by the Director of Education and the Program Director, an evaluation of each conviction will be made by a Review Committee comprised of at least 3 members appointed by the Director of Education. Any applicant whose acceptance or student whose enrollment is referred to the Review Committee has the right to explain the findings from the criminal background check.

Failure to disclose all previous convictions, other than minor traffic convictions, will be considered falsification of records and will be grounds for discipline up to and including withdrawal of acceptance into Caris College, and if discovered after enrollment, termination of enrollment for the student.

Any student convicted of a felony or misdemeanor of any type while enrolled as a student must report that offense in writing to the Director of Education and or Program Director immediately and complete an Arrest and Conviction Self-Disclosure Form. Conviction includes plea agreements, guilty pleas, etc.

## 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 requiring 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 Academic Operations. 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 a 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. Students will be billed for repeated courses due to academic failure(s). Students on an approved Leave of Absence are not considered to be withdrawn and will not be subject to any increase in tuition. At the point the student is scheduled to return to class, the student must contact the Program Director or Director of Academic Operations 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. *Please refer to the Dismissal/Termination policy for more information regarding course retakes.*

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 Academic Operations 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. An LOA may not exceed a maximum of 180 days in any twelve-month period.

## Military Leave

Caris College supports students serving in the United States Military.

Service members that receive unexpected military orders during the term that will interrupt their academic pursuit by requiring a short-term absence [less than 14 days], may work with the course instructor to accommodate the absence when possible, or if not possible due to course requirements. Students are not penalized for military duty, absences for military orders are excused absences.

A military Leave of Absence is available to eligible service members who are temporarily called to active duty or deployed [more than 14 days]. The following criteria is required for a military Leave of Absence:

- A military order stating the student will be deployed for a period of 14 consecutive days or more must be provided to the Director of Academic Operations.
- Students must be in good academic standing in their course(s) with a passing grade at the time of deployment.
- Students must have met all prior attendance requirements for their course(s).
- Students must meet with their Program Director and Director of Academic Operations to complete a plan for successful completion of their program.
- Students on a military Leave of Absence are not charged for retake course(s).

## Transfer Students

Students transferring from other schools are required to earn at least 25% of the hours required for completion of a program through instruction at Caris College. For all of our programs, an official transcript from the former school is 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.

Transfer credit requirements for a Diagnostic Medical Sonography program differ. Transcripts will be evaluated by the Director of Academic Operations and Director of Education on a case-by-case basis. A copy of the school’s catalog should also be submitted so 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 complete additional examinations over prior course material to ensure competency in cognitive areas of study or to demonstrate hands-on proficiency. Transfer of credit

hours will be determined by the Director of Academic Operations and Director of Education.

Students required to complete SSK100: College Success Skills may transfer in credit for the course from previous college experience. At least 9 cumulative credits must have been earned with at least a 2.0 GPA from another institution in order to receive credit.

After transfer hours have been established the applicant will be charged for only the hours needed to complete Caris College training requirements, and applicable books and supplies/fees. The same refund policy that applies to program students also applies to transfer students. Students may seek application to take individual classes rather than a program, in special circumstances, and based on the availability of space.

## Prior Learning Assessment

A Prior Learning Assessment [PLA] is an examination designed to measure the student's level of knowledge and/or skills in a given course. Some examples of reasons for completing a Prior Learning Assessment are, but not limited to, as follows:

1. The student has had extensive high school work above the normal curriculum, which would make certain basic courses repetitious.
2. The student has, through actual work experience, attained the knowledge and competency or skills required in certain courses.
3. The student has taken course work at another institution of post-secondary education which is not transferable, but which has given him/her sufficient background knowledge to make certain courses repetitious.
4. The student has completed course work in an apprenticeship or vocational program.
5. The student has completed studies in a civil or military training program.

Prior Learning Assessments may be oral, and/or written. In addition, a laboratory examination may be required when a demonstration of skill is necessary.

Prior Learning Assessments are administered with an examination fee charged if applicable. The current fee schedule for PLAs can be found in Supplement B of this catalog. The assessment can be completed at any time within a student's program. However, once a student has attended class beyond the first week, Prior Learning Assessments cannot be administered.

Early testing for Prior Learning Assessment credit is recommended to avoid delays in proper scheduling. Any Prior Learning Assessment attempted on or before the last day of the student's first term is free of charge. Note: Prior Learning Assessments are not available for all courses. The Director of Academic Operations, Director of Education or Campus President will be able to inform the student which classes have a Prior Learning Assessment available. The student must see the Director of Academic Operations to make arrangements for assessments.

Only 80% or higher scores are acceptable for Prior Learning Assessment credit and will be recorded as transfer credit with a grade awarded of a "- -" on the official transcript of the student.

## 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 credits will be accepted. Students who request their academic transcript be sent to another post-secondary institution will need to submit a request online at: [https://cariscollege.populiweb.com/router/request\\_transcript](https://cariscollege.populiweb.com/router/request_transcript).

## Home-Schooled Applicants

Applicants who have been home-schooled will be required to self-certify they have completed the minimum high school course of study and other legal requirements established by their state on the FAFSA. A transcript must be submitted, and must include the school's name, the school's city and state location, student's name, date of birth, courses taken at levels 9-12, the grade earned in each course and the date of graduation. A signature must also be included from the home-school administrator to certify validity, accuracy, and completion of the home-school program. Note that while a home-school transcript will be used to verify completion of the minimum high school course of study, for employment purposes, some employers and government agencies may require a GED score in place of a home-school diploma or transcript.

Home-schooled applicants are also expected to meet all other admissions requirements expected of other applicants based on program choice and level of entry.

## 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 completed 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 may qualify for transfer of credit but could require additional information in conjunction to their translated transcript [such as course description translations, course syllabus translations, etc.]. Transfer of credit hours will be determined by the Director of Academic Operations and Director of Education.

## Advanced Placement and Experiential Learning

Caris College does not accept advanced placement scores or experiential learning for previous training. Applicants are encouraged to complete a Prior Learning Assessment, if applicable.

## Americans with Disabilities Act

Caris College adheres to the tenet and vision of the Americans with Disabilities Act. Our facilities are wheelchair accessible. The school accommodates students with diagnosed and properly documented learning disabilities to the extent it 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[s] be known to your admissions advisor 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. Generally, day classes can be held M-F 8am-5:30pm; and evening classes can be held 6pm-10pm [some exceptions require classes to be held from 5:30pm-10:30pm]. Days, times and course schedules vary per program of study.

*\*All schedules are subject to change.*

### ACUTE/CLINICAL TECHNICIAN

January 24, 2022, through November 18, 2022 (day class) (M/W)

May 9, 2022, through March 10, 2023 (evening class) (M/T/W/R)

October 10, 2022, through August 11, 2023 (day class) (MW)

*\*All Acute/Clinical Technician Programs require a 180-hour externship.*

### COMPREHENSIVE DENTAL ASSISTING

February 14, 2022, through December 16, 2022 (day class) (T/R)

February 14, 2022, through December 16, 2022 (evening class) (M/T/W/R)

April 11, 2022, through December 16, 2022 (day class) (M/W/F)

August 15, 2022, through June 30, 2023 (day class) (T/R)

August 15, 2022, through June 30, 2023 (evening class) (M/T/W/R)

October 24, 2022, through July 14, 2023 (day class) (M/W/F)

*\*All Comprehensive Dental Assisting Programs require a 300-hour externship.*

### COMPREHENSIVE MEDICAL ASSISTANT

February 21, 2022, through November 25, 2022 (day class) (T/R)

August 1, 2022, through May 19, 2023 (day class) (M/W)

*\*All Comprehensive Medical Assistant Programs require a 160-hour externship.*



## DIAGNOSTIC MEDICAL SONOGRAPHY

January 3, 2022, through December 15, 2023 (day class) (M/T/W/R/F)

July 11, 2022, through May 31, 2024 (day class) (M/T/W/R/F)

*\*All Diagnostic Medical Sonography Programs require 1,320 clinical externship hours throughout the program.*

## PRACTICAL NURSING

October 3, 2022, through September 15, 2023 (day class)

*\*All Practical Nursing Programs require a 506-hour clinical.*

## VETERINARY ASSISTANT

January 24, 2022, through November 18, 2022 (day class) (M/W)

March 21, 2022, through January 13, 2023 (evening class) (M/T/W/R)

June 7, 2022, through March 31, 2023 (day class) (T/R)

August 1, 2022, through May 26, 2023 (day class) (M/W)

October 10, 2022, through August 11, 2023 (day class) (MW)

*\*All Veterinary Assistant Programs require a 150-hour externship.*

## Policy for Change of Programs

Caris College recognizes 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 Academic Operations and request a Change of Program Request Form.

