Catalog Changes/Addendum

This catalog is current as of the date of publication. From time to time, it may be necessary or desirable for the Institution to make changes to this catalog due to the requirements and standards of the Institution’s accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. The Institution reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the Institution calendar and other dates, and other provisions.

The Institution also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

The information contained in this catalog is true and correct to the best of my knowledge.

Deborah Lenihan
Interim Campus Director
Dear Vatterott Students,

It is the primary goal of Vatterott College to provide our students with a productive and interactive academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The Vatterott College staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one’s personal and professional life.

It is our hope that Vatterott College offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to Vatterott College and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Rene Crosswhite
President
Vatterott Educational Centers, Inc.
OUR GUARANTEE TO GRADUATES AND EMPLOYERS

Vatterott College stands behind the quality of our training. We have skilled and experienced instructors, industry-related equipment, and modern, spacious classrooms and labs. We emphasize "hands-on training" so employers can be confident that Vatterott graduates are thoroughly qualified in both theory and practice. Employers of Vatterott graduates since 1969 can attest to the quality training we provide.

**Graduates**

After graduating from a Vatterott College program, should you determine that you require additional assistance with a skill that was covered in your Program of Study, you may return to the College for additional training, at no cost to you.

**Employers**

In the event that an employer hires a Vatterott College graduate and determines that the graduate requires additional assistance with a skill that was covered in his or her Program of Study, we guarantee that the graduate can return for additional training, at no cost to you or the graduate, to reinforce the skills needed to meet your performance expectations.
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ABOUT VATTEROTT COLLEGE
Our Philosophy

The student is our primary concern at Vatterott College. We are student-centered and committed to giving full attention and effort to the development of our students’ skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student’s abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student’s skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at Vatterott College are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

History of Vatterott College

In June 1996, Vatterott College purchased the Business & Banking Institute with locations in Omaha, Nebraska and Des Moines, Iowa. At the time of purchase, the Business and Banking Institute offered one Banking program, which was taught out to nine students enrolled at the time of acquisition. The Banking program was revised and new programs were added. Administrative staff and faculty consisted of one full-time instructor and three administrators.

The school moved to a larger facility within the city of Des Moines in February 1997, to accommodate new programs. The new courses added were approved by the state of Iowa and accrediting agencies. In March 1997, the school was granted re-accreditation by ACCET (Accrediting Council for Continuing Education and Training).

The first classes at the newly relocated school were held at 2300 Euclid Avenue. Programs offered at that time included: Banking Office Assistant; Medical Office Assistant; Computer Office Assistant; and Heating, Air Conditioning, and Refrigeration Mechanic.

In April 1997, two new programs were added to the four existing programs those included, Computer Programming and System Analysis and Computer/Electronics. Finally, the Drafting with CAD program received approval from the accrediting council and commenced classes in July 1997. By July of 1997, the Banking office Assistant program was discontinued.

In June 1999, Vatterott College, Des Moines campus was granted initial accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the United States Department of Education as a nationally recognized accrediting agency. The Medical Assistant Occupational Specialist diploma program is accredited by the Accrediting Bureau of Health Education Schools.

The program in Dental Assisting is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted (312) 440-4635 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is: http://www.ada.org/100.aspx.
ADMISSIONS INFORMATION
Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an Enrollment Coordinator, either in person or by telephone, depending upon the distance from the Institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the Institution’s equipment and facilities and to ask questions relating to the Institution’s curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program. Prior to enrollment all applicants must complete and/or provide:

- Application for Admission;
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian);
- Financial aid forms (if applicant wishes to apply for financial aid);
- Reference Sheet; and
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the Institution’s receipt of the application and fee).

All Applicants must have a minimum of a High School Diploma, General Education Diploma (GED), or the equivalent (e.g., homeschool credential, diploma from a foreign institution) prior to admission. Applicant students must provide one or more of the following “Verification Document(s)” prior to enrolling:

a. Copy of a standard High School Diploma that lists the date of graduation; from an accredited high school or a high school recognized by the appropriate state department of education.
b. Copy of a high school transcript that lists the date of graduation; certificates of completion and special diplomas are not acceptable for Admission;
c. General Education Diploma (GED) Certificate; provided directly from the state or federal program issuing credential;
d. Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number;
e. Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number;
f. College transcript from at least a 2 year degree that is fully transferable to a 4 year school from a post-secondary institution recognized by the U.S. Department of Education;
g. Proof of home school completion that demonstrates the student graduated and met the minimum State graduations requirements, if applicable;
h. Foreign transcripts (schools outside the U.S.) must be accompanied with a translated copy (if applicable) and submitted to the Registrar’s office for official review.
i. Contemporaneous with supplying one or more of the above Verification Documents, all applicants must provide a signed Admission Affidavit Attestation, where the applicant is declaring that he/she is a high school graduate, earned a GED certificate, or earned a Home Study certificate, prior to the start of classes.

Vatterott reserves the right to cancel admission of any student at any time, if it is found that he/she has submitted false information or documents related to the student’s Verification Documents.

Admission for the Computer Programming and Development Program

Applicants enrolling in the Computer Programming and Development program must complete all general admission requirements (as listed in the Admissions Policy) along with completing and passing the Scholastic Level Exam (SLE) with a minimum score of 18. If the applicant does not pass the exam with a minimum score of 18, the applicant may repeat the exam one (1) time immediately after failing the exam. If the applicant does not achieve a minimum score of 18 on the initial test or the repeat, the applicant must wait 30 days prior to attempting an additional retake.

Re-Entering Students

Students are eligible to re-enroll in the Institution two times. No student may re-enroll in any program or sister campus once their enrollment has been terminated three times. Enrollment terminations include drops and cancels. All re-enrolling students are required to meet the current admissions criteria and must submit a letter requesting re-enrollment in the school. The letter must be reviewed and approved by the campus Director of Education and eligibility must be validated by the Corporate Registrar. Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students may appeal using the SAP Appeal. The registration fee will be waived for all students who re-enter less than a year after leaving the Institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Non-Degree Non-Program Students

It is the policy of the Institution to permit Non-Degree Non-Program students to enroll on a term-by-term basis in up to two terms or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program students are not required to possess a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment.

To be eligible for a diploma or degree, Non-Degree Non-Program students must declare their intent to obtain a diploma or degree in writing to the Registrar. To complete enrollment into a diploma or degree program, the student must complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Institution’s Transfer Credit Policy as outlined in this catalog.

Federal Student Aid is not available to non-degree non program students. Prerequisites and/or refresher courses may be required.

Institutional Calendar

New classes begin frequently. For a program specific information, please contact the Institution or reference the Academic Calendar, Schedule, and Holidays section of this catalog.

Tuition & Fees Policy

- Tuition & Fees (T&F) may be paid in full upon enrollment. Otherwise complete payment must be accounted for on the Tuition Proposal.
- All T&F payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the Institution.
- Any student delinquent in the payment of any sum owed to the Institution may be suspended from the Institution, at the Institution’s sole discretion, until the Institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the Institution.
- In the event of withdrawal by the student, T&F refunds will be made according to the terms of the Enrollment Agreement/Retail Installment Contract.
- If a student repeats any portion of a program, the student must pay the T&F associated to his/her enrollment agreement or current T&F applicable to such portion of the program, whichever is less and execute a written addendum to the Enrollment Agreement with the Institution, specifying the terms of the repeat.

See Tuition & Fees section of this catalog for current Tuition and Fees.
Add/Drop Period

The add/drop period is the time at the beginning of a term when students can enroll, change, or drop courses without penalty. The add/drop period is the first two weeks (14 calendar days) of the term*. New and re-entering students must complete their enrollment by the end of the add/drop period.

Enrollment cancellations will be evaluated and determined by the campus academic administration.

A student is not eligible for financial aid for any course in which he or she fails to begin attendance. The determination as to whether a student has begun attendance will be made prior to the disbursement of any financial aid funds.

The school reserves the right to cancel a student’s enrollment. Students can appeal their enrollment cancellation in writing to the Director of Education within 5 business days of cancellation.

*The add/drop period may be adjusted when impacted by holidays, inclement weather, or other mitigating circumstances.
FINANCIAL INFORMATION
FINANCIAL INFORMATION

Student Financial Planning

The Office of Financial Aid's goal is to assist every eligible student in procuring financial aid assistance to enable the student to attend the Institution. The Institution participates in various federal and state student financial assistance programs. These financial aid programs (e.g., grants, scholarships, loans) are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with the individual student and their families. Financial aid is determined on the basis of a student's need, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, creed or national origin. "Need" is defined as the difference between the cost of attendance for one academic year and the amount a student's family can be reasonably expected to contribute to the cost of attendance for the same period.

Federal Pell Grant

The Pell Grant (Pell) program is designed to assist undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Pell Grant by filling out a FAFSA. Eligibility is determined by a standard U.S. Department of Education formula which considers factors such as family size, income, and other resources to determine financial need. The actual amount of the award is based upon the cost of attendance, enrollment status, the expected family contribution, and the amount of money appropriated by Congress to fund the program. The Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, students are typically not required to pay back Pell Grants.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant program for undergraduate students with exceptional financial need. Recipients must also be eligible for a Pell Grant to be eligible. FSEOG is awarded to students with the greatest financial need. The U.S. Department of Education’s (ED) Federal Student Aid allocates FSEOG funds to participating postsecondary institutions. The Institution determines to whom and how much it will award based on federal guidelines.

Federal Student Loans

Federal Student Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans require the completion of a Master Promissory Note (MPN) and loan funds must be used to pay for direct or indirect educational expenses. The student must begin repayment of all student loans after a six month grace period following graduation, withdrawal from school, or entering a status of less-than-half-time enrollment.

A subsidized loan is awarded on the basis of financial need as determined by the FAFSA. If a student is eligible for a subsidized loan, the interest on the loan is "subsidized" (interest-free) while the student is enrolled at least half-time at an eligible school, for the first six months after the student graduates/withdraws from school, and if the student qualifies to have payments deferred.

Unlike a subsidized loan, an unsubsidized loan is not based on financial need. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of the loan). Capitalizing the interest will increase the amount the student must repay over time.

Federal Parent Loans

Parents of dependent students may be eligible to borrow a Parent Loan for Undergraduate Students (PLUS) offered through the Direct Loan Program to help supplemental their child’s education expenses. The PLUS loan allows the parent(s) to borrow loan funds to cover their child’s remaining costs, not to exceed the cost of attendance. Parent(s) must have an acceptable credit history. Like the unsubsidized loan, the PLUS loan is also not based on financial need. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and; interest begins to accumulate at the time the first disbursement is made. The Parents must begin repaying both principal and interest while the student is in school.

Private Loans

Students may apply to various lending institutions outside the school that offer loans to help cover the gap between the cost of education and the amount of Federal Student Aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant’s credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

Institutional Scholarships

High School Graduate Scholarship

The High School Graduate Scholarship is a general scholarship in the amount of $1,000.00, which will be applied to the scholarship recipient's student account upon enrollment at the Institution. The scholarship, which will be disbursed in the form of a tuition credit, is non-transferable and carries no cash value. In order to be eligible for the scholarship, candidates must have graduated from an accredited high school in the previous twelve (12) months, prior to enrollment at the Institution. Applicants are required to complete an application. For additional information about the High School Graduate Scholarship or to obtain an application, please contact the Director of Education.

Presidential Achievement Scholarship

The Presidential Achievement Scholarship is a general scholarship in the amount of $2,000.00, which will be applied to the scholarship recipient's student account upon graduation from the Institution. Should this result in a credit balance, the funds would then be applied to any outstanding student loans in the student's name to help reduce the student loan indebtedness. Students are limited to applying for and receiving this general scholarship one time.