Upon approval, the student must take the approved Change of Program Request Form to the Admissions Department to sign appropriate enrollment papers for the new program. After the appropriate paperwork is completed, the student will meet with the Financial Aid to discuss and establish an approved payment plan for the new program. Once all departments have approved, 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 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 meets 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 who are dropped for non-attendance will receive a “W.” The “W” is placed on the student’s transcript and is used in calculating completion rate for Satisfactory Academic Progress. The student’s enrollment status will also be adjusted, a factor that may have an impact on the amount of financial assistance for which the student is eligible. Last dates of attendance in courses determined by this attendance policy will be used in calculating when and to what extent funds must be returned to financial aid funding sources. See the Financial Aid Office for more information.

### LATE ENTRY INTO CLASS

It is required all students attend each class at least one time, no later than the first-class meeting of week two of each term. Failure to do so will result in the student not being allowed to attend the class for that term and take an Academic Leave of Absence. All students must sign the attendance roster for each class attended.

## 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 abiding by the applicable dress code or any behavior which may be detrimental to the reputation of Caris College. Harming one’s self or another, displaying any inappropriate behavior while on campus, 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 will be allowed to repeat that course one time. Should the student unsuccessfully complete the second attempt, they will automatically be dismissed from the college and their tuition refund will be calculated in accordance with the refund policy.

## Official Withdrawal

Official withdrawal from any program must be communicated in person, by phone, email, or by certified mail to the Director of Academic Operations. 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 and applicable personal protective equipment during laboratory, clinical/externship hours. Students will be sent home** [from campus or externship] if they are not in compliance with the applicable dress code. Any work not made up will result in a grade of a zero for the missed assignments.

Jewelry must be kept to a minimum. Gauges in the ears are not permitted. Nose rings are not allowed, and 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 conditions and/or practices immediately to your instructor or Program 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 equipment [i.e., operating handpieces, model trimmers etc.]. It is also the **responsibility of the student to wear appropriate and applicable personal protective equipment during all laboratory, clinical and externship activities** [i.e., safety glasses, gloves, masks, lab coats, closed toe shoes].

## Vaccination Policy

Caris College does not require vaccinations or other immunizations for acceptance. However, vaccinations and/or immunizations may be required prior to the start of clinical/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. 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 <https://cariscollege.edu/>. Caris College offers information regarding counseling, treatment, rehabilitation, or re-entry programs for those who need assistance. For those seeking help, please speak with an administrator 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 Academic Operations, Director of Education and/or Campus President.

The Director of Academic Operations or 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 of Academic Operations or the Director of Education 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 20:1.

## 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 up-to 20-feet 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, or on silent during all instructional and laboratory classes. They are only permitted to be used 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 and/or 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 disciplinary action, up to 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 obligations 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. The Director of Academic Operations, Director of Education and/or the Campus Director 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 by completing a Pregnancy Declaration Form and providing the completed form to the Program Director of the program she is enrolled.

Upon disclosure of pregnancy:

- The student will meet with the Director of Academic Services and the Program Director to devise an academic plan.
- The student will be advised 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.
- The Program Director will review protection practices [ALARA, etc.] with the student.
- The student will not be permitted to participate as a volunteer in certain campus lab sessions [ultrasounds, phlebotomy, etc.] 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. [Dosimetry monitoring, radiology precautions, etc.]

- 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.
- Should circumstances arise that would require further accommodations, students are encouraged to meet with the Director of Academic Services to modify the academic plan.
- 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 academic 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 Academic Operations 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 Academic Operations.

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

A formal complaint/grievance must be put in writing to assure 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 Academic Operations will appoint a review board consisting of at least 3 individuals. 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 7 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 500 Mero Street 4<sup>th</sup> Floor, 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 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 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 study, 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 Academic Operations. 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 students and former students should be granted the opportunity to change their names on education records upon the production of evidence showing the name has changed. The following procedure applies to requests for changes to the name appearing on a student's education record:

- Complete a Request for Change in Name form through the office of the Director of Academic Operations
- Provide a photocopy of a Social Security card or Marriage Certificate reflecting the new name

Please note 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 FERPA 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] affords 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 receives a request for access. A student should submit to the Director of Academic Operations a written request that identifies the record[s] the student wishes to inspect. The Director of Academic Operations will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records 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 Director of Academic Operations, 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 Director of Academic Operations 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 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 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 the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, with respect to the allegation made against him or her, and/or 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 typically 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 academic growth, but also personal growth. The people in these programs develop substantial additional confidence in themselves as they learn to connect through others. Student services are as follows:

### ORIENTATION

The transition to college, especially when it involves leaving the familiar surroundings of home, can be an important time in a student's life. Caris College's orientation is conducted prior to the start of each new entering class and provides incoming students with helpful information regarding school policies, class scheduling, staff responsibilities and student services.

### 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 Academic Operations for a confidential referral to a professional in the local area. 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 in the Director of Academic Operation's Office of Caris College for each individual student. Students are permitted to view their records, by appointment during regular hours of operation. 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. Faculty and staff members 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.

## STUDENTS WITH DISABILITIES

Caris College recognizes the Americans with Disabilities Act [ADA] and the guidelines therein that support the college's policies and actions to ensure the success of all students.

Anyone enrolling in the college who requires accommodations because of physical, psychological, medical or learning disabilities should contact the ADA Coordinator at 812-258-9510. The student will be required to submit documentation of the disability including one or more of the following:

- a) Educational assessment conducted by a trained, certified professional that includes assessment results, diagnosis of the disability and suggested accommodations.
- b) Written verification of a psychological disability diagnosed by a licensed mental health professional such as a psychologist or psychiatrist.
- c) Written documentation of a physical or medical disability provided by a licensed health professional such as a physical therapist or an audiologist.

Enrolled students should inform their instructors of an approved accommodations worksheet [completed with the ADA Coordinator] at the beginning of each term.

## TECHNICAL SUPPORT

Technical support is provided through the Student Portal [Populi]. Students have 24-hour access to their Knowledge Base, which includes tutorials, how-to's, reference articles, and getting-started guides for every area of the Student Portal. Support can also be reach by phone or through support tickets. Technical support hours are 6:00a to 5:00p PCT, Monday through Friday [excluding major holidays].

## 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.

## Delivery Methods

Caris College utilizes residential and blended delivery methods for courses. Course delivery methods are listed on the individual course syllabi.

**Residential courses** are defined as courses offered fully in-person on campus, and/or at an approved externship or clinical location. Residential courses do not have required distance learning components.

**Blended courses** are defined as courses utilizing a mixture of residential and online learning components. Part of the course will be completed in-person on campus and include online learning elements through the Learning Management System [LMS] which serves as the Student Portal [Populi].

## Distance Learning Material Adverse Impact Circumstances Disclosures

The structure of all blended programs at Caris College requires physical attendance at the Caris College campus, externship or clinical experiences, and the ability to meet all the technical requirements previously listed.

Programs requiring credentialing to gain employment meet all requirements in Kentucky and Indiana to attempt license or credential examinations. Due to individual state regulations, students who reside outside the states of Kentucky or Indiana may not be eligible to enroll in residential [on-ground] or online education courses or programs for which the College is not approved. Students who relocate while enrolled at Caris College may be unable to complete their studies if they move to a state where the College is not currently authorized to offer an online option for the program. Any student who is considering relocation while enrolled should contact the Director of Education and/or the Director of Academic Operations to discuss how relocation should alter their eligibility. It is the student's responsibility to inform the College of his/her relocation.

### 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 clinical/externship equal one quarter credit hour. A clock hour is between 50 and 60 minutes of instruction.

### Outside Preparation Hours

Students will be expected to complete on average, a minimum of five [5] outside preparation hours for each quarter credit hour of lecture/laboratory. Some courses may include more outside preparation hours than the minimums stated above. In general, clinical experiences may not require outside preparation hours. Work completed through outside preparation hours will be graded and will be a component of the final grade for a class. Please refer to the individual course syllabus for further details.



## Grading Policy

The College operates on a quarter or term basis. Completed academic units of credits are issued in quarter credit hours. 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%*	Failing Student has not satisfactorily met course requirements and must repeat the course.	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

**\*Ranges may differ in a Diagnostic Medical Sonography or Practical Nursing program. Please refer to the applicable student handbook.**

**\*\*** 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 Director of Academic Operations. The student must complete all work within one (1) week following the last class date<sup>1</sup>, 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.