Scholarship Requirements - In order to qualify for the scholarship, students must meet all of the following criteria:

• Be a new student who enrolls and starts classes at any Vatterott Educational Centers, Inc. (“Vatterott”) school;
• Graduate from their program of study within the designated time for completion (i.e. a student enrolled in a 70-week diploma program must complete the program within 70 weeks);
• Graduate from their program with a minimum cumulative Grade Point Average of 2.50; and
• Submit an application, along with an essay and two references to the Registrar no later than close of business Monday of the 5th week of the new student's first term.

For additional information regarding the Presidential Achievement Scholarship or to obtain an application, please contact the Registrar.

Academic Revitalization Scholarship

The Academic Revitalization Scholarship is a general scholarship in the amount of $2,000.00, which will be applied to the scholarship recipient's student account upon graduation from the Institution. Should this result in a credit balance, the funds would then be applied to any outstanding student loans in the student's name to help reduce the student loan indebtedness.
The scholarship is available for any re-enrolling student who previously withdrew or dropped from an academic program at any Vatterott Educational Centers, Inc. ("Vatterott") school. Re-enrolling students are limited to applying for and receiving this general scholarship one time.

Scholarship Requirements - In order to qualify for the scholarship, students must meet all of the following criteria:

- Demonstrate an exemplary attendance record that will allow the student to graduate from their program of study within the designated time for completion;
- Graduate from their program with a minimum cumulative Grade Point Average of 2.5; and
- Submit an application, along with an essay and two references, to the Registrar no later than close of business Monday of the 5th week of the Re-Enrolling student's first term.

For additional information on the Academic Revitalization Scholarship or to obtain an application, please contact the Registrar.

Scholarship of Achievement

Vatterott Educational Centers, Inc. has established a scholarship program to assist their students to continue their education. Scholarships are offered each year for study in a full- or part-time course of study chosen by the student at an eligible Vatterott Educational Centers, Inc. program. The program is administered by Scholarship America, the nation’s largest designer and manager of scholarship, tuition assistance and other education support programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability or national origin. In order to be eligible for the general Scholarship, the candidate must meet the following criteria:

- Have completed one term at an eligible Vatterott Educational Centers, Inc. (VEC) program.
- Have filed a current FAFSA for Federal Student Aid (FAFSA) and demonstrate eligibility for a Federal Pell Grant.
- Have a minimum grade point average of 2.5 on a 4.0 scale and be eligible to graduate.
- Be seeking a degree or certificate of the college, in a course of study chosen by the applicant.
- Demonstrate a strong attendance history of 80% or higher.

For additional information regarding the Scholarship of Achievement, please see the Campus Registrar or our website http://www.vatterott.edu/scholarships.asp. To obtain an application, please see the Campus Registrar or visit https://www.scholarpayplyy.org/vatterott/

Other Financial Resources

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans’ Education Benefits

Vatterott College is approved for the training of veterans and veteran’s spouse or children in accordance with the rules and regulations administered by the United States Department of Veterans Affairs (VA). Representatives of the VA, State Approving Agency, and the Office of Financial Aid, are available to assist service members, veterans, and their eligible spouse/ dependent(s) in applying for veterans’ education benefits. Students should contact the Office of Financial Aid regarding filing of proper applications/forms to ensure benefit determinations are issued well in advance of the start date for the class in which the student desires to enroll. VA may pay a monthly educational allowance to qualified students to help defray the cost of living expenses while attending a college. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a Financial Aid Administrator at the Institution.

Post 9/11 GI Bill - Yellow Ribbon Program

The institution participates in the VA’s Post 9/11 GI Bill – Yellow Ribbon Program. This program is designed to help pay the remaining Tuition & Fees (T&F) costs for an eligible student that has reached the annual (Aug 1 – July 31) maximum T&F payable by VA at the 100% rate. The remaining amount is covered by VA and the Institution, up to a specified amount as outlined in the Yellow Ribbon Program agreement. Please check with the Office of Financial Aid for more information.

Note: Students are responsible for their Tuition & Fees payments, not the Department of Veterans Affairs.
Cost of attendance include direct (e.g. Tuition & Fees) and indirect (e.g. transportation) costs associated to attending the Institution. Students are highly encouraged to only borrow loans needed to cover the direct costs of education. This will help reduce the student’s total loan indebtedness upon graduation.

Loan Entrance & Exit Counseling

The U.S. Department of Education requires that any student receiving a Federal Student Loan(s) be notified concerning their loans. The Institution requires counseling upon entrance and upon exit from the Institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling to ensure the student understands the amount borrowed and the student’s rights and responsibilities regarding repayment. Students must report to the Office of Financial Aid prior to withdrawal, graduation, or advancement knowledge that they will drop below half-time enrollment status for loan exit counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the Institution, refunds that may be made, and to provide the student with an estimated payment amount. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the Office of Financial Aid, an exit interview will be mailed which includes instructions on how to access loan information through interactive electronic means.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of Satisfactory Academic Progress (SAP) in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the Institution. SAP for purposes of continued eligibility for federal financial assistance including those eligible for veterans’ education benefits is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog. SAP is evaluated at the end of each term of enrollment. A student who fails to meet either the CGPA or rate of progress requirements for SAP will be placed on FA Warning – Academic Warning for one term and remain eligible for Federal Student Aid. If the student fails to meet the required standards by the end of the warning term, the student is not eligible for Federal Student Aid until a SAP appeal is approved or SAP is met when the student meets both the CGPA and rate of progress requirements.

Institutional Refund Policy

After the last day of the add/drop period for each term, as defined in COLLEGE’s course catalog, no refunds or adjustments will be made to tuition for students withdrawing from individual classes but otherwise still enrolled. Refunds are made for students who withdraw or are withdrawn from COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by students at the time of withdrawal, not the amount students actually have paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, or uniforms that have been issued are nonrefundable. If a student withdraws from COLLEGE, he or she should complete and submit a withdrawal form to the Registrar. It is understood that any forms extended to the Office of Financial Aid are for convenience in paying tuition and fees and are not in any way to be considered as payment(s) for periods of time. Refunds will be made per academic year only as follows:

1. No refund will be made for a completed academic term.
2. The withdrawal date is the date the student notifies COLLEGE that he or she is withdrawing or if COLLEGE initiates the date the student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.
3. A tuition refund of ninety percent (90%) of the unearned tuition and lab/technology fee will be given to the student if he or she withdraws or is withdrawn during an academic term. Unearned tuition and fees will be calculated by dividing the tuition and lab/technology fee charged for the academic term by the number of days in the academic term and multiplying the resultant by the number of days remaining in the academic term on the withdrawal date.

Refunds will be made within 30 days of the date that the COLLEGE determines student is withdrawn.

Activity Duty in a Military Service

A student who is a member or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States, and who withdraws from COLLEGE as a result of being ordered to state military service or federal service or duty, may elect one of the following options for each program in which the student is enrolled:

1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
2. A grade of incomplete with the designation “withdrawn-military” for the courses in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses, if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has satisfactorily completed at least 90 percent of the required coursework, and demonstrated sufficient mastery of the course material to receive credit for the course.

Funding Agency - Return of Funds Policies

Information regarding third party funding agency return of funds policies (e.g., Federal Student Aid, Veterans Administration, and WIA) may be obtained from the Institution’s Office of Financial Aid.

Withdrawal Date

The withdrawal date (i.e. determination date) is used to determine when the student is no longer enrolled at the institution and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education, or verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or
- The date the student exceeds the attendance policy; or
- The date the student does not return from an official LOA, or
- The date the student fails to meet the Satisfactory Academic Progress policy; or
- The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.

Students who choose to withdraw or are withdrawn from the institution may be required to wait a minimum of one term before being permitted to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.

Last Day of Attendance

A student’s last day of attendance will be the last recorded day the student attended an on-ground class for those students taking online classes, the last day the student attended class as defined under the Online Student Attendance Guidelines.

Consumer Information

Most of the information dissemination activities required by the Higher Education Act (HEA) of 1965, as amended have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.
STUDENT INFORMATION & SERVICES
The institution offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

The institution endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of institution's staff regardless of the person's title or function. Office hours for institution personnel are available from the receptionist.

**Hours of Operation**

The campus administrative offices are open from 9 a.m. to 8 p.m., Monday through Thursday, from 9 a.m. to 5 p.m. Friday, and 9 a.m. to 1 p.m. on Saturday.

**Inclement Weather and Campus Closure Policy**

In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The institution will make missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the Institution's Attendance Policy.

**Housing**

The institution does not provide on-campus housing, but does assist students in locating suitable housing off campus.

**Orientation**

Prior to beginning classes at the institution, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution's schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

**Student Portal**

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

The institution is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to the institution, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

**Faculty**

The faculty members are the keystone of the institution's teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials.

The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

**Academic Assistance**

Students seek help and advice during their education for many reasons. At the Institution, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

**Retention Services**

It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their campus liaison.

The Retention department is responsible for the following duties:

- Administering the preliminary, midterm and end of phase surveys;
- Providing academic support to include tutoring and advising; and
- Monitoring student attendance and progress.

**Student Services Available for Online Students**

The below student services are available to students enrolled in online distance education courses. Students may access these services via the following mediums: student portal, Canvas course shell, webinar, phone, email or the Vatterott College website and may also visit one of the Vatterott College locations near them.

- Online Library Services: EBSCOhost
- Career Services
  - Career Services Coordinators: assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. They also help students with updating resumes, fine tuning of interviewing skills, and professional networking techniques.
  - Career Connects Website: The website will allow our students to search for jobs specific to educational studies as well as keep up to date on upcoming career fairs, workshops, and other career services related events in their area.
- Retention
  - Retention Officers: serve as the student’s support system throughout their time with Vatterott offering them guidance and direction in regards to course selection, academic tutoring and advising, satisfactory academic progress monitoring, monitor their attendance and provide them with continuous support throughout their Academic Careers.
- Faculty

During the admissions interview, prospective students are advised of the career paths that are available to them upon graduation. Enrollment Coordinators assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.
It must be stressed that the Institution cannot and will not guarantee students job, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting the Institution to prospective employers. Both students and employers benefit by the referral of qualified employees from the Institution.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and organizations that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions. These decisions are outside of the control of the Institution.

Learning Resource Center/Library

The Institution’s Learning Resource Center (LRC)/Library provides materials to support the mission and curriculum and assist each student to attain his/her educational goals.

The collection includes books and assortments of current periodicals and DVDs/CDS. The LRC/Library schedule is posted in the LRC. Students also have access to an electronic library system to support the programs and students of the Institution. The electronic library system provides online reference databases accessible 24 hours a day via the Internet.

Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

Transfer of Credit to Other Institutions

Vatterott College’s Education Department provides information on other institutions that may accept credits for course work completed at Vatterott towards their programs. However, Vatterott does not imply or guarantee that credits completed at Vatterott will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Vatterott. Students seeking to transfer credits earned at Vatterott to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer.

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar’s Office. After the completion of the form and the payment of a $10.00 fee, the Registrar’s Office will process the request within two calendar weeks. Official Transcripts will not be processed if there are any financial or academic holds or if there are any unpaid fees or an outstanding balance on your student account. If you need an official transcript by a certain deadline, be aware that obtaining it will be delayed until you have paid any outstanding balance.

Upon request, Unofficial Transcripts may be provided to active and non-active students at no charge.

Student Records Access and Release

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), is a federal law that protects student information and affords students who are currently or were formerly enrolled, regardless of their age or status in regard to parental dependency, the following rights with respect to their education records:

- The right to inspect and review the student’s education records within 45 days of the day the Institution receives a request for access.
- The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before the Institution discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Note: this procedure shall not be available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

With certain exceptions, an “education record” is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the Institution.