<sup>1</sup>*Extensions for clinical/externship hours may be granted for extenuating circumstances*

A grade of a “D” is not acceptable in 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. *Please refer to the Academic Leave of Absence policy for more information regarding course retakes.*

## 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 who are not achieving satisfactory grades throughout the term to promote a successful completion.

## Grade Appeal

If a student has reason to believe 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 Director of Academic Operations to formally petition the grade. A Grade Appeal form must be filed within the first week of the subsequent term. The appeal will be reviewed and reported back to the instructor and the student with a determination.

Should the student not be satisfied, a letter must be written to the Director of Academic Operations 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

Students must satisfactorily complete all course requirements and maintain a minimum cumulative grade point average of 2.0 in all course work attempted to be eligible to receive their associate degree or diploma. In addition, students must have paid in full, all financial obligations to the school, returned all school property, and completed a financial aid exit interview [for those with federal loans] in order to complete their graduation requirements.

## Academic Honors and Achievements

Academic Achievement acknowledgements are awarded each quarter to all students who have achieved a 3.5 grade point average [GPA] or higher. Acknowledgements are denoted after each awarding quarter on the student's transcript under the designation "Academic Achievement List."

At graduation, qualified students are honored with Cum Laude, Magna Cum Laude, or Summa Cum Laude designations as follows:

Cum Laude	3.50-3.79 Cumulative GPA
Magna Cum Laude	3.80-3.99 Cumulative GPA
Summa Cum Laude	4.0 Cumulative GPA

Special success and achievements are also recognized at graduation, such as departmental awards.

## Transcripts

Official transcripts are provided to students and graduates in good standing who have a zero balance. No transcript of grades will be released to a third party without the student's prior written consent. Official transcripts are furnished after receipt of a service fee. The current fee schedule for an Official Transcript Request can be found in Supplement B of this catalog. Official Transcripts are to be requested online at:

[https://cariscollege.populiweb.com/router/request\\_transcript](https://cariscollege.populiweb.com/router/request_transcript) and are processed within 5-7 business days after the date of the received request. Students have access to a copy of their Unofficial Transcript through the Student Portal.

## 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 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 Director of Academic Operations and will be required to meet with 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 re-taken, and the re-take 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 by a specified due date at which time the grade will be changed to the grade earned. If the work is not finalized by the specified deadline, all outstanding work will convert to a zero “o” 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.

Non-credit 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 “--”.

## STUDENT STATUSES RELATED TO SATISFACTORY ACADEMIC PROGRESS

**Active** – The student is satisfactorily meeting academic progress requirements and is in good standing.

**Warning** – A student who is not achieving Satisfactory Academic Progress standards will be placed on Warning. The student may continue to attend class and receive Title IV HEA, Kentucky or Indiana state financial aid, if applicable, for one additional quarter. The student will be notified continued failure to achieve SAP compliance will result in further punitive action.

**Academic Probation** – A previous “Termination” status student who has successfully appealed for reentry may be placed on Academic Probation. The Academic Probation student does not receive Title IV HEA and/or Kentucky or Indiana state financial aid. The Academic Probation status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation term or by a specified period of time established in an Academic Recovery Plan.

**Financial Aid Probation** - A previous “Termination” status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes may be placed on Financial Aid Probation. The Financial Aid Probation student may be eligible for Title IV HEA and/or Kentucky or Indiana state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation status allows the student to continue classes



with a goal of achieving SAP standards by the end of the Financial Aid Probation term or by a special period of time established in an Academic Recovery Plan.

**Termination** – A previous “Warning” or “Probation” status student will be terminated if the student fails to meet SAP standards and/or fulfill the terms of the Academic Recovery Plan at the end of the warning or probation term. A terminated student may not continue in school or receive Title IV HEA and/or Kentucky or Indiana state financial aid unless reinstated through the SAP appeal process.

### ACADEMIC LEAVE OF ABSENCE

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 pass all courses within a respective term, and/or 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 course(s) and/or the academic term in its entirety. *Please refer to the Dismissal/Termination policy for more information regarding course retakes.*

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 SAP requirements.

The first term the student fails to meet SAP requirements will be placed on Warning. This probationary status should be utilized by the student to meet SAP requirements and come into compliance. Students must complete the program of study prior to attempting 1 ½ times the credit hours required for graduation from the program and must complete their training within **150% maximum timeframe** of the expected time to complete their program of study. The student will be eligible to receive Federal Title IV financial aid while on Warning, if applicable. The retake term does affect the maximum timeframe for completion because both term credits [original term and retake term] are counted towards SAP. Students will only be allowed to repeat a failed course one time.

Students who return on a Warning status will be re-evaluated at the end of their retake term. In order to become SAP compliant, the student must raise their CGPA and rate of progress to meet or exceed the minimum requirements. If the student comes into SAP compliance after their retake term, they will return to active status.

If a student has failed to meet the SAP guidelines at the end of their retake term, the student will be placed into a terminated status. In the event a student is terminated, the student may apply for an appeal 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.

### APPEALS OF FAILED SAP DETERMINATION AND ACADEMIC DISMISSAL

A student who has been determined to fail SAP by Caris College or been terminated 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 submitted through an electronic form found by visiting <https://forms.gle/RxPgPyCPxV9xTKft7> and must be received by the Director of Academic Operations no later than five (5) business days after receiving notification of his/her probation status/termination from the school. The form 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 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 form. The decision of the Director of Academic Operations 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 contact the College.

## Financial Aid

Financial Aid funding is available to students who qualify. The Financial Aid Department is available to assist students in applying for Federal, State and Private pay options. The Financial Aid Department also works closely with the student and the Bursar to overcome any gap funding issues.

Please note as part of the Financial Aid application process, students may be requested to provide additional documentation, including but not limited to, tax transcripts, proof of eligibility, or other verifying official documentation.

Caris College does not penalize or prohibit a GI bill student from attending or participating in courses while awaiting VA payment [for up to 90 days]. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## 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

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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.

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 for the current term, less an application/enrollment fee 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 current instructional term, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation for the current term, less an application/enrollment fee 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 current instructional term, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation for the current term, less an application/enrollment fee 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 current instructional term, is entitled to a refund of forty percent (40%) of the cost of the financial obligation for the current term, less an application/enrollment fee 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 current instructional term, 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, application/enrollment fee not to exceed one hundred dollars (\$100).
- C. After beginning of training, the application/enrollment fee, plus 10% of the current instructional term tuition until student completes 10% of the assignment.
- D. After completing 10% of the assignments, but prior to completing 25% of the assignments, the application/enrollment fee plus 25% of the current instructional term tuition.
- E. After completing 25% of the assignments but prior to completing 50% of the assignments, the application/enrollment fee plus 50% of the current instructional term tuition.
- F. After completing 50% of assignments, but prior to completing 75% of the assignments, the application/enrollment fee plus 75% of current instructional term tuition.
- G. After completing 75% of assignments, the student is responsible for the total current instructional term 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 current instructional term 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.

## Return of Title IV 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 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 2 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 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 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 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 or virtual class session(s), or clinical experiences. [2] Institutional charges are defined as tuition, fees, and other educationally related expenses assessed by Caris College.



## Programs

### ACUTE/CLINICAL TECHNICIAN | DIPLOMA

#### Program Objective

The Acute/Clinical Technician Program is designed to prepare students for a career as a healthcare technician within an acute or clinical setting 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	50 clock hours	4 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	50 clock hours	4 qtr. credit hours
<b>PAT120</b>	Patient Care Technician Clinical	200 clock hours	8 qtr. credit hours
<b>BUS115</b>	Professional Development	30 clock hours	3 qtr. credit hours
<b>MAT100</b>	Calculations for the PCT	40 clock hours	4 qtr. credit hours
<b>ENC101</b>	Interpersonal Communications	40 clock hours	4 qtr. credit hours
<b>Program Totals</b>		<b>710 Clock Hours</b>	<b>49 Qtr. Credit Hours</b>

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

## 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

<b>BUS115</b>	Professional Development	30 clock hours	3 qtr. credit hours
<b>DA201</b>	Clinical Procedures	48 clock hours	4 qtr. credit hours
<b>DA202</b>	Dental Radiography	48 clock hours	3.5 qtr. credit hours
<b>DA203</b>	Dental Specialties	48 clock hours	4 qtr. credit hours
<b>DA204</b>	Expanded Duties Dental Assistant	48 clock hours	4 qtr. credit hours
<b>DA205</b>	Dental Basic Sciences	48 clock hours	4.5 qtr. credit hours
<b>DA206</b>	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	320 clock hours	12 qtr. credit hours
DA210	Dental Assisting Seminar	70 clock hours	7 qtr. credit hours
<b>Program Totals</b>		<b>804 Clock Hours</b>	<b>54 Qtr. Credit Hours</b>

*This program is currently only offered as a residential delivery option at our Jeffersonville campus and can be completed in 36 or 44 total weeks.*



## COMPREHENSIVE MEDICAL ASSISTANT | DIPLOMA

### Program Objective

The Comprehensive Medical Assisting program is designed to prepare students for successful careers as Medical Assistants with knowledge in pertinent aspects of the healthcare field. Students will learn skills that prepare them to perform administrative and clinical duties required in the daily operation of a healthcare facility. Upon completion of the program, students will be prepared to take the national Registered Medical Assistant [RMA] examination through The American Medical Technologist [AMT].

### Course Requirements

ANP105	General Anatomy	40 clock hours	4 qtr. credit hours
BUS115	Professional Development	30 clock hours	3 qtr. credit hours
MDA100	Medical Administrative Procedures	30 clock hours	3 qtr. credit hours
MDA110	Medical Records Management	40 clock hours	4 qtr. credit hours
MDA120	Clinical Procedures I	70 clock hours	5 qtr. credit hours
MDA125	Clinical Procedures II	60 clock hours	4 qtr. credit hours
MDA130	Laboratory Procedures	70 clock hours	5 qtr. credit hours



<b>MDA140</b>	Medical Billing and Insurance	40 clock hours	4 qtr. credit hours
<b>MDA150</b>	Pharmacology	60 clock hours	4 qtr. credit hours
<b>MDA160</b>	Medical Assisting Externship	170 clock hours	6 qtr. credit hours
<b>MDA170</b>	Medical Assistant Seminar	40 clock hours	4 qtr. credit hours
<b>MED105</b>	Medical Terminology	40 clock hours	4 qtr. credit hours
<b>MED110</b>	Healthcare Law and Ethics	30 clock hours	3 qtr. credit hours
<b>SSK100</b>	College Success Skills	20 clock hours	2 qtr. credit hours
<b>Program Totals</b>		<b>740 Clock Hours</b>	<b>55 Qtr. Credit Hours</b>

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

## DIAGNOSTIC MEDICAL SONOGRAPHY | ABDOMEN, OBSTETRICS, AND GYNECOLOGY | ASSOCIATE OF APPLIED SCIENCE

### Program Objective

The Diagnostic Medical Sonography | Abdomen, Obstetrics and Gynecology 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 | Abdomen, Obstetrics and Gynecology 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>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>COM105*</b>	Speech and Interpersonal Communications	30 clock hours	3 qtr. credit hours
<b>MAT108*</b>	College Algebra	30 clock hours	3 qtr. credit hours
<b>MED100*</b>	Medical Terminology	30 clock hours	3 qtr. credit hours

<b>MED120*</b>	Medical and Legal Ethics	30 clock hours	3 qtr. credit hours
<b>PAT105</b>	Essentials of Sonography and Patient Care	30 clock hours	3 qtr. credit hours
<b>PHY100*</b>	General Physics	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>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>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>SON111</b>	Sonography Clinical I	330 clock hours	11 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>SON121</b>	Sonography Clinical II	330 clock hours	11 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>SON 131</b>	Sonography Clinical III	330 clock hours	11 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>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 and can be completed in 80 total weeks.*

The Diagnostic Medical Sonography | Abdomen, Obstetrics and Gynecology program is programmatically accredited by The Commission on Accreditation of Allied Health Education Programs [CAAHEP].

- The Commission on Accreditation of Allied Health Education Programs  
9355 – 113<sup>th</sup> Street N, #7709  
Seminole, FL 33775-7709  
<https://www.caahep.org/>



## DIAGNOSTIC MEDICAL SONOGRAPHY | ECHOCARDIOGRAPHY | ASSOCIATE OF APPLIED SCIENCE

### Program Objective

The Diagnostic Medical Sonography program is designed to prepare competent entry level Echocardiographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Through this program, Caris College seeks to graduate competent Diagnostic Medical Sonographers in the Echocardiography modality that are qualified to perform a variety of standard and specialized diagnostic cardiac ultrasound procedures.

### Course Requirements

<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>COM105*</b>	Speech and Interpersonal Communications	30 clock hours	3 qtr. credit hours
<b>ECC100</b>	Intro to Echocardiography	40 clock hours	4 qtr. credit hours

<b>ECG100L</b>	Intro to Echocardiography Lab	40 clock hours	2 qtr. credit hours
<b>ECG110</b>	Adult Echocardiography I	40 clock hours	4 qtr. credit hours
<b>ECG110L</b>	Adult Echocardiography I Lab	80 clock hours	4 qtr. credit hours
<b>ECG115</b>	EKG and Hemodynamics	40 clock hours	4 qtr. credit hours
<b>ECG120</b>	Adult Echocardiography II	40 clock hours	4 qtr. credit hours
<b>ECG120L</b>	Adult Echocardiography II Lab	80 clock hours	4 qtr. credit hours
<b>ECG130</b>	Cardiac Procedures	40 clock hours	4 qtr. credit hours
<b>ECG140</b>	Echocardiography Seminar	50 clock hours	5 qtr. credit hours
<b>ECG111</b>	Echocardiography Clinical I	330 clock hours	11 qtr. credit hours
<b>ECG121</b>	Echocardiography Clinical II	330 clock hours	11 qtr. credit hours
<b>ECG131</b>	Echocardiography Clinical III	330 clock hours	11 qtr. credit hours
<b>ECG141</b>	Echocardiography Clinical IV	330 clock hours	11 qtr. credit hours
<b>MAT108*</b>	College Algebra	30 clock hours	3 qtr. credit hours
<b>MED100*</b>	Medical Terminology	30 clock hours	3 qtr. credit hours
<b>MED120*</b>	Medical and Legal Ethics	30 clock hours	3 qtr. credit hours
<b>PAT105</b>	Essentials of Sonography and Patient Care	30 clock hours	3 qtr. credit hours
<b>PHY100*</b>	General Physics	30 clock hours	3 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>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 and can be completed in 80 total weeks.*



## PRACTICAL NURSING | DIPLOMA

### Program Objective

The Practical Nursing program is designed to prepare competent entry level Practical Nurses in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Through this program, Caris College seeks to graduate competent, ethical, and empathetic Practical Nurses that are qualified to perform a variety of standardized and specialized care activities to patients across the lifespan.

### Course Requirements

<b>ANP110</b>	Human Structures and Terminology	66 clock hours	6 qtr. credit hours
<b>MAT110</b>	Nursing Math and Pharmacology	44 clock hours	4 qtr. credit hours
<b>NUR100</b>	Introduction to Nursing and Healthcare	44 clock hours	4 qtr. credit hours
<b>NUR105</b>	Fundamentals of Practical Nursing	88 clock hours	6 qtr. credit hours
<b>NUR110</b>	Medical-Surgical Nursing I	198 clock hours	10 qtr. credit hours
<b>NUR120</b>	Medical-Surgical Nursing II	198 clock hours	10 qtr. credit hours

<b>NUR130</b>	Mental Health Nursing	77 clock hours	4 qtr. credit hours
<b>NUR140</b>	Maternal Nursing	77 clock hours	4 qtr. credit hours
<b>NUR150</b>	Geriatric Nursing	77 clock hours	4 qtr. credit hours
<b>NUR160</b>	Pediatric Nursing	77 clock hours	4 qtr. credit hours
<b>NUR170</b>	Practical Nursing Practicum	154 clock hours	8 qtr. credit hours
<b>NUR180</b>	Practical Nursing Seminar	77 clock hours	6 qtr. credit hours
<b>NUT100</b>	Nutrition	44 clock hours	4 qtr. credit hours
<b>SSK105</b>	Strategies for Success	22 clock hours	2 qtr. credit hours
<b>Program Totals</b>		<b>1243 Clock Hours</b>	<b>76 Qtr. Credit Hours</b>

*This program is currently only offered as a residential delivery option at our Jeffersonville campus and can be completed in 44 total weeks.*

## VETERINARY ASSISTANT | DIPLOMA

### Program Objective

The Veterinary Assistant program is designed to provide our students with the highest quality, up-to-date veterinary assistant training to promote confidence, dependability, and professionalism. It is the program's mission to instill a passion for veterinary medicine that encourages growth and continued learning. To provide the highest standards of patient care and husbandry so students can become successful in the veterinary field.