A student wishing to inspect his or her education records should submit to the Registrar or Director of Education a written request that identifies the record(s) the student wishes to inspect. The school will make arrangement for access and notify the student of the time and place where the records may be inspected. To facilitate this process, The Institution has created a Family Educational Rights & Privacy Act (FERPA) Request to Inspect & Review Education Record(s) form which may be obtained from the Registrar.

Copies of requested educational records will only be provided in the event that circumstances effectively prevent a student from exercising the right to inspect and review the education records requested and no other feasible arrangements can be made. In such instances, a fee may be charged to cover the production of copies.

Students may consent to their school disclosing personally identifiable information contained in the student’s education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student’s education record. The Family Educational Rights & Privacy Act (FERPA) Request to Inspect & Review Education Record(s) form which may be obtained from the Registrar, must be completed and provided to the Institution. A fee may be imposed for copying a student’s record(s) in connection with such a disclosure or release.

Significantly, there are instances in which a school is permitted to disclose a student’s education records without consent. Examples of such instances include, but are not limited to: responding to school officials with a legitimate educational interest; in compliance with a judicial order or pursuant to a lawfully issued subpoena; to officials of another school in which the student is enrolled or seeks or intends to enroll; in these cases the Institution intends to forward the information upon request; in the event of a health or safety emergency involving the student; or to parties otherwise authorized to receive the information pursuant to FERPA.

FERPA also permits institutions, within established guidelines, to disclose without a student’s consent information the Institution deems “directory information.” The Institution has identified the following items as “directory information:” name, address, telephone number, e-mail address, date and place of birth, dates of attendance, field of study, credit hours earned, degrees earned, honors and awards received, participation in official school activities, and most recent previous educational agency or institution. Students may request that directory information not be released.
To request restriction of directory information, students should complete a Request to Restrict Release of Student Directory Information form, which can be obtained from, and once completed, should be submitted to, the Registrar. Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact Student Affairs via email at studentaffairs@vatterott.edu, or email their inquiry to consumerinfo@vatterott.edu.

Drug-Free Environment

The Institution is committed to maintaining a drug-free school and workplace for its students and employees. As a matter of policy, the institution prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity. Reporting to or remaining at work/school impaired by or under the influence of alcohol or illicit drugs is also prohibited.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to the services of the National Council on Alcoholism and Drug Dependence for counseling and rehabilitation on an individual referral basis. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the Institution's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Office of Financial Aid.

Student Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, for conducting themselves in a manner consistent with the best interests of the Institution and of the student body.

The Institution reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress; failure to pay institution fees and/or tuition by applicable deadlines; disruptive behavior, posing a danger to the health or welfare of students or other members of the Institution's community; failure to comply with the policies and procedures of the campus catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the Institution. The Institution reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

Safety

All safety rules and procedures are to be followed without exception. All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury. The Institution reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Campus Security

Each year the Institution publishes an Annual Security Report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Office of Financial Aid during regular business hours.

The Institution will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to the police or local police and that is considered to be a threat to students or employees. The Institution reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Non-Discrimination

In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the College that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the College, including the employment of staff personnel.
The College’s nondiscrimination statement, cited above, prohibits discrimination and harassment against individuals based on characteristics protected under federal and state law. The College also prohibits retaliation based upon reporting of such violations. If you have questions or believe you have been subjected to discrimination, harassment, including sexual harassment, or retaliation, you may contact one of the individuals below: Questions or concerns regarding the College’s compliance with Title IX may be directed to the following:

- Questions or concerns regarding the College’s compliance with Title IX may be directed to the following:
  1. Title IX Coordinator
     8580 Evans Avenue
     Berkeley, MO 63134
     (314) 264-1740
titleixcoordinator@vatterott.edu
  2. Campus Director (Title IX Officer)
     7000 Fleur Drive
     Des Moines, Iowa 50321
     (515) 309-9000
titleixcoordinator@vatterott.edu

Inquiries by persons about their protection against discrimination under the Americans With Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

Administrator of Student Affairs
8580 Evans Avenue
Berkeley, MO 63134
(314) 264-1500
studentaffairs@vatterott.edu

Information pertaining to a student’s disability is confidential. If a student discloses information about a disability, it will be kept as confidential as possible and will not be shared with others without the student’s consent.

Accommodations for Individuals with Disabilities

The Institution is committed to offering reasonable accommodations to students with disabilities under the Americans with Disabilities Act, as amended (“ADA”). Requesting an accommodation is voluntary and a student is not required to disclose a disability or to request reasonable accommodations. However, the student, and not the Institution, must initiate the process of requesting an accommodation.

A student requesting an accommodation for a disability must contact the Director of Education at their campus and complete the “Student Accommodation Request Form” and submit supporting documentation, demonstrating the disability and/or past accommodations for that condition. The Institution’s Accommodations Committee will thoroughly review each student’s request and supporting documentation and will notify the DOE and the student of the decision. A student is not entitled to receive any accommodation requested, but the Institution will evaluate every request and provide an accommodation if it would be reasonable under the circumstances.

To ensure that accommodations are provided in a timely fashion, the Institution strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible.

Information pertaining to a student’s disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student’s request for accommodation.

To request an accommodation, please contact the Director of Education. Please contact the Director of Education at your campus or ada@vatterott.edu with any questions or concerns about this policy.

What is a disability?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

What is a reasonable accommodation?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

Title IX Policy

I. Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 (“Title IX”) §§ 1681 et seq., and its implementing regulations, 34 C.F.R Part 106, prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

II. Vatterott’s Policy Statement

Vatterott prohibits all forms of sexual misconduct, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution, and disrupts the learning and working environment for students, faculty, staff, and other community members. In furtherance of this policy, Vatterott has adopted the following policies, procedures, and standards of conduct for all members of our community with respect to sexual misconduct.

III. Handling of Complaints Covered by this Policy

Vatterott’s Title IX Coordinator is responsible for coordinating the College’s compliance with Title IX, as well as other complaints brought concerning violations of this policy. The Title IX Coordinator’s responsibilities include overseeing all Title IX reports of sexual harassment and sex-based discrimination, performing investigations, gathering documentation, disseminating information, and addressing any patterns or systematic problems that arise. To assist the Title IX Coordinator, Vatterott has designated Title IX Officers, all of whom serve as the Campus Directors for each respective campus. All Title IX Officers are authorized to receive reports of sexual harassment and sex-based discrimination, and report the same to the Title IX coordinator.

The College has designated the following individual as the Title IX Coordinator:

Sheila Martinez
Administrator of Student Affairs
8580 Evans Avenue
Berkeley, MO 63134
Phone: 314-264-1740
Fax: 314-264-1741
Email: titleixcoordinator@vatterott.edu

IV. Reporting of Complaints Covered by this Policy

If you believe that you have been a victim of sexual harassment, sexual violence, dating or domestic violence, stalking or sex-based discrimination, or if you wish to report such an incident, you have several options and are strongly encouraged to report such incidents orally or in writing to Vatterott’s Title IX Coordinator or a Title IX Officer.

All students, faculty, staff and applicants, who have concerns about discrimination on the basis of sex, Title IX violations or requirements, including any concerns pertaining to sexual harassment, sexual violence or any matters covered by this policy, are encouraged to seek the assistance of either the Title IX Coordinator or a Title IX Officer. The Coordinator and Officers are knowledgeable about, and will provide information on, all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student, faculty, staff or applicant; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. Together, the Coordinator and Officers play an integral role in carrying out the College’s commitment to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex and other discrimination as well as sexual harassment.
You may also choose to file your complaint electronically via Vatterott’s Title IX Incident Report Form, available online at www.vatterott.edu/consumer_information.asp. Using the Title IX Incident Report form allows a victim, third-party, or bystander to submit a complaint/report of sexual harassment or sex-based discrimination directly to Vatterott’s Title IX Coordinator, and may choose to do so anonymously. However, without the contact information of the reporting party, Vatterott may not be able to fully investigate and respond to the complaint.

You may also report incidents of harassment, discrimination, or retaliation by calling Vatterott’s Ethics Hotline at 1-866-8610 (or St. Louis local 314-264-1514). If you do so, you can either identify yourself or leave a message anonymously.

Vatterott recognizes that a student or employee may choose to confide in any employee of the College. For example, a student may choose to report the alleged violation to an instructor, program director, or staff member. Similarly, an employee may choose to confide in a colleague, supervisor, or member of the Human Resources department. However, it shall be noted that all Vatterott employees that receive reports of violations of this policy, or know or reasonably should know of the occurrence of violations of this policy are required to forward these reports to the Title IX Coordinator. The Title IX Coordinator is to be made aware of all complaints made pursuant to this policy so that she may monitor compliance.

In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor (under the age of 17) must report that information to the Title IX Coordinator or a Title IX Officer who shall then inform local, state and/or federal law enforcement officials of such incident as required by law.

V. Options for Reporting and Availability of Support

In addition to reporting the matter to the Title IX Coordinator, Title IX Officer, or a supervisor, persons may also need to address immediate physical and/or emotional trauma associated with the alleged harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- Emergency Call 911
- Local Police Department
- Clinic/Hospital
- Community-based sexual assault crisis center.

For information on available resources to victims of sexual assault, please visit the following:

http://www.notalone.gov/ - Not Alone – Together Against Sexual Assault

http://www.rainn.org - Rape, Abuse, and Incest National Network (800) 656-4673

http://www.justice.gov/oww/sexual-assault - Department of Justice Sexual Assault

http://www.loveisrespect.org/ - Love is Respect – call (866) 331-9474 or text LOVEIS to 22522

http://www.victimsofcrime.org/our-programs/stalking-resource-center - Stalking Resource Center


VI. Privacy and Confidentiality

Vatterott encourages victims of sexual harassment and discrimination to talk to somebody about what happened so that he or she may get the support they need, and so that Vatterott can respond appropriately. Because issues arising under Title IX are often sensitive in nature, Vatterott maintains the highest level of privacy regarding all reports of sexual discrimination and/or sexual harassment. While Vatterott strictly prohibits the disclosure of private information obtained through an investigation, it should be noted that circumstances may arise when law and/or policy requires the disclosure of sensitive information.

Please be aware that all Vatterott employees are “responsible employees,” and have the obligation to communicate reports of sexual misconduct to the Title IX Coordinator. When a reporting party tells a responsible employee about an incident of sexual violence, the reporting party has the right to expect the College to take immediate and appropriate steps to investigate what happened and resolve the matter promptly and equitably. To the extent possible, information reported to a responsible employee will be shared only with Vatterott officials responsible for handling the College’s response to the report, including the Title IX Coordinator.

Upon receipt of a report of sexual misconduct, Vatterott’s Title IX Coordinator and/or responsible employee will inform and obtain the reporting party’s consent prior to commencing an investigation. Should the reporting party request anonymity/confidentiality or request that no investigation be conducted, the Coordinator will take all reasonable steps to investigate and respond to the complaint consistent with the request for anonymity/confidentiality and/or request that an investigation not be pursued.

Upon the reporting party’s insistence that their name or other identifying information be kept in confidence, the Coordinator has the duty to inform the reporting party that in doing so, the ability of authorized representatives to properly respond to the alleged misconduct may be limited.

If anonymity is further insisted upon, Vatterott officials will evaluate the request in context with its responsibility to provide a safe and nondiscriminatory environment for all students. Specifically, Vatterott will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been previous complaints of harassment relating to the same offender; and the alleged perpetrator’s rights to receive information about the allegations if the information is maintained by Vatterott as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99. Vatterott will inform you if confidentiality cannot be ensured.

Please be aware that even if Vatterott cannot take disciplinary action against the alleged perpetrator as a result of an insistence of confidentiality, Vatterott may pursue alternative measures in efforts to limit the effects of the alleged misconduct and prevent its recurrence.

Off-Campus Counselors and Advocates

Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

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Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

For contact information for these off-campus resources please visit Not Alone: Together Against Sexual Assault at www.notalone.gov/resources.