### Course Requirements

<b>BUS115</b>	Professional Development	30 clock hours	3 qtr. credit hours
<b>SSK100</b>	College Success Skills	20 clock hours	2 qtr. credit hours
<b>VTA100</b>	Intro to Veterinary Assistant	40 clock hours	4 qtr. credit hours
<b>VTA110</b>	Veterinary Anatomy and Physiology	50 clock hours	4 qtr. credit hours
<b>VTA115</b>	Veterinary Medical Terminology	30 clock hours	3 qtr. credit hours
<b>VTA120</b>	Small Animal Nursing I	50 clock hours	4 qtr. credit hours
<b>VTA125</b>	Small Animal Nursing II	50 clock hours	4 qtr. credit hours

<b>VTA130</b>	Veterinary Clinical Pathology	50 clock hours	4 qtr. credit hours
<b>VTA140</b>	Veterinary Diagnostic Imaging	40 clock hours	3 qtr. credit hours
<b>VTA150</b>	Veterinary Office Procedures and Communication	30 clock hours	3 qtr. credit hours
<b>VTA155</b>	Mixed Animal Procedures	40 clock hours	4 qtr. credit hours
<b>VTA160</b>	Principles of Veterinary Pharmacology	40 clock hours	4 qtr. credit hours
<b>VTA170</b>	Veterinary Surgical Assisting and Anesthesia	50 clock hours	4 qtr. credit hours
<b>VTA180</b>	Veterinary Assistant Externship	170 clock hours	7 qtr. credit hours
<b>VTA190</b>	Veterinary Assistant Seminar	30 clock hours	3 qtr. credit hours
<b>Program Totals</b>		<b>720 Clock Hours</b>	<b>56 Qtr. Credit Hours</b>

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

The Veterinary Assistant program is programmatically approved by North American Veterinary Technicians Association [NAVTA].

- North American Veterinary Technicians Association  
750 Route 202, Suite 200  
Bridgewater NJ 08807  
<https://www.navta.net>



## Course Descriptions

**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, 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, COM105, MAT108, PAT105, PHY100

**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

**ANP110: Human Structures and Terminology** [6 qtr. credits/66 clock hours]

This course will study the structure and the basic 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. This course integrates medical terminology, providing the framework for understanding individual medical word parts (prefixes, suffixes, and word roots). Students will discuss and learn terms related to anatomy, physiology, and pathological conditions. Students will learn to spell, define, and pronounce common medical terms. 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): DA204, DA208, EKG100, ENC101, MDA125, MDA140, MDA150, PAT110, VTA125, VTA155, VTA160, VTA170

**COM105: SPEECH AND INTERPERSONAL COMMUNICATIONS** [3 qtr. credits/30 clock hours]

This course addresses the principles of interpersonal dynamics, group communications, presentation skills and public speaking. Students focus on the understanding, evaluating and improving interactions with others in their personal and professional lives. Topics include listening, conflict resolution, assertiveness, and non-verbal communication. Prerequisite(s): none

**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 DUTIES 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** [12qtr. credits/320 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

**DA 210: DENTAL ASSISTING SEMINAR** [7 qtr. credits/70 clock hours]

Extensive review of programmatic material will be the focus of this course. It will prepare students for industry certifications and radiation health and safety to enhance and further career opportunities. Mock exams will be given in preparation for industry certification exams.

Prerequisites: DA204, DA208

**ECG100: INTRODUCTION TO ECHOCARDIOGRAPHY** [4 qtr. credits/40 clock hours]

This course provides a foundation in the principles of Echocardiography and gray scale imaging. This course involves understanding and recognition of normal cardiovascular anatomy. Students are introduced the physiological principles behind how the human heart functions.

Prerequisite(s): ANP101, COM105, MAT108, PAT105, PHY100

**ECG100L: INTRODUCTION TO ECHOCARDIOGRAPHY LAB** [2 qtr. credits/40 clock hours]

This lab is associated with the ECG100 course. During this course the student will be introduced to the ultrasound lab and the instrumentation controls to provide optimum operation. Students will be practicing imaging and identifying normal cardiac anatomy and demonstrate proper scanning techniques. Prerequisite(s): ANP101, COM105, MAT108, PAT105, PHY100

**ECG110: ADULT ECHOCARDIOGRAPHY I** [4 qtr. credits/40 clock hours]

Students will continue their studies of normal anatomy and cardiac function learning to use additional testing tools such as color doppler and spectral doppler. This course details abnormal anatomy along with different disease processes that can affect the heart. Prerequisite(s): ANP102, ECG100, ECG100L, MED100

**ECG110L: ADULT ECHOCARDIOGRAPHY I LAB** [4 qtr. credits/80 clock hours]

This lab is associated with the ECG110 course. Students will have the ability to practice scanning procedures, reproduce protocols, and utilize Doppler and color Doppler to interrogate valvular function. Prerequisite(s): ANP102, ECG100, ECG100L, MED100

**ECG115: EKG AND HEMODYNAMICS** [4 qtr. credits/40 clock hours]

This course will provide a comprehensive interpretation of EKG and heart rhythms, conduction system, electrocardiography, electrophysiology, and cardiac hemodynamics. Prerequisite(s): ANP102, ECG100, ECG100L, MED100

**ECG120: ADULT ECHOCARDIOGRAPHY II** [4 qtr. credits/40 clock hours]

This course provides students with essential knowledge of embryologic development and congenital heart diseases. This course incorporates the etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Prerequisite(s): ECG110, ECG110L, ECG115

**ECG120L: ADULT ECHOCARDIOGRAPHY II LAB** [4 qtr. credits/80 clock hours]

This lab is associated with the ECG120 course. Students will have the ability to practice scanning procedures, reproduce protocols and disease protocols, and utilize Doppler and color Doppler to interrogate valvular function. Prerequisite(s): ECG110, ECG110L, ECG115

**ECG130: CARDIAC PROCEDURES** [4 qtr. credits/40 clock hours]

Students will use all of their knowledge gained in the previous ECG courses to understand a multitude of different cardiac procedures involving echocardiography along with cardiac procedures that do not utilize ultrasound. Prerequisite(s): ECG110, ECG110L, ECG115

**ECG111, 121, 131 and 141: ECHOCARDIOGRAPHY CLINICAL I-IV** [11 qtr. credits each/330 clock hours each]

These sessions involve rotations in a hospital or imaging center 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, students will be able to observe and perform, if authorized by the sonographer, cardiac ultrasounds and specialized procedures as well as moving and positioning patients. Prerequisite(s): Program Director approval

**ECG140: ECHOCARDIOGRAPHY 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 - Echocardiography program. The students will be able to address any questions they have over any of the material. Also, professional organizations, certifications, licensure, continual education requirements, career paths, and the accreditation process will be presented. The students will complete the application process to register for their registry exam. Students will be able to write resumes, professional correspondence and learn interviewing skills. Prerequisite(s): ECG131, MED120

**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** [4 qtr. credits/40 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

**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

**MAT110: Nursing Math and Pharmacology** [4 qtr. credits/44 clock hours]

This course prepares students with an introduction to pharmacology and nursing mathematics. Students will apply principles of drug calculation to oral, intravenous, percutaneous, and enteral medications. This course teaches the basics of nursing pharmacology, including the legal, ethical, and regulatory guidelines. Drug classes and primarily used medications will be introduced. Students will demonstrate application of the nursing process and clinical judgment during medication administration. Prerequisite(s): SSK105, ANP110, NUT100, NUR100, NUR105

**MDA100: MEDICAL ADMINISTRATIVE PROCEDURES** [3 qtr. credits/30 clock hours]

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone technique, procedure codes. This course also identifies business procedures performed in a medical facility. Students interpret various electronic claims, professional fees, credit arrangements, submission, collection, and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of practice management software programs. Prerequisite(s): none

**MDA110: MEDICAL RECORDS MANAGEMENT** [4 qtr. credits/40 clock hours]

This course will demonstrate administrative and clinical electronic health records software. Students will be able to explain the process of transitioning from paper charts to electronic health records. This course also recognizes the requirements of privacy, confidentiality and security of the electronic health record. Prerequisite(s): ANP105, MDA100, MED105, MED110, SSK100