VII. Victim Rights & Options

Regardless of whether an individual elects to pursue a criminal complaint, or whether the offense is alleged to have occurred on or off campus, Vatterott will assist victims of sexual misconduct. If an individual is a victim of sexual assault, domestic violence, dating violence, or stalking, his or her first priority should be to locate a place of safety. He or she next should obtain any necessary medical treatment.

The College strongly advocates that subsequent to securing safety and medical care, any victim of sexual assault, domestic violence, dating violence, or stalking should report the incident immediately to the Title IX Coordinator.
If either party is dissatisfied with the determination rendered subsequent
and negotiations in hopes of reaching a mutually
Additionally, you may request that the Title IX Officer or Title IX Coordina-
 Policy, as well as documentation detailing:
- His or her options to (1) notify proper law enforcement authorites,
- His or her rights and options for (and available assistance in)
- Where applicable, his or her rights, regarding orders of protec-
- The United States Department of Justice Violence Against Women

VIII. Complaint and Resolution Procedures
While some reporting parties may wish to pursue action through informal
methods in place of, or prior to requesting the initiation of formal pro-
ceedings, others may not. You should consider the circumstances sur-
rounding your complaint and choose the option most appropriate. Re-
gardless of your decision, Vatterott is committed to extending all availa-
ble resources and support. To that end, you may consult with the Title IX
Coordinator at any time and request assistance handling matters related
to sexual harassment and discrimination, including the selection of an
approach.

Informal Procedures
Informal procedures are optional and may only be utilized when Vat-
terott deems such procedures adequate.
If you are comfortable handling the situation without assistance, consider the
following:
- Clearly say “no” to the individual exhibiting unwelcome behav-
- Communicate with the offender either orally or in writing provid-
ing him or her of the following:
  - A factual description of the incident(s) including date, time,
  - A description of the impact of the action, emotionally,
  - A request that the conduct cease.
If you would like to proceed informally but with the assistance of a
third party, you may contact your Title IX Officer or Title IX Coordinator.
These individuals are familiar with Vatterott’s Title IX policies and are
available to assist victims of sexual harassment and sexual assault.
Additionally, these individuals can provide information pertinent to infor-
mal actions and remedies that you may pursue as well as additional
information regarding Vatterott’s procedures for sexual harassment
and discrimination.

Additionally, you may request that the Title IX Officer or Title IX Coordina-
tor serve as a mediator in efforts to resolve your issue(s) prior to pursing
formal proceedings. Mediation is the process of utilizing a third party to
engage in discussions and negotiations in hopes of reaching a mutually
agreeable resolution and cessation of the unwanted conduct.

If either party is dissatisfied with the determination rendered subsequent
an informal proceeding, he or she may pursue alternative remedies by
engaging in the formal process.

If you do not wish to utilize the informal process, you may pursue formal
action. Please note that you have the right to end the informal investiga-
tion process and begin formal proceedings at any time.

Note: This option is not available where allegations of sexual violence or
consensual sexual intercourse are raised.

Formal Investigation & Determination
To ensure prompt, thorough, and impartial investigations, all incidents of
sex-based discrimination or sexual harassment, including sexual mis-
conduct or retaliation, should be reported to the Title IX Coordinator
immediately, either verbally, in the form of a written complaint, or elec-
tronically via the Title IX Incident Report Form. This process may lead to a
formal hearing at which evidence will be considered and witnesses
heard. The Title IX Coordinator can assist you with filing a complaint if you
choose to pursue formal action.

Upon receipt of a report of alleged unlawful discrimination, harassment, or
retaliation, Vatterott’s Title IX Coordinator will investigate without delay. All
investigations shall be conducted by the Title IX Coordinator, who is
trained in areas involving sex-based discrimination, sexual vio-
ence, and nonconsensual sexual intercourse. At times, it may be neces-
sary to implement remedial measures before completing an investigation
to ensure that further unlawful conduct does not continue. These
measures may include reassignment or restructuring of the victim’s aca-
emic or work schedule per that party’s request. Failure to comply with
the terms of these interim remedies or protections may constitute a sepa-
rate violation of this Policy.

The complainant and the accused party may have an advisor present
during the investigation, provided that the involvement of the advisor
does not result in undue delay of the meeting or proceeding. However,
it is important to note that advisors may not advocate on behalf of
either party and may only serve in a support role. All advisors will be
required to sign a standard form attesting that they have been
informed and acknowledge that they may not advocate on behalf of
either party and that all information disclosed during the hearing
must be kept strictly confidential. If the advisor violates the rules or engag-
es in behavior or advocacy that harasses, abuses, or intimidates either
party, a witness, or an individual resolving the complaint, that advisor may
be prohibited from further participation.

Vatterott’s investigation into allegations of sex-based discrimination, sexual
harassment, and/or sexual misconduct, will be conducted in an objec-
tive and impartial manner, and carried out in such a way as to maintain
privacy to the greatest extent possible. Such investigations may include,
but are not limited to, assessing and interviewing the reporting party, identi-
FYING and conducting interviews with witnesses, contacting and interviewing
the respondent, and gathering evidence. It should be noted that while
Vatterott strictly prohibits the disclosure of private information obtained
through an investigation, circumstances may arise where the College may
contact and cooperate with local law enforcement.

The College will endeavour to conclude its investigation and issue a resolu-
tion of the complaint within sixty (60) calendar days of the date the com-
plaint was received. All pertinent facts will be carefully reviewed and the
accused will be given a full opportunity to explain his or her conduct
before any decision is reached. When the investigation is complete,
Vatterott will inform the complainant and the alleged perpetrator of the
results of the investigation and the process for appealing any such determi-
nation, as applicable, in writing.

Vatterott invokes no restrictions on the time at which allegations may
be reported. Additionally, the standard of proof in all cases shall be a
preponderance of the evidence. This means that a party may be held
responsible for the alleged conduct upon a finding that it is more likely
than not (51% or higher) that he or she engaged in conduct prohibited by
Vatterott.

Once a determination is made, both parties will be simultaneously noti-
fied in writing of the determination and the right to file an appeal within
seven (7) business days. Determinations may include possible clarifica-
tion of Vatterott policies, clarification regarding the alleged conduct,
sanctions, restrictions, and/or conditions. The determination will become
final within seven (7) business days unless an appropriate appeal is filed.

If it is determined that an employee or student has engaged in inappro-
priate conduct, Vatterott will take appropriate disciplinary action, con-
sistent with the Policy, the Employee Handbook and/or Student Catalog.
Hearing Procedures

Upon concluding that there is reasonable cause1 to believe that an incident of sexual violence, domestic violence, dating violence, or stalking occurred, a hearing may be ordered. In such instances, the complainant, the accused party, and members of the Hearing Panel (hereinafter the “Panel”) described below will be provided an opportunity to review the Investigation Report compiled by the Title IX Coordinator, or directed to respond to any personal information that has been redacted to remove any unnecessary personal information. The Panel comprised of three (3) Vatterott Officials to include the Provost, the Vice President of Accreditation, and the Title IX Coordinator, will preside over all Title IX hearings. All officials will be trained to conduct hearings regarding alleged Title IX offenses as well as how to conduct investigations and determine that the safety of alleged victims while promoting accountability. At least one (1) panel member will be physically present during the hearing while others may attend via teleconference. All determinations will be reached using a preponderance of the evidence standard (i.e. more likely than not) and all hearings will be prompt, fair, and impartial.

Hearings are closed to the public. The complainant and the accused party have the right to be present during the hearing but do not have the right to be present during deliberations.

If necessary, arrangements can be made so as to prevent the complainant and the accused party from being present in the hearing room at the same time.

Special Considerations for Title IX Hearings

1. Panel Composition and Training. All allegations of Title IX violations that require a hearing subsequent to a thorough investigation will be heard before the Panel.

2. Advisors. The complainant and the accused party may have an advisor of their choice present during the hearing proceedings. However, it is important to note that advisors may not advocate on behalf of either party and may only serve in a support role. Advisors will be required to sign a standard form attesting that they have been informed and acknowledge that they may not advocate on behalf of either party and that all information disclosed during the hearing must be kept strictly confidential. All determinations made by the Panel will be so done using a preponderance of the evidence standard. This means that the accused party will be held responsible for his or her conduct if the Panel determines that it is more likely than not (51% or higher) that he or she did in fact engage in a prohibited act.

3. Standard. All determinations made by the Panel will be so done using a preponderance of the evidence standard. All witnesses will be called as needed and will not be permitted to be present until and unless needed. Cross-examination of the witnesses presented will be permitted by opposing parties. Further, the complainant and respondent may not directly cross-examine one another, but may, at the discretion of the Panel, suggest questions to be posed by the Panel and respond to the other party.

4. Hearing Participation. Both parties will have the opportunity to be present during any hearing proceedings. Vatterott will make every effort to honor all requests to minimize contact between the reporting party and the accused. Additionally, both parties should be aware that members of the Panel may pose questions to the complainant, the accused, and/or witnesses presented by either party.

Upon commencement of proceedings, the reporting party will be given an opportunity to make opening remarks to the Panel. Such remarks will be limited to ten (10) minutes. Subsequently, the reporting party will be allowed to present any relevant evidence and/or witnesses with personal knowledge of the circumstances resulting in the convening of the hearing. All witnesses will be called as needed and will not be permitted to be present until and unless needed. Cross-examination of the witnesses presented will not be allowed by opposing parties. Further, the complainant and respondent may not directly cross-examine one another, but may, at the discretion of the Panel, suggest questions to be posed by the Panel and respond to the other party.

Upon conclusion of the reporting party’s presentation, the accused party will be permitted to make closing remarks to the Panel. Such remarks will be limited to ten (10) minutes. The accused party will also have the opportunity to present relevant evidence and/or witnesses with personal knowledge of the circumstances resulting in the convening of the hearing. Should new evidence be disclosed during the hearing and without prior consultation with the Title IX Coordinator, the hearing may be delayed to allow the Panel to consider whether the newly disclosed evidence should be permitted.

After all evidence has been presented, the reporting party will be permitted to give closing remarks followed by the accused party. Both parties will be allotted ten (10) minutes during which to provide concluding remarks.

Post-hearing, the Panel will convene, deliberate, and reach a determination. Both parties will be simultaneously notified in writing of the Panel’s determination and the right to file an appeal within seven (7) business days. Determinations may include possible clarification of Vatterott policies, clarification regarding the alleged conduct, sanctions, restrictions, and/or conditions. The Panel’s determination will become final within seven (7) business days unless an appropriate appeal is filed.

Possible Sanctions. Possible sanctions for a person found guilty of behavior in violation of this Policy include but are not limited to the following:

- Issuance of an oral or written reprimand to be placed in the personnel file;
- Mandatory attendance at a sexual harassment sensitivity program;
- An apology to the victim;
- Issuance of an oral or written warning;
- Transfer or change of job, class, or extemship location;
- Demotion in employment or leadership position;
- Suspension, probation, termination, dismissal, or expulsion;
- Any other sanction deemed appropriate by Vatterott.

While counseling is not considered a sanction, it may be offered or required in combination with the imposed sanctions. Where alcohol and/or drugs are related to acts of sexual harassment, such counseling may include required participation in a substance abuse program.

Appeals. Either party may appeal the Panel’s decision. All appeals must be submitted in writing to the General Counsel and Chief Administrator within seven (7) business days of the Panel’s determination and clearly set forth grounds for the appeal. Appropriate grounds for appeal include procedural error, previously unavailable relevant evidence that could significantly impact the outcomes of the hearing or a claim that the sanction imposed was substantially disproportionate to the finding. Disagreement with the Panel’s decision does not constitute grounds for appeal. The Title IX Coordinator will process the appeal and both parties will be informed simultaneously in writing of any changes arising from said appeal as well as the final determination. Results become final after seven (7) business days.