**MDA120: CLINICAL PROCEDURES I** [5 qtr. credits/70 clock hours]

This course identifies clinical procedures performed in the healthcare facility. Principles of asepsis, infection control and bloodborne pathogen training will be discussed. Students will demonstrate how to obtain vitals, patient history, and assist with exams. Prerequisite(s): ANP105, MDA100, MED105, MED110, SSK100

**MDA125: CLINICAL PROCEDURES II** [4 qtr. credits/60 clock hours]

This course is a continuation of MDA120, identifying additional clinical procedures that are performed in the healthcare facility. Students will be able to demonstrate administration of injections and explain the Needlestick Safety Act. Diagnostic testing such as EKG and Pulmonary Function tests will be discussed. Assisting with minor surgery, application of cold and heat therapy, ambulation, emergency preparedness and first aid will be evaluated in this course. Students will obtain CPR certification. Prerequisite(s): MDA110, MDA120, MDA130

**MDA130: LABORATORY PROCEDURES** [5 qtr. credits/70 clock hours]

This course describes basic laboratory procedures performed in a physician's office or other healthcare facilities. Students will demonstrate proper collection, processing and testing of specimens as well as phlebotomy techniques such as venipuncture and capillary puncture. Students will demonstrate proper use of a microscope in performing a urinalysis, as well as the

use of other laboratory machines. Microbiology and hematology are discussed in this course as well as CLIA requirements, quality control and laboratory safety. Prerequisite(s): ANP105, MDA100, MED105, MED110, SSK100

**MDA140: MEDICAL BILLING AND INSURANCE** [4 qtr. credits/40 clock hours]

This course expresses all aspects of medical billing in a physician's office including the CMS 1500 form and the software example used to complete the forms. Prerequisite(s): MDA110, MDA120, MDA130

**MDA150: PHARMACOLOGY** [4 qtr. credits/60 clock hours]

This course describes basic information regarding drug names, classifications, and effects on the human body. Responsibilities and principles of medication preparation, administration, and safety will be discussed. Prerequisite(s): MDA110, MDA120, MDA130

**MDA160: MEDICAL ASSISTANT EXTERNSHIP** [6 qtr. credits/170 clock hours]

This course builds upon the student's knowledge acquired from the didactic and lab courses and utilizes developed skills in point of care services, business office procedures, phlebotomy and EKG through hands-on experience. The 160-hour externship session involves rotations in medical facilities under the supervision of a licensed provider. Students will be able to observe and perform, if authorized, medical assistant procedures. Prerequisite(s): MDA125, MDA140, MDA150

**MDA170: MEDICAL ASSISTANT SEMINAR** [4 qtr. credits/40 clock hours]

Extensive review of programmatic material will be the focus of this course. Students prepare for industry certifications to enhance and further career opportunities. Mock exams will be given in preparation for industry certification exams. Class discussion and journaling will facilitate reflection of externship experiences, pathology encountered and mastery of skills. Prerequisite(s): MDA125, MDA140, MDA150

**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, COM105, MAT108, PAT105, PHY100

**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 course teaches students to spell, define and pronounce common medical terms. Prerequisite(s): none

**MED110: HEALTHCARE LAW AND ETHICS** [3 qtr. credits/30 clock hours]

This course explains foundations of law and ethics in a healthcare setting. Topics discussed include medical records, informed consent, HIPPA, professional liability, and medical

malpractice. Students discover workplace legalities, death and dying, and healthcare trends and forecasts. Prerequisite(s): none

**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

**NUR100: Introduction to Nursing and Healthcare** [4 qtr. credits/44 clock hours]

This course will introduce the foundations of nursing practice. Students will learn the major theories of nursing and apply them to current nursing practice. Students will define the major legal and ethical considerations and apply them to current Scope of Practice guidelines. Students will learn and begin to apply the nursing process while prioritizing patient interventions. This course will teach students to use appropriate documentation and delegation techniques while providing culturally competent patient care to diverse patient populations.

**NUR105: Fundamentals of Practical Nursing** [6 qtr. credits/88 clock hours]

In Fundamentals of Practical Nursing, students will learn and apply the basics of nursing care: health assessment, lab values, administering medications, patient hygiene, measuring vital signs, performing tube feedings, and more. This course prepares students for Medical-Surgical Nursing I and for clinical experience. Students will apply the nursing process to simulated experiences in the skills lab. Skills teaching will correlate with didactic teaching weekly. *This course includes a skills lab component.* Prerequisite(s): none

**NUR110: Medical-Surgical Nursing I** [10 qtr. credits/198 clock hours]

Students will learn the basics of medical-surgical patients. Disorders of the immune, respiratory, hematologic, sensory, gastrointestinal, genitourinary, and musculoskeletal systems are discussed. Skills lab checkoffs correlate with didactic content. This course prepares students for Medical-Surgical Nursing II and continues to prepare them for their clinical experiences. Students will focus on the application of the nursing process to different patient populations.

*This course includes a skills lab component and a clinical component.* Prerequisite(s): SSK105, ANP110, NUT100, NUR100, NUR105

**NUR120: Medical-Surgical Nursing II** [10 qtr. credits/198 clock hours]

Students will examine advanced medical-surgical patients. Disorders of the cardiovascular, neurological, integumentary, and endocrine systems are discussed. Emergent conditions are included throughout these system reviews. Skills lab checkoffs correlate with didactic content. This course prepares students for their clinical experiences. Students will focus on the application of the nursing process to different patient populations.

*This course includes a skills lab component and a clinical component.* Prerequisite(s): NUR110, MAT110, NUR130

**NUR130: Mental Health Nursing** [4 qtr. credits/77 clock hours]

This course prepares students to care for a variety of patients requiring mental health treatment. Disorders range from childhood through late adulthood. Students will participate in weekly

simulation and clinical experiences to further apply didactic teaching. This course integrates previous coursework and introduces mental-health specific pharmacology. Students are expected to demonstrate therapeutic relationships with their patients in the simulated and clinical setting. Students will be trained in de-escalation and safety techniques. *This course includes a skills lab component and a clinical component.* Prerequisite(s): SSK105, ANP110, NUT100, NUR100, NUR105

**NUR140: Maternal Nursing** [4 qtr. credits/77 clock hours]

This course prepares students to care for women in the perinatal period, including applicable nursing care for the family and beyond. Special considerations are included for families who choose adoption, abortion, or suffer miscarriages and stillborn children. Childbirth complications, treatments, and risk mitigation techniques are explored. Newborn congenital malformations and perinatal injuries, their treatments, and risk mitigation techniques are discussed. This course prepares students for NUR 160, Pediatric Nursing. *This course includes a skills lab component and a clinical component.* Prerequisite(s): NUR110, MAT110, NUR130

**NUR150: Geriatric Nursing** [4 qtr. credits/77 clock hours]

This course prepares students to practice with geriatric patient populations. Students will apply their nursing process knowledge to geriatric-specific issues and trends in healthcare. When applying nursing processes, students will use therapeutic communication and education techniques specific to the elderly population. *This course includes a clinical component.* Prerequisite(s): NUR110, MAT110, NUR130

**NUR160: Pediatric Nursing** [4 qtr. credits/77 clock hours]

Students learn about pediatric patients from the moment newborns are discharged home with families. Growth and development, applicable theories, and age-specific considerations are explored. Students will learn pediatric-specific diseases of the neurologic, cardiovascular, lymphatic, hematologic, respiratory, musculoskeletal, gastrointestinal, genitourinary, metabolic, and integumentary systems. Emotional and Behavioral Health concerns of the pediatric patient are also discussed. Students will be expected to successfully calculate drug dosages for the pediatric population. *This course includes a clinical component.* Prerequisite(s): NUR120, NUR140, NUR150

**NUR170: Practical Nursing Practicum** [8 qtr. credits/154 clock hours]

This course prepares students for transition into the workforce through fostering professional development. Interviewing, resume, and cover letter writing are major focuses of the course. TeamSTEPPS is integrated to ensure effective collaboration after graduation. Students complete the course by applying for jobs. Practicum clinical hours are completed weekly alongside didactic instruction. *This course includes a clinical component.* Prerequisite(s): NUR120, NUR140, NUR150

**NUR180: Practical Nursing Seminar** [6 qtr. credits/77 clock hours]

This course prepares students to effectively pass their NCLEX-PN. Students will be given a comprehensive NCLEX review including test taking strategies. Simultaneously, students will participate in comprehensive simulations where they are expected to demonstrate behaviors of a professional nurse. *This course includes a skills lab.* Prerequisite(s): NUR120, NUR140, NUR150