All appeals will be reviewed and decided within ten (10) business days of receipt.

IX. Ongoing Criminal Investigations

In instances of sexual misconduct that may also constitute criminal conduct, the reporting party is encouraged to file a report with the appropriate law enforcement agency and may request the assistance of a Vatterott representative in doing so. The pendency of a criminal investigation does not relieve Vatterott of its responsibilities under Title IX. To the extent that doing so does not interfere with any ongoing criminal investigation, Vatterott will proceed with its own investigation and resolution of the complaint.

X. Retaliation

Retaliation against reporting parties or those cooperating with an investigation is strictly prohibited. Violation of this policy may result in Vatterott taking immediate disciplinary action, up to and including suspension and/or expulsion for students and termination of employment for employees.

Retaliation includes, but is not limited to threats, harassment, or intimidation, taken against the reporting party or any third party or parties as a result of their cooperation with an investigation.

XI. Obligations of Vigilance and Reporting

Vatterott can only respond to instances and allegations of harassment or discrimination if it is made aware of such occurrences. Therefore, Vatterott encourages anyone who believes that he or she has experienced sexual harassment or discrimination to promptly come forward with inquiries, reports, or complaints and to seek assistance from Vatterott officials. Furthermore, all Vatterott employees are responsible employees and have an obligation to communicate reports of sexual misconduct to the Title IX Coordinator.
Definitions – Vatterott adheres to the following definitions applicable to this policy:

**Consent** - an informed, voluntary, mutual, and freely given agreement to engage in sexual activity. The person giving consent must do so absent coercion, threats or blackmail. Both parties must understand that consent is being given and to what consent is being given.

- A person’s lack of verbal or physical resistance or submission resulting from the use or threat of force does **not** constitute consent;
- A person’s manner of dress does **not** constitute consent;
- A person’s consent to past sexual activity does **not** constitute consent to future sexual activity;
- A person’s consent to engage in sexual activity with one person does **not** constitute consent to engage in sexual activity with another;
- A person **cannot** consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
  - The person is incapacitated due to the use or influence of alcohol and drugs;
  - The person is asleep or unconscious;
  - The person is under age; or
  - The person is incapacitated due to a mental disability.
- A person can withdraw consent at any time.

**Sex Discrimination** - behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in, the available educational programs, activities, or employment opportunities because of a person’s sex.

Sexual discrimination may take many forms including sexual harassment (discussed below), denial of equal opportunities in educational programs, discrimination based on pregnancy and employment discrimination.

**Sexual Harassment** - unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment includes sexual violence/assault, sexual exploitation, domestic violence, dating violence, stalking where motivated by sex or involving sexual conduct, and gender harassment/stereotyping.

**Sexual Violence** - a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will when a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent).

A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Claims of sexual violence will be adjudicated in accordance with Vatterott Educational Centers, Inc.’s Clery Investigations and Hearing Process.

**Sexual Assault** – actual or attempted sexual contact with another person without the person’s consent. Sexual assault includes, but is not limited to:
- Intentional touching of another person’s intimate parts without that person’s consent; or
- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- Rape, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object; or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

**Gender-based harassment** – a form of sexual harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX and will not be tolerated by Vatterott.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

**Nonconsensual Sexual Contact** - any intentional sexual touching, however slight, with any object or body part, by a man or woman upon another, without consent.

**Nonconsensual Sexual Intercourse** – any sexual intercourse (anal, oral, or vaginal) however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.

**Forced Sexual Intercourse** – unwilling or nonconsensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant was aware or should have been aware.

**Sexual Contact** includes:
- 11.4.1. Intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts, or making another person touch you or themselves with or on any of these body parts;
- 11.4.2. Any intentional bodily contact in a sexual manner, even where the touching does not involve contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; or
- 11.4.3. Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

**Sexual Exploitation** - occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:
- Prostitution of another person;
- Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;
- Distributing images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and
- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of amusing or gratifying sexual desire.

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:
Domestic Violence – a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking - Stalking based on one’s sex or gender includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

Unwelcome conduct – conduct is considered “unwelcome” if the person did not request or invite it, and considered to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements, or other conduct that may be physically threatening, harmful, or humiliating.

Hostile Environment - exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the College’s programs or activities. It can be created by anyone involved in a College’s programs or activities, including administrators, faculty members, students, and campus visitors.

Factors to determine whether a hostile environment exists include, but is not limited to the following:

- The type, frequency, and duration of the conduct;
- The identity and relationships of persons involved;
- The number of individuals involved;
- The location of the conduct and the context in which it occurred; and
- The degree to which the conduct affected one or more student’s education.

Specifically Prohibited Conduct:

- Engaging in sex-based harassment that creates a hostile environment in or under any program or activity of this College.
- Promising, directly or indirectly, to reward another person provided that the he or she comply with a sexually oriented request.
- Threatening, directly or indirectly, retaliation if a person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an education or employment related opportunity if the person refuses to comply with a sexually oriented request.
- Engaging in unwelcome sexually suggestive conversation or inappropriate physical contact or touching of another.
- Engaging in indecent exposure.
- Making repeated sexual or romantic advances toward another despite his or her rejection.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault.
- Retaliating against another for filing a harassment complaint or threatening to report harassment.

Sexual harassment can involve males and/or females being harassed by members of the opposite or same sex. Sexual harassment can be physical or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

If you have any questions regarding this policy, please do not hesitate to contact the Title IX Coordinator via email at titleixcoordinator@vatterott.edu.

Student Disciplinary Appeal

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus level may appeal the determination to the Student Disciplinary Review Committee (“Committee”). The Committee is comprised of Vatterott’s Division One or Division Two Regional Director, the Provost, the Administrator of Student Affairs and the General Counsel. The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed.

Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from training. If you fail to provide a written letter of appeal within ten calendar days, you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

Vatterott Educational Centers, Inc.
Administrator of Student Affairs
8580 Evans Ave.
Berkeley MO. 63134

Suspension means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

Termination from training means permanent termination of student status at the institution. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director’s discretion. A Campus Director’s denial of permission is final and not appealable.

(This appeals process applies only to student disciplinary decisions.)

Reinstatement from Disciplinary Dismissal

A student who has been terminated from training may apply for reinstatement thirty (30) weeks (or three (3) phases) after the date of the Committee’s written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee.

The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student’s commitment to complete the program or any other factor(s) the Committee deems relevant.

The Committee retains sole authority as to whether they will review a student’s application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee’s discretion.

Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for Federal Student Aid.

Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for Federal Student Aid.
Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint. To facilitate this process, the Institution has created a Student Grievance Form, which may be obtained from the Director of Education.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the Institution’s Campus Director in writing within 10 days of receiving the decision of the Director of Education.

The Institution’s Campus Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution’s Campus Director will formulate a resolution. Students who wish to contest the Campus Director’s resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint. At any time, the student may contact the Vatterott Student Affairs division for additional support via email at studentaffairs@vatterott.edu.

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the school Campus Director or Director of Education.

Students may also contact the following agencies concerning any grievance or complaint about the Institution:

Iowa College Student Aid Commission, 430 E. Grand Ave. 3rd Floor, Des Moines, IA 50309, Telephone (toll-free): 877-272-4456, option 4. Online complaint form: https://www.iowacollegeaid.gov/content/constituent-request-review

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the Institution’s Campus Director.

Photographs

While not all photographs in this publication were taken at the Institution, they do accurately represent the general type and quality of equipment and facilities found at Vatterott College.

Institution Policies

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling in Vatterott College, students agree to accept and abide by the terms stated in this catalog and all institution policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.
Transfer Credit Policy

The Institution will evaluate the student's previous education, training, and work experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a postsecondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. The Institution will notify the student and appropriate agencies (i.e., Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome.

Transfer credits must be earned in courses that are similar in nature to the course offered by the Institution. Technical course credits from institutions other than Vatterott that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reserve and National Guardsmen on active duty – the Institution will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reserve and National Guardsmen on active-duty are covered in the same manner.

For all other Vatterott students – A minimum of 50% of the required program credits must be completed at Vatterott.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. Any credit or advanced placement transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a "TC" on the student's transcript.

Military Training and Experience

Military Service School Experience – Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Military Occupational Specialties (MOS) – Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Credit for military training and experience can only be transferred if it is applicable to the student’s degree program requirements at Vatterott College.

Internal Proficiency Credit (Test-Out)

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student’s experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the Institution-developed proficiency test. The testing fee is $100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of "TO". The course is noted on the transcript with a grade of "TO" and is included in the maximum time in which to complete and the rate of progress calculations but is not counted in the CGPA calculation.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student’s academic file.

External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit.

Credit for AP coursework is based solely upon the student’s performance on the national examination administered by the College Board and not upon the student’s performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

Scoring - Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

Academic Information

Assessment Testing

The Institution strongly suggests that students complete math and English assessment testing. The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program. Student will not be charged tuition for these courses, but will be required to purchase the books.

Examination Details – Students are strongly suggested to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring - Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.
Professional Training or Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification.

Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student’s academic file.

Term

A term is defined as a consecutive 10 week period of continued instruction.

Attendance Policy

Attendance is evaluated on a term by term basis. Class attendance, preparation, and participation are integral components to a student’s academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student’s overall course performance.

In the instance that a student is absent from all classes for two consecutive weeks (14 calendar days) within a term, on the 14th day following the student's last date of attendance the Institution will place the student on heightened monitoring for potential dismissal from the Institution.

In the instance that a student is absent from an individual class for two consecutive weeks (14 calendar days) within a term, on the 14th day following the student's last date of attendance the Institution will place the student on heightened monitoring for potential dismissal from the course.

If a student returns to class prior to the completion of the administrative withdrawal process, which shall be completed no later than the 25th calendar day following the student's last date of attendance, institutional staff will review and document the student’s return to class and authorize discontinuation of the pending administrative withdrawal.

If a student is experiencing a mitigating circumstance and requests that the school permit him or her to return to school subsequent to the 25th calendar day following the student's last date of attendance, institutional staff will review and document the request and may grant an exception to hold the student up to the stated return date. Failure to return on the stated date will result in immediate withdrawal from the program.

A student in a Quarter Credit Hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/phase of enrollment. Students who withdraw or are removed from a course for failure to attend will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student’s satisfactory academic progress, but will not affect the student’s cumulative grade point average (qualitative component).

Any initial enrollment student* who fails to attend clock hours or QCH classes in their initial term of enrollment may have their enrollment cancelled by the Institution. Students can appeal their enrollment cancellation in writing to the Director of Education.

Students who fail to record attendance for a course may be withdrawn or canceled from the course and issued a grade of W. Students who are withdrawn or canceled from a course for failure to attend may experience a reduction in their financial aid funding.

*An initial enrollment student is any student that is starting classes for the first time at a Vatterott Educational Center, Inc. ("Vatterott") school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.

Students enrolled in an online course must meet the attendance guidelines as stated in the Attendance Policy section of this catalog to remain actively enrolled in the course or program.

Make-Up Work

The Institution is committed to caring for its students. Our policy on graduation clearly spells out the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions.

The Institution may allow the student, at the discretion and supervision of the Director of Education, to perform independent student projects, to make up missed days, or to make up work. The make-up work policy is defined as follows:

Make-up work shall:

- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence of a student who attended the scheduled class session;
- Be completed within two weeks of the end of the grading period during which the absence occurred;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.

The guiding principle will be the academic progress of the student. If a student can make up his/her work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

Directed Studies Coursework

Independent study may only be offered within a credit hour program and must include comprehensive educational objectives and a written outline of the competencies to be achieved. A maximum of ten percent (10%) of credit hours required for graduation may be earned through Independent Study. The Institution’s policy prohibits students from transferring in more than fifty percent (50%) of the credit hours required for graduation. Students who transfer in fifty percent (50%) of the credits required for graduation will not be permitted to earn any of the remaining fifty percent (50%) of credits required for graduation through Independent Study.

Academic Advisement

Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. In addition, students are trained during the initial quarter (phase) to access the student’s online portal which provides constant updates as grades are earned.

Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

Grading Policy

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student's mastery of the objectives of the course. The instructor's grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the instructor for allowed make-up work.

Unit of Credit - Clock/Credit Hour Conversion

The quarter credit hour is the unit of academic measurement used by the Institution. A quarter credit hour equals 30 units accumulated over a ten week period, comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

<table>
<thead>
<tr>
<th>Unit</th>
<th>Hours per Period</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock</td>
<td>45</td>
<td>135</td>
</tr>
<tr>
<td>Credit</td>
<td>1.5</td>
<td>45</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>180</td>
</tr>
</tbody>
</table>
Grading Systems

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points (credit value of course (4) times quality point value of B (3)). The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Application of Grades and Credits

The charts above describe the impact of each grade on a student’s academic progress. For calculating rate of progress for students enrolled in quarter credit hour programs; grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. For calculating rate of progress for students enrolled in clock hour programs; grades I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. Grades of W (Withdrawn), WF (withdrawal/failure) and F (failure) are counted as hours attempted and earned.

A grade of W will not be awarded after the student has completed the add/drop period of the term unless they are granted a Leave of Absence. Withdrawal after the add/drop period of the term will result in the student receiving a grade of WF.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk “**” indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

To receive an incomplete “I,” the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Grade Point Averages

A student’s grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit/clock hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the grade earned for each course by the number of credit/clock hours associated with the course. The term grade point average applies to work in a given term. A student’s overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits/clock hours earned in the declared program of study to date.

Grad e reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.

Both the term GPA and CGPA only include courses that are required for graduation in the student’s current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation, and academic honors. The GPA may range from 0.00 through 4.0.

Audit Grade

A student must declare the intention to audit a course during the add/drop period as specified in the Institution catalog. Tuition is charged for audited courses; however, financial aid is not applicable.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the instructor of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completed the course.

Withdrawal Grade

A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the add/drop period as stated in the Application of Grades and Credits section, the course remains on the transcript and is designated with a “W.” A course withdrawal after the add/drop period receives a designator of “WF.”
Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transferred credit for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transferred credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.

Incomplete Grade

An incomplete grade (“I”) signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded. Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. For students not enrolled in an externship or other formal experiential learning activity, all required coursework must be complete and submitted within two weeks after the end of the term. For students enrolled in an externship or other formal experiential learning activity, please refer to the Externship or Other Formal Experiential Learning Activities section of the catalog. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Satisfactory Academic Progress Policy

All students must meet the standards of the satisfactory academic progress (SAP) policy in order to remain enrolled. Additionally, these standards of SAP must be maintained in order to remain eligible for Federal Student Aid and Veterans Education Benefits. SAP is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress (ROP) toward completion of the academic program. Students must meet the standards of both components (CGPA and completion rate) to remain eligible and considered to be maintaining SAP. In addition, students must complete their program of study within the maximum timeframe for program completion. Students enrolled in clock/credit hour programs will have both components of SAP evaluated at the end of each term of enrollment. In addition, students enrolled in clock/credit hour programs will have both components of SAP evaluated by the end of payment period for financial aid purposes.

Application of Grades and Credits for SAP

For calculating rate of progress for students enrolled in credit hour programs, a grade of W (Withdrawn) will not be counted as hours attempted. For calculating rate of progress for students enrolled in clock hour programs, a grade of W (Withdrawn) will be counted as hours attempted and earned. This grade is awarded when a student withdraws from a course within the add/drop period of a term or when a student is granted a Leave of Absence during the term. Please refer to the Leave of Absence Policy for further information regarding Leave of Absences.

Rate of Progress for Program Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits or clock hours attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined along with the CGPA requirements in the tables below. Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation.

As with the CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily. For clock hour programs, logged hours of attendance in a course will be considered earned unless otherwise noted by the instructor. Attempted hours are based on the expectation that a student is scheduled for 30 hours of class time each week, for 10 weeks (day students), or 25 hours of class time each week, for 10 weeks (night students).

Rate of Progress for Satisfactory Academic Progress is calculated by dividing earned hours by attempted hours.

For clock hour students who withdraw during the middle of a term, the attempted hours for that term will be prorated based on 30 scheduled hours per week for day students and 25 scheduled hours per week for night students up to and including the last day of attendance. The earned hours for that term will be the logged hours of attendance up to and including the last day of attendance.

Certificate/Diploma Program - Quarter Credit Hours

<table>
<thead>
<tr>
<th>Attempted Quarter Credits</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-30</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>31 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

Associate Degree Program - Quarter Credit Hours

<table>
<thead>
<tr>
<th>Attempted Quarter Credits</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-45</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>46 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

Maximum Time to Complete Program

A student is not allowed to attempt more than 1.5 times, or 150% of the number of credits or clock hours in their program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted below.

Program Maximum Allowable Attempted Credits

- Applied Electrical Technology Associate of Occupational Studies Degree - 162 QCH
- Automotive Technology Diploma - 104.25 QCH
- Business Management Associate of Occupational Studies Degree – 135 QCH
- Combination Welding Associate of Occupational Studies Degree - 162 QCH
- Computer Programming & Development Associate of Occupational Studies Degree – 154.5 QCH
- Computer Systems & Network Technology Associate of Occupational Studies Degree - 162 QCH
- Cosmetology Day Diploma - 2250 Clock Hours
- Cosmetology Night Diploma - 2250 Clock Hours
- Dental Assistant Diploma - 84.75 QCH
- Diesel Mechanic Associate of Occupational Studies Degree - 137.25 QCH
- Heating, Air Conditioning, & Refrigeration Technology Associate of Occupational Studies Degree - 162 QCH
- Industrial Control Technology Associate of Occupational Studies Degree - 162 QCH
- Personal Fitness Trainer Diploma - 81 QCH
- Pharmacy Technician Associate of Occupational Studies Degree - 162 QCH
- PowerSports Equipment and Small Engine Mechanic Diploma - 90 QCH
- Wind Energy Technician Diploma - 60 QCH
How Transfer Credits or Change of Program Affect SAP

Credit that has been transferred into the Institution by the student has no effect on the grade point average requirement for SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in SAP and the maximum timeframe allowed for a program of study. For example, student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program at institution B will be one and half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at the Institution (this includes moving from a diploma to an Associate degree in the same program), the student’s earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Associated courses - If any course taken in the original program is also part of the new program, that course will be associated with the new program, and those associated courses will be included when computing grade point average (except WF grades), rate of progress, and maximum time frame. This includes courses that were failed or withdrawn.

Transfer credits - Transfer credits, either from Vatterott or from another institution, that are applicable to the new program of study will not be calculated in the grade point average, but those transfer credits will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits, 20 transfer credits from Program A and 10 associated credits earned in Program A into Program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program will be one and a half times (150%) x 180 = 270 credits. The 30 external transfer credits and 20 internal transfer credits will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated; the 10 associated credits earned in Program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after a SAP appeal is approved.

Academic Warning/Probation

At the end of each term after grades have been posted, each student’s CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements. The following terms are used to indicate each student’s academic standing:

FA Warning - Academic Warning is a status conferred automatically at the end of the first term after which a student has not met SAP, in accordance with the values specified in the CGPA and Rate of Progress for Program Completion Requirements sections of this catalog. The student will meet with academic staff and a plan will be developed indicating what must be accomplished to meet SAP in the ensuing term. This status allows a student to remain eligible for Federal Student Aid and Veterans Education Benefits for one additional term (payment period). At the end of the warning period, the student will be returned to regular status if he/she meets or exceeds the minimum standards. Students who are not able to meet the SAP requirements at the end of the ensuing term, and who wish to continue their education may complete and submit a SAP Appeal in accordance with the SAP Appeal for Reinstatement section of this catalog. Students who fail to meet SAP at the end of the warning period will be placed on a Financial Aid Hold.

FA Probation - Academic Probation is a status designated for a student who has appealed and been granted an approved SAP Appeal. The FA probation - Academic Probation status may be for more than one term, if the student is not able to meet minimum SAP requirements after one term of probation. Students are eligible for Federal Student Aid and Veterans Education Benefits during the period(s) of probation, as long as students are meeting the requirements outlined in their approved academic plan.

A student on probation will not be eligible for Federal Student Aid and Veterans Education Benefits for the subsequent payment period unless the student (1) meets SAP by the conclusion of the probationary period or (2) for students with an academic plan developed by the Institution, the Institution determines that the student met the requirements specified at the end of each term in the academic plan.

Students facing dismissal for failing to meet Satisfactory Academic Progress may appeal their dismissal in writing to the Director of Education, in accordance with the SAP Appeal for Reinstatement section of this catalog. The appeal should explain why the student failed to meet satisfactory progress and what has changed in his or her situation that will allow the student to make satisfactory progress at the next evaluation. A student with a pending SAP Appeal, and currently on Financial Aid Hold, is approved to observe class as an inactive student for the first week of the term until the appeal has been reviewed.

The Institution may grant an appeal and place a student on probation if the student had an extenuating circumstance that affected the student’s ability to meet SAP standards and the Institution determines (1) that the student should be able to meet SAP standards after the subsequent term or (2) that the student should be able to meet SAP standards by a specific point in time if he or she follows an academic plan developed by the Institution.

Students who withdraw from a course(s) term of FA Warning - Academic Warning or FA Probation - Academic Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student will be dismissed from the Institution. The Institution also reserves the right to place students on or remove them from academic monitoring based on their academic performance, not-withstanding these published standards.

Notification of academic dismissal will be in writing. The Student Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the Institution’s Refund Policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the Institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

SAP Appeal for Reinstatement

SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education;
2. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards;
3. Supporting documentation of extenuating circumstances (e.g. injury/illness, death of a relative, or other special circumstances), dated during term(s) of unsatisfactory progress;
4. An academic plan signed by the student and Director of Education detailing specific requirements for the student to meet SAP within the next term(s);
5. SAP calculation prepared by Director of Education used to develop the academic plan;
6. Completed Financial Aid/Academic Warning Advising affidavit; and
7. An unofficial transcript with final grades for the most recently completed term.

All appeal documents must be submitted to the Director of Education at the campus. The complete SAP Appeal must be received within seven (7) days of the end of the previous term. The campus Director of Education will forward the complete appeal packet to Corporate Academics for review/approval.

Corporate Academics will forward the appeal to Corporate Financial Aid for review/approval. All SAP appeals must be reviewed and approved by Corporate Academics and Corporate Financial Aid. Approvals will be sent to campus personnel for processing.
Students transferring from program to program or location to location within the Vatterott Educational Centers, Inc. system will be placed in the appropriate enrollment SAP status at the new location according to their SAP status at the time of withdrawal from the previous location.

**Appeal to Grade Challenge, Coursework and SAP Determination**

A student who has been identified as not meeting satisfactory academic progress or who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee (consisting of Campus Director, Director of Education, and Program Director). To request to continue enrollment in the subsequent term, the SAP Appeal must be submitted within 7 days of the end of the previous term receiving notification of his/her SAP status or requirement to file a SAP appeal.

Re-entering students are eligible to appeal for re-enrollment into the program at a future start date within 7 days of the end of the previous term. Refer to the SAP Appeal for Reinstatement section of the catalog for procedures and requirements, including requirements for students seeking to re-enter into the program.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has made to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 business days of the end of the course. For details on submitting an appeal, students should speak with the Director of Education.

**Reinstatement**

A student who has been dismissed for any reason other than disciplinary or academic dismissal may apply for reinstatement to the institution by submitting all application materials along with a written request to the Director of Education. The request should be in the form of a typed letter explaining the reason(s) why the student should be readmitted. A student may be required to wait at least one term before they are eligible. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate.