**NUT100: Nutrition** [4 qtr. credits/44 clock hours]



This course is designed to prepare students to apply basic nutrition knowledge to the healthcare environment. Students will learn the components of nutrition including carbohydrates, fats, proteins, digestion, absorption, metabolism, vitamins, minerals, and water and energy balance. Students will apply this knowledge to specific patient populations, including infancy through adulthood, gastrointestinal disorders, cardiovascular disorders, diabetes mellitus, kidney disease, surgical patients, cancer, and HIV. Prerequisite(s): none

**PAT100: PATIENT CARE TECHNIQUES I** [4 qtr. credits/50 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

**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

**PAT110: PATIENT CARE TECHNIQUES II** [4 qtr. credits/50 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** [8 qtr. credits/200 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 Acute/Clinical 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

**PHY100: 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

**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, abdominal vasculature, female and male pelvis, obstetrics/gynecology and small parts. Also professional organizations, certifications, licensure, and the accreditation process will be presented. Prerequisite(s): ANP101, COM105, 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, COM105, MAT108, PAT105, PHY100

**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

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

This 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, bile ducts, pancreas, kidneys, urinary bladder, spleen, abdominal vasculature, gastrointestinal tract, and retroperitoneum. 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 recognize and perform liver, gallbladder, pancreas, kidneys, urinary bladder, spleen, retroperitoneum and abdominal vascular Sonography. 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, penis and prostate, musculoskeletal system, carotid artery, deep veins of the lower extremity 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, breast, musculoskeletal, carotid artery, and venous lower extremity Sonography. The student will practice setting up biopsy procedures with sterile technique. Prerequisite(s): SON110, SON110L, SON130, SON130L

**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

**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

**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 Abdomen, Obstetrics and Gynecology program. Students will complete all requirements to register for the applicable credentialing exam(s). This course also addresses career planning. Students will be able to write resumes, professional correspondence and learn interviewing skills. Prerequisite(s): MED120, SON131

**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

**SSK105: Strategies for Success** [2 qtr. credits/22 clock hours]

This course prepares students for college learning. It provides students, through lecture, group discussion, and guided journaling, the knowledge base for students to improve their chances for academic success. Study is focused on study skills, prioritization, time management, test taking strategies, note taking, and basic, healthy mental/emotional coping mechanisms. Professional behaviors, critical thinking, and overall life goals are also discussed. Prerequisite(s): none

**VTA100: INTRODUCTION TO VETERINARY ASSISTANT** [4 qtr. credits/40 clock hours]

This course is designed to define the role of the veterinary assistant within the veterinary health team. Discussing topics such as professionalism, preparation, available professional organizations, expectations and general veterinary medicine information through lectures which will prepare students for externship and future employment. Prerequisite(s): none

**VTA110: VETERINARY ANATOMY AND PHYSIOLOGY** [4 qtr. credits/50 clock hours]

In this course students will examine the ins and outs of canine and feline patients. The anatomy of common exotic and pocket pets are studied. Using dissection labs on cadaver patients and realistic models, students will learn basic body structures and their functions (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary and reproductive). Prerequisite(s): none

**VTA115: VETERINARY 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 veterinary field while incorporating body structure and function in health and disease. Through consistency and repetition, students will identify the most commonly used medical terms and abbreviations and learn how to isolate root words and understand basic medical vocabulary. These skills will enhance successful communication with industry professionals. Prerequisite(s): none

**VTA120: SMALL ANIMAL NURSING** [4 qtr. credits/50 clock hours]

During this course students will explore proper restraint techniques and equipment used on a variety of species and learn interpretation of animal body language. Students will be able to identify hospitalized patient needs and obtain vital signs, triage and provide nutrition for all life stages. Students will also be introduced to the basic principles of veterinary venipuncture.

Prerequisite(s): SSK100, VTA100, VTA110, VTA115

**VTA125: SMALL ANIMAL NURSING II** [4 qtr. credits/50 clock hours]

This course is a continuation of Small Animal Nursing I. This course continues the concepts of its predecessor and expands to include zoonotic disease preparation and contamination. Practical skills of nail trimming, ear cleaning and anal sac expression are explored as well as basic CPR techniques outlined by the RECOVER initiative. Prerequisite(s): VTA120, VTA130, VTA140, VTA150

**VTA130: VETERINARY CLINICAL PATHOLOGY** [4 qtr. credits/50 clock hours]

During this course students will develop an understanding of the basic functions of a microscope, proper preparation and handling of biohazardous samples, and common laboratory protocols and procedures performed in a veterinary facility. Students will investigate and analyze common cytology in the canine and feline species. Prerequisite(s): SSK100, VTA100, VTA110, VTA115

**VTA140: VETERINARY DIAGNOSTIC IMAGING** [3 qtr. credits/40 clock hours]

This course illustrates the core principles of diagnostic imaging in veterinary medicine including preparation, restraint, positioning of patients, quality and maintenance of equipment, safety procedures and assisting in the production of x-ray and ultrasound exams. Proper imaging terminology and OSHA compliance will also be discussed and applied in the practical setting.

Prerequisite(s): SSK100, VTA100, VTA110, VTA115

**VAT150: VETERINARY OFFICE PROCEDURES AND COMMUNICATION** [3 qtr. credits/30 clock hours]

This course explores the day-to-day office proceedings for a veterinary assistant, human-animal bond and compassion fatigue, front desk etiquette, client communication, and routine cleaning procedures. Students will perform practical application of acquired skills through mock client interactions and record keeping. This course also introduces the practices and principles of effective communication with industry personnel and patients, as well as the importance of mental health for veterinary professionals. Prerequisite(s): SSK100, VTA100, VTA110, VTA115

**VTA155: MIXED ANIMAL PROCEDURES** [4 qtr. credits/40 clock hours]

This unique course provides a detailed study of animal restraint, husbandry and common diseases in the exotic, large animal, pocket pet and bird species. Skills and procedures regarding these patients can be very specific, this course allots students an opportunity to investigate each species

through practical skills, research, presentations and lecture. Prerequisite(s): VTA120, VTA130, VTA140, VTA150

**VTA160: PRINCIPLES OF VETERINARY PHARMACOLOGY** [4 qtr. credits/40 clock hours]

During this course students develop an understanding of basic medical calculations for common dosages used in veterinary medicine. This course also introduces the classifications of medications, routes of administration and their effects on body systems including mechanisms of action, side effects and therapeutic uses. Prerequisite(s): VTA120, VTA130, VTA140, VTA150

**VTA170: VETERINARY SURGICAL ASSISTING AND ANESTHESIA** [4 qtr. credits/50 clock hours]

This course was designed to provide, through lecture and lab instruction, the basis for complete surgical assisting procedures from preparing a patient for surgery, anesthesia and patient recovery. A mock surgical suite will be utilized to simulate the veterinary surgical environment. This course provides exposure to all aspects of surgical preparation and assisting including identification of surgical instruments, proper use of personal protective equipment, and application of surgical procedures and protocols. Prerequisite(s): VTA120, VTA130, VTA140, VTA150

**VTA180: VETERINARY ASSISTANT EXTERNSHIP** [7 qtr. credits/170 clock hours]

This course builds upon the student's knowledge acquired from the didactic and lab courses and utilizes developed skills in restraint, treatment procedures, nursing techniques, laboratory protocols and diagnostic imaging through hands-on experience. The 150-hour externship session involves rotations in veterinary facilities under the supervision of a Veterinary Technician. Students will be able to observe and perform, if authorized, supervised veterinary assistant procedures. Prerequisite(s): VTA125, VTA155, VTA160, VTA170

**VTA190: VETERINARY ASSISTANT SEMINAR** [3 qtr. credits/30 clock hours]

Extensive review of programmatic material will be the focus of this course. It will prepare students for industry certifications to enhance and further career opportunities. Mock exams will be given in preparation of industry certification exams. Class discussion and journaling will facilitate reflection of externship experiences, pathology encountered and mastery of skills. Prerequisite(s): VTA125, VTA155, VTA160, VTA170



## Diagnostic Medical Sonography Academic Calendar

WINTER QUARTER:	2022
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Application Deadline	Aug 20, 2021
Orientation	Dec 29, 2021
Classes Begin	Jan 3
MLK Jr. Day	Jan 17
Finals	Mar 7-11
End of Term	Mar 11
Winter/Spring Break	Mar 14-25