**Graduation Requirements**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum credits that may be attempted and must have completed the exit interview process. Students must be in good standing on all financial obligations in order to receive diplomas and official transcripts; please see the Transcript Request Policy in this catalog for details.

**Completers**

A completer is a student who is no longer enrolled in the Institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a minimum CGPA of 2.0; or
2. Complete required competencies and/or Externship; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Student Aid.

**Academic Honors**

A graduate with an appropriate cumulative grade point average (CGPA) will be eligible for one of the following recognitions:

- President’s List: 4.0 Cumulative GPA
- Dean’s List: 3.0 – 3.9 Cumulative GPA

**Externships or Other Formal Experiential Learning Activities**

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the term of enrollment will be granted an Incomplete Grade “I” for up to 10 additional weeks to complete their remaining requirements. The student will not be charged any additional tuition for the externship or other formal experiential learning activity. Once the student completes all of the requirements for the externship or other formal experiential learning activity within the additional 10 week period, the Incomplete Grade “I” will be changed to the appropriate letter grade.

For externships or other experiential learning activities that occur at the end of the student’s curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the additional 10 week period, in which case the graduation date may be the last day of attendance.

Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an “F” for failing to perform essential duties at the site may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, hours completed and submitted in the previous term will not be counted toward the completion of the externship and other formal experiential learning activity.

**Leave of Absence Policy**

The Institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation in advance of the LOA start date to the Director of Education. The student must have completed the most recent term and received academic grades (A-F) for that term.

- Students in a credit-hour program must request the LOA before the start of the term.
- Students in a clock-hour program and those enrolled in an externship may request the LOA at any time.
- An LOA cannot be granted after the start date of the term for which the student is requesting the LOA unless the student is enrolled in a clock-hour program.
- In rare cases, if unforeseen and extenuating circumstances prevented a student from requesting the LOA before the start of a term, the student should contact the Director of Education when possible for potential consideration.

The Institution reserves the right to grant a retroactive LOA due to unforeseen and extenuating circumstances where the student was unable to request the LOA timely. The student must provide the Institution with documentation of the unforeseen and extenuating circumstances along with all required LOA paperwork.
The school will determine the LDA of the student based on the documentation submitted with the request. On a case-by-case basis, students enrolled in a credit-hour program may be granted a retroactive LOA after commencement of the term, in accordance with the requirements outlined above, which may include expunging the student’s record of registration for the term.

During the student’s approved LOA period, federal loan disbursements will not be disbursed to the student’s school account; however, the Institution may post grant funds.

Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty, the student must provide proof of active duty orders. When the student is called to active duty during the term, the Institution will:

- Excuse tuition and fees for the term.
- Refund any payments received for the term to the proper source.
- Expunge the student’s record of registration for the term so that the student is not penalized academically.

Returning from a Leave of Absence

Upon return from leave, a student enrolled in a clock-hour program will be required to re-enroll and continue in the same course(s) from which the student interrupted studies prior to the LOA and receive final grades for the course(s). If the term was completed before an LOA was granted, students enrolled in both clock-hour and credit-hour programs will be expected to continue and enroll in course(s) offered in the normal sequence of the educational program.

In addition, tuition and lab fees will not be charged for a student enrolled in a clock-hour program for completing the course(s) from which the student took leave. A student whose tuition and fees were reversed due to military obligations or a retroactive LOA, will be charged for tuition and fees as applicable to the reentry term.

Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the scheduled return date indicated in the written request will be withdrawn from the Institution, and the Institution will invoke the cancellation/refund policy. As required by federal statute and regulations, the student’s last date of attendance (LDA) prior to the scheduled return date from the approved LOA will be used in order to determine the amount of funds the Institution earned and make any refunds that may be required under federal, state or institutional policy. The determination date of withdrawal will be the date the student was required to return and did not.

A student who has received federal student loans must be made aware that failure to return from an approved LOA (depending on the length of the LOA), may have an adverse effect on the student’s loan repayment schedules. Federal loan programs provide students with a “grace period” that delays the student’s obligation to begin repaying his/her loan debt for six months (180 days) from the LDA. If a student takes a lengthy LOA and fails to return to the Institution after the conclusion, some or all of the grace period may be exhausted – forcing the student borrower to begin making loan repayments immediately.

Effects of Leave of Absence on SAP

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- Students may have to wait for the appropriate phase/course to be offered;
- Students may be required to repeat the entire phase/course for which they elected to withdraw prior to receiving a final grade;
- Financial aid or veteran’s education benefits may be affected.

Program Transfers

Some students wish to change their program of study after they have completed certain coursework toward the completion of a program. Under certain conditions, Vatterott students may transfer between Diploma, Associate and Bachelor level programs within the Vatterott Educational Centers, Inc. (“Vatterott”) school system by completing a new Enrollment Agreement; and, receive full credit for successfully completed Vatterott system courses, provided such courses are either in the same program or portions or all of the courses are comparable to or substantially the same in scope and content, were earned within five (5) years (technical courses only), and meet all other established Vatterott policies and criteria. A student who wants to switch from one program to another must initiate the procedure by requesting a Program Transfer Request form from the Director of Education. The completed Request for Program Transfer form must be processed by the Registrar and Office of Financial Aid and submitted to the Campus Director for final approval.

Students must be meeting Satisfactory Academic Progress or have an approved appeal to be eligible for a program transfer.

Students Receiving Veterans Benefits

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in accordance with the Institution’s SAP and Attendance policies in order to remain eligible to be certified for VA education benefits. VA students on academic probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits with the U.S. Department of Veterans Affairs (VA). If students fail to meet academic requirements as defined in their academic plan while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated due to SAP/attendance, students are ineligible to be certified for VA education benefits until SAP is once again met or if students successfully appeals the decision for readmission.

Articulation Agreements

In some circumstances, Vatterott Educational Centers Inc. (“Vatterott”), or a school or group of schools operated by Vatterott, may enter into a written agreement with another institution pursuant to which certain courses or programs are assessed and pre-approved for transferability. Information regarding such “articulation agreements”, including a summary of each agreement, may be found at http://www.vatterott.edu/articulationagreementsagreements.asp.

Important Note: Prospective and current students should be advised that Vatterott does not and cannot guarantee that credits earned at an institution operated by Vatterott will be accepted by or transferable to any other college, university, or educational institution, even where an articulation agreement is in place. Accordingly, students are strongly encouraged to contact any institution to which they may want to transfer credits earned at a Vatterott institution to confirm that such institution will accept their credits on transfer, consistent with any existing articulation agreement.

Individuals seeking additional information relating to articulation agreements may contact their Campus Director or Director of Education, or email their inquiry to consumerinfo@vatterott.edu.
Program Offerings

Vatterott College - Des Moines Campus

Certificate

Commercial Driver's License

Diploma

Heating, Air Conditioning & Refrigeration Service Technician
Medical Assistant Occupational Specialist
Powersports Equipment and Small Engine Mechanic

Associate of Occupational Studies, A.O.S.

Computer Programming and Development
Computer Systems and Network Technology
Dental Assistant Specialist
Diesel Mechanic
Heating, Air Conditioning & Refrigeration Technician with Management
Medical Assistant with Limited Radiography Technology
Medical Assistant with Office Management
Medical Billing & Coding
Paralegal

Vatterott College, Des Moines Campus, only offers those specific programs of study listed above and expressly discussed in the Course Descriptions section of this catalog. Other Vatterott College campuses only offer those specific programs of study specified in their respective current catalogs. The Institution reserves the right to alter the scope and sequence of course offerings at any time.

Commercial Driver's License

The Commercial Driver's License training program provides learners with the opportunity to complete a portion or all of the training necessary to assist them in securing a Commercial Driver's License (CDL). The training consists of classroom, range, and behind the wheel (BTW) driving experience. Successful completers will be eligible to test for the Commercial Driver's License. The program totals 160 clock hours in 5 weeks.

Theory classes are limited in size to a 30:1 student/teacher ratio and the Behind the Wheel Driving course is limited to a 4:1 ratio.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL-100</td>
<td>Basic Knowledge and Skills of Commercial Driving</td>
<td>60</td>
</tr>
<tr>
<td>CDL-101</td>
<td>Vehicle Knowledge and Behind the Wheel Driving</td>
<td>35</td>
</tr>
<tr>
<td>CDL-105</td>
<td>Behind the Wheel Driving</td>
<td>35</td>
</tr>
<tr>
<td>CDL-110</td>
<td>Additional Certifications</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Hours Required for Graduation</strong></td>
<td>160</td>
</tr>
</tbody>
</table>

Heating, Air Conditioning, & Refrigeration Service Technician

The objective of this program is to prepare the student with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

The program consists of 50 weeks, 46.5 Quarter Credit Hours of theory and associated labs along with 4.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL-113</td>
<td>Principles of Electricity</td>
<td>3.5</td>
</tr>
<tr>
<td>EL-117</td>
<td>Motor Theory and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>EL-118</td>
<td>Motor Lab</td>
<td>2</td>
</tr>
<tr>
<td>EL-120</td>
<td>Electrical Controls</td>
<td>1.5</td>
</tr>
<tr>
<td>EL-125</td>
<td>Wiring Controls</td>
<td>3.5</td>
</tr>
<tr>
<td>EL-130</td>
<td>Reading Wiring Diagrams and Schematics</td>
<td>3</td>
</tr>
<tr>
<td>GE-124</td>
<td>Technical Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>GE-127</td>
<td>Computer Concepts</td>
<td>2.5</td>
</tr>
<tr>
<td>GR-105</td>
<td>Green Energy</td>
<td>3</td>
</tr>
<tr>
<td>HA-110</td>
<td>Basic Refrigeration Systems</td>
<td>4</td>
</tr>
<tr>
<td>HA-115</td>
<td>Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>HA-118</td>
<td>Blue Print Reading</td>
<td>1.5</td>
</tr>
<tr>
<td>HA-120</td>
<td>Basic Heating Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>HA-121</td>
<td>Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>HA-125</td>
<td>Sheet Metal Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>HA-126</td>
<td>Maintenance Schedules</td>
<td>1</td>
</tr>
<tr>
<td>HA-128</td>
<td>Hydronic Heating and Cooling Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>HA-130</td>
<td>Commercial Refrigeration</td>
<td>3.5</td>
</tr>
<tr>
<td>HA-140</td>
<td>Overview of Alternative Energy Forms</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation</strong></td>
<td>51</td>
</tr>
</tbody>
</table>
### Medical Assistant Occupational Specialist  Diploma

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the skills necessary to help them obtain employment in the medical field working in both administrative and clinical settings.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students enrolled in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Release prior to enrollment stating the student is in good health and in proper physical condition to participate in the program.

The program consists of 40 weeks, 46 Quarter Credit Hours of theory and associated labs along with 18 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE-136</td>
<td>Math for the Medical Environment</td>
<td>3.0</td>
</tr>
<tr>
<td>GE-123</td>
<td>Interpersonal Communications in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-105</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-108</td>
<td>Introduction to Medical Billing and Coding</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-115</td>
<td>Computer Applications for Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-121</td>
<td>Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>ME-125</td>
<td>Clinical Medical Assisting</td>
<td>6.0</td>
</tr>
<tr>
<td>ME-140</td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-150</td>
<td>Medical Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-155</td>
<td>Laboratory Procedures</td>
<td>6.0</td>
</tr>
<tr>
<td>ME-175</td>
<td>Medical Office Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-180</td>
<td>Extremity and Exam Preparation</td>
<td>4.0</td>
</tr>
<tr>
<td>ME-190</td>
<td>Medical Externship</td>
<td>8.0</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation: 52**

### Powersports Equipment and Small Engine Mechanic  Diploma

The objective of this program is to prepare the student for employment as an entry level Powersport Equipment Technician, Motorcycle Repair Technician, or Equipment Repair Technician with the knowledge and skills needed to service, troubleshoot, and repair small engine-powered equipment. Graduates of this program should qualify for employment as a repair technician, installer, mechanic, or similar at small engine service and repair or rental shops, outdoor power equipment dealers, recreation vehicles dealers, and landscaping and grounds maintenance service centers.

The program consists of 40 weeks and 60 Quarter Credit Hours of theory and associated labs. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QC H</th>
</tr>
</thead>
<tbody>
<tr>
<td>PST-125</td>
<td>Transmissions</td>
<td>5</td>
</tr>
<tr>
<td>PST-130</td>
<td>All-Terrain Vehicles (ATV) and Motorcycles</td>
<td>5</td>
</tr>
<tr>
<td>PST-135</td>
<td>Watercraft Engine Systems</td>
<td>5</td>
</tr>
<tr>
<td>PST-140</td>
<td>Basic Welding and Fabrication</td>
<td>5</td>
</tr>
<tr>
<td>PST-145</td>
<td>Diesel Engine Repair</td>
<td>5</td>
</tr>
<tr>
<td>PST-150</td>
<td>Powersports and Small Engine Capstone</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation: 60**

### Computer Programming and Development  Associate of Occupational Studies, A.O.S.

The objective of this program is to prepare the student for employment as an entry level Computer Programmer, Software Developer, and Web Developer with the knowledge and skills needed to create, modify and test the code, forms and script for computer applications and web pages to run.

The program consists of 70 weeks and 85 Quarter Credit Hours of theory and associated labs and 18 Quarter Credit Hours of general education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP-120</td>
<td>Microsoft Office</td>
<td>5</td>
</tr>
<tr>
<td>CP-121</td>
<td>Programming Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CP-122</td>
<td>Web Site Design Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CP-123</td>
<td>Introduction Programming</td>
<td>5</td>
</tr>
<tr>
<td>CP-124</td>
<td>Introduction to Databases</td>
<td>5</td>
</tr>
<tr>
<td>CP-125</td>
<td>Introduction to Web Page Coding</td>
<td>5</td>
</tr>
<tr>
<td>CP-126</td>
<td>Software Testing</td>
<td>5</td>
</tr>
<tr>
<td>CP-127</td>
<td>SQL Programming</td>
<td>5</td>
</tr>
<tr>
<td>CP-128</td>
<td>Systems Analysis and Design</td>
<td>5</td>
</tr>
<tr>
<td>CP-220</td>
<td>Advanced Programming</td>
<td>5</td>
</tr>
<tr>
<td>CP-221</td>
<td>Software Application Security</td>
<td>5</td>
</tr>
<tr>
<td>CP-222</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
<tr>
<td>CP-223</td>
<td>Advanced Excel and Data Sources</td>
<td>5</td>
</tr>
<tr>
<td>CP-224</td>
<td>Advanced Web Page Coding</td>
<td>5</td>
</tr>
<tr>
<td>CP-225</td>
<td>Introduction to Mobile App Development</td>
<td>5</td>
</tr>
<tr>
<td>CP-226</td>
<td>IT Project Management Basics</td>
<td>5</td>
</tr>
<tr>
<td>CP-227</td>
<td>Advanced SQL Programming and Custom Report Writing</td>
<td>5</td>
</tr>
<tr>
<td>GE-115</td>
<td>Microeconomics Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-116</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-120</td>
<td>English Composition</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation: 108**
Computer Systems & Network Technology

**Associate of Occupational Studies A.O.S.**

The objective of this program is designed to meet the ever-increasing need for trained computer service personnel. A graduate of this program will be able to work at an entry-level position in the information technology industry as a service technician, computer technician, help desk technician, or network administrator and will acquire knowledge of various operating systems.

Note: Past criminal history may have an effect on one’s ability to obtain employment in this field. Most employers require applicants to successfully pass a drug screen and physical prior to being hired.

The program consists of 70 weeks, 78 Quarter Credit Hours of Computer Systems and Network Technology theory and associated lab work and 13.5 Quarter Credit Hours of Applied General Education totaling 91.5 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE-107</td>
<td>Skills for Successful Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-210</td>
<td>Business Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-215</td>
<td>Technical Math</td>
<td>4.5</td>
</tr>
<tr>
<td>CT-100</td>
<td>Electronic Fundamentals/Introduction to Operating</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Systems</td>
<td></td>
</tr>
<tr>
<td>CT-101</td>
<td>PC Hardware Concepts, Configuration &amp; Troubleshooting</td>
<td>10</td>
</tr>
<tr>
<td>CT-102</td>
<td>Microsoft Operating Systems</td>
<td>12</td>
</tr>
<tr>
<td>CT-104</td>
<td>Advanced Operating Systems</td>
<td>12</td>
</tr>
<tr>
<td>CT-106</td>
<td>Principles of Networking</td>
<td>12</td>
</tr>
<tr>
<td>CT-201</td>
<td>Enterprise Networks</td>
<td>10</td>
</tr>
<tr>
<td>CT-202</td>
<td>Network Administration and Security</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Total Number of Quarter Credit Hours Required for Graduation 91.5</td>
<td></td>
</tr>
</tbody>
</table>

**Dental Assistant Specialist  Associate of Occupational Studies A.O.S.**

The educational objective of the Dental Assistant Specialist program is to provide graduates with the knowledge and skills necessary to obtain entry-level positions as Dental Assistants or office personnel in private dental offices or dental clinics. Registration with the state which includes examination, application, and fee are required to practice as a Dental Assistant in the state of Iowa.

Proof of Hepatitis B series and Tuberculosis screening (with negative results or proof of INH treatment) is required before the third phase. Note: Past criminal history may have an effect on one’s ability to obtain employment in this field. Students are encouraged to be immunized against and/or tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and/or infectious objects or materials, in an effort to minimize the risk to patients and dental personnel. Additional information regarding policies on ionizing radiation, and bloodborne and infectious diseases is available upon request.

This program is 70 weeks in length. The total number of credit hours for completion is 91.5 quarter credit hours consisting of 79 Quarter Credit Hours of theory and associated lab including 12.5 Quarter Credit Hours of Applied General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE-110</td>
<td>English</td>
<td>1.5</td>
</tr>
<tr>
<td>AGE-113</td>
<td>Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>AGE-112</td>
<td>Speech</td>
<td>1.5</td>
</tr>
<tr>
<td>AGE-210</td>
<td>Business Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-230</td>
<td>Critical Thinking in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>AHC-130</td>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>AHC-220</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>AHC-250</td>
<td>Pharmacology II</td>
<td>2</td>
</tr>
<tr>
<td>DA-102</td>
<td>Introduction to Dental Assisting</td>
<td>1.5</td>
</tr>
<tr>
<td>DA-103</td>
<td>Microbiology</td>
<td>1.5</td>
</tr>
<tr>
<td>DA-104</td>
<td>Dental Anatomy</td>
<td>4.0</td>
</tr>
<tr>
<td>DA-105</td>
<td>Introduction to Dental Materials</td>
<td>1.5</td>
</tr>
<tr>
<td>DA-106</td>
<td>Dental Terminology</td>
<td>2</td>
</tr>
<tr>
<td>DA-107</td>
<td>Introduction to Computers</td>
<td>1.5</td>
</tr>
<tr>
<td>DA-108</td>
<td>Introduction to Chairside Assisting</td>
<td>3.5</td>
</tr>
<tr>
<td>DA-109</td>
<td>Introduction to Radiology</td>
<td>5.5</td>
</tr>
<tr>
<td>DA-110</td>
<td>Dental Specialties</td>
<td>3</td>
</tr>
<tr>
<td>DA-111</td>
<td>Preventive Dentistry</td>
<td>3</td>
</tr>
<tr>
<td>DA-112</td>
<td>Office Management</td>
<td>1.5</td>
</tr>
<tr>
<td>DA-113</td>
<td>Oral Pathology</td>
<td>2</td>
</tr>
<tr>
<td>DA-114</td>
<td>General Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>DA-115</td>
<td>Dental Materials</td>
<td>5</td>
</tr>
<tr>
<td>DA-117</td>
<td>Dental Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>DA-118</td>
<td>Chairside Techniques</td>
<td>3.5</td>
</tr>
<tr>
<td>DA-119</td>
<td>Radiology</td>
<td>6</td>
</tr>
<tr>
<td>DA-203</td>
<td>General Specialty Procedures</td>
<td>6</td>
</tr>
<tr>
<td>DA-206</td>
<td>Dental Practice Management</td>
<td>3</td>
</tr>
<tr>
<td>DA-EXT 100</td>
<td>Dental Extenship</td>
<td>10.5</td>
</tr>
<tr>
<td></td>
<td>Total Number of Quarter Credit Hours Required for Graduation 91.5</td>
<td></td>
</tr>
</tbody>
</table>

**Diesel Mechanic  Associate of Occupational Studies A.O.S.**

The objective of this program is designed to prepare the graduate in theory and working knowledge for entry-level employment as a diesel mechanic, diesel technician, working on heavy trucks in a fleet or dealership or similar related employment within the trucking or transportation industry.

Admissions Requirements: High School Diploma or GED

Note: Student must be able to lift 75 pounds. In addition, past criminal history may have a negative effect on one’s ability to obtain employment in this field, as most employers will conduct a criminal background check, drug testing, and review of a Motor Vehicle Record prior to hiring.

Curriculum: This course consists of 70 weeks with 78 quarter credit hours of theory and lab and 13.5 quarter credit hours of Applied General Education. Each term is 10 weeks in length for a total of 91.5 quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE-107</td>
<td>Skills for Successful Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-210</td>
<td>Business Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-215</td>
<td>Technical Math</td>
<td>4.5</td>
</tr>
<tr>
<td>DM-100</td>
<td>Diesel Mechanic Basics</td>
<td>9</td>
</tr>
<tr>
<td>DM-101</td>
<td>Electrical and Electronic Systems for Medium to Heavy Duty Trucks</td>
<td>9</td>
</tr>
<tr>
<td>DM-200</td>
<td>Diesel Engines and Fuel Systems</td>
<td>13</td>
</tr>
<tr>
<td>DM-201</td>
<td>Drivelines &amp; Brakes for Medium to Heavy Duty Trucks</td>
<td>13</td>
</tr>
<tr>
<td>DM-202</td>
<td>Drivelines &amp; Brakes for Medium to Heavy Duty Trucks II</td>
<td>13</td>
</tr>
<tr>
<td>DM-203</td>
<td>Steering and Suspension</td>
<td>13</td>
</tr>
<tr>
<td>DM-EXT 100</td>
<td>Extenship</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Total Number of Quarter Credit Hours Required for Graduation 91.5</td>
<td></td>
</tr>
</tbody>
</table>
Medical Assistant with Limited Radiography Technology
Associate of Occupational Studies A.O.S.

The objective of this program is to provide students with the skills and knowledge in basic entry-level x-ray procedures, equipment operation, and radiation safety along with the core curriculum of medical assisting. Graduates will be able to work in various medical settings, including private medical offices, medical clinics and hospitals.

Medical Assistant with Office Management
Associate of Occupational Studies A.O.S.

The objective of this program is to provide and enhance the student’s medical knowledge and to provide the student with the skills necessary for entry level management positions in the medical assistant field in such arenas as private medical offices, medical clinics or hospitals. The general education coursework in this program equips graduates with advanced math and writing skills. Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Their job duties may include patient coordination and administrative tasks, physician assisting, and limited scope radiography functions. The general education coursework provided in this program equips graduates with advanced math and writing skills.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure or Physical Condition.

Allied Health General Release prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases, or physical condition. Students enrolling in this program must also sign the Allied Health General Release prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 72.5 Quarter