SPRING QUARTER	2022
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Classes Begin	Mar 28
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Memorial Day Holiday	May 30
Finals	May 30-Jun 3
End of Term	Jun 3
Spring/Summer Break	Jun 6-July 8

<b>SUMMER QUARTER</b>	<b>2022</b>
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Application Deadline	Mar 18
Orientation	July 8
Classes Begin	July 11
Labor Day Holiday	Sept 5
Finals	Sept 12-16
End of Term	Sept 16
Summer/Fall Break	Sept 19-30

<b>FALL QUARTER</b>	<b>2022</b>
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Classes Begin	Oct 3
Thanksgiving Holiday	Nov 21-25
Finals	Dec 12-16
End of Term	Dec 16
Fall/Winter Break	Dec 19-30

## Supplement A

### FACULTY MEMBERS

Faculty Member	Discipline	Employment Status	Degrees	Years of Industry and Teaching Experience
Ashley Arnold	Veterinary Assistant	Full Time	AAS Brown Mackie College - Veterinary Technology	13
Rebecca Below	Diagnostic Medical Sonography	Part Time	BS University of Southern Indiana - Sociology AAS KCTCS - Diagnostic Medical Sonography	9
Kaitlin Caldwell	Veterinary Assistant	Adjunct	BSA Murray State University - Veterinary Technology	4



Tina Campbell	Practical Nursing	Full Time	MS Galen College of Nursing- Nursing BS Galen College of Nursing- Nursing	4
Brittany Coffey	General Education	Adjunct	MS Sullivan University - Management	9
Christie-Lynn Colgan	Comprehensive Medical Assistant	Adjunct	AAS Spencerian College - Invasive Cardiovascular Technology	20
Heather Cooper	General Education	Adjunct	MBA Sullivan University- Healthcare Management MA University of the Cumberlands- Teaching	8
Darien Corns	Comprehensive Dental Assisting	Full Time	Diploma MedQuest College	8
LeAnn Davis	Comprehensive Medical Assistant	Full Time	AAS Brown Mackie College - Medical Assisting	21
Bernadette Groh	Diagnostic Medical Sonography	Full Time	BSIS Morehead State University - Diagnostic Medical Sonography AAS Morehead State University - Rad. Tech.	11
Orlando Gonzalez	General Education	Adjunct	MS University of Cincinnati - Physics	27
Mandy Hicks	Diagnostic Medical Sonography Acute/Clinical Technician	Full Time	BS Morehead State University - Diagnostic Medical Sonography AAS Morehead State University - Rad. Tech.	16
Dr. Henry Hiddinga	General Education	Adjunct	PhD University of Wyoming - Molecular Biology MS University of Wyoming - Plant Pathology	30
David Lescault	Acute/Clinical Technician Comprehensive Medical Assistant	Adjunct	AAS Harrison College - Medical Assistant BS Central Christian College of Kansas - Psychology	12
Haley Maas [Moore]	Veterinary Assistant	Full Time	BS Morehead State University - Veterinary Technology	12
Laura Price	Diagnostic Medical Sonography- Echocardiography	Full Time	BA University of South Carolina Upstate Communications AAS Harry T. Harper JR., M.D School of Cardiac and Vascular Technology Cardiovascular Technology	25

Ashley Ragsdale	Diagnostic Medical Sonography	Full Time	BS Spencerian College - Radiographic Science Administration AAS Jefferson Community and Technical College - Diagnostic Medical Sonography & Radiography	12
Kathryn Reed	Practical Nursing	Full Time	MSN Capella University - Specialization in Nursing Education BS University of Southern Indiana - Nursing	12
Shaina Scharfenberger	Comprehensive Dental Assisting	Full Time	Diploma Dental Careers of Southern Indiana	15
Heather Shirley	Diagnostic Medical Sonography	Part Time	BS University of the Cumberland's - Human Services AAS Bowling Green Community and Technical College - Diagnostic Medical Sonography	11
Elizabeth Taylor	Acute/Clinical Technician	Full Time	BS Bellevue University - Adult Education AS Sullivan University - Nursing, LPN	18
Scott Zweydorff	General Education	Adjunct	MA University of Louisville - Mathematics BS University of Louisville - Mathematics	4

## Supplement B

### 2021-2022 FINANCIAL INFORMATION

Effective January 1, 2022

Students are charged per term for program costs.

#### Acute/Clinical Technician | Diploma

40 Weeks | 49 Credits

Tuition	\$11,911.00
Books*	\$1,155.00
<u>Supplies &amp; Fees**</u>	<u>\$1,500.00</u>
<b>Total Program Cost</b>	<b>\$14,566.00</b>

*\*Book prices are estimated and are subject to change. Students are charged the most current book price at the point of sale.*

*\*\*Fees include CPCT/A, CET, and CPT certification tests, medical/lab materials, safety equipment, three sets of uniforms, student liability policy, criminal background check, drug testing, immunization tracking, and CPR certification.*

### Comprehensive Dental Assisting | Diploma

36 Weeks Day/44 Weeks Evening | 54 Credits

Tuition	\$13,500.00
Books*	\$635.40
<u>Supplies &amp; Fees**</u>	<u>\$2,000.00</u>
Total Program Cost	\$16,135.40

*\*Book prices are estimated and are subject to change. Students are charged the most current book price at the point of sale.*

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

### Comprehensive Medical Assistant | Diploma

40 Weeks | 55 Credits

Tuition	\$11,825.00
Books*	\$1,313.45
<u>Supplies &amp; Fees**</u>	<u>\$1,500.00</u>
Total Program Cost	\$14,638.45

*\*Book prices are estimated and are subject to change. Students are charged the most current book price at the point of sale.*

*\*\*Fees include RMA certification tests, medical/lab materials, safety equipment, three sets of uniforms, student liability policy, criminal background check, drug testing, immunization tracking, and CPR certification.*

### Diagnostic Medical Sonography | Abdomen, Obstetrics, and Gynecology | Associate of Applied Science

80 Weeks | 113 Credits

Tuition	\$33,900.00
Books*	\$1,852.34
<u>Supplies &amp; Fees**</u>	<u>\$3,100.00</u>
Total Program Cost	\$38,852.34

*\*Book prices are estimated and are subject to change. Students are charged the most current book price at the point of sale.*

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

## Diagnostic Medical Sonography | Echocardiography | Associate of Applied Science

80 Weeks | 113 Credits

Tuition	\$33,900.00
Books*	\$1,841.31
<u>Supplies &amp; Fees**</u>	<u>\$3,100.00</u>
Total Program Cost	\$38,841.31

*\*Book prices are estimated and are subject to change. Students are charged the most current book price at the point of sale.*

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

## Practical Nursing | Diploma

44 Weeks | 76 Credits

Tuition	\$17,100.00
Books*	\$968.23
<u>Supplies &amp; Fees**</u>	<u>\$3,330.00</u>
Total Program Cost	\$21,398.23

*\*Book prices are estimated and are subject to change. Students are charged the most current book price at the point of sale.*

*\*\*Fees include certification exam, state licensing requirements, medical/lab materials, nurse clinical bag, stethoscope, three sets of uniforms, student liability policy, criminal background check, drug testing, immunization tracking, and CPR certification.*

## Veterinary Assistant | Diploma

40 Weeks | 56 Credits

Tuition	\$12,600.00
Books*	\$486.04
<u>Supplies &amp; Fees**</u>	<u>\$1,500.00</u>
Total Program Cost	\$14,586.04

*\*Book prices are estimated and are subject to change. Students are charged the most current book price at the point of sale.*

*\*\*Fees include AVA certification tests, medical/lab materials, safety equipment, three sets of uniforms, student liability policy, criminal background check, drug testing, immunization tracking, and CPR certification.*

### Other Fees and Charges\*\*\*

Application Fee [non-refundable]	
<i>Acute/Clinical Technician</i>	\$35.00
<i>Comprehensive Dental Assisting</i>	\$35.00
<i>Comprehensive Medical Assistant</i>	\$35.00
<i>Diagnostic Medical Sonography</i>	\$50.00
<i>Veterinary Assistant</i>	\$35.00
Background Check Fee [non-refundable]	\$50.00
Entrance Examination [test only]	\$25.00
Prior Learning Assessment	\$50.00
Official Academic Transcript	\$10.00
Student Picture ID Replacement Fee	\$5.00
Student Door Badge & Picture ID Replacement Fee	\$20.00
Student Badge Reel Replacement Fee	\$5.00
High School/GED Transcript Request Fee	\$10.00
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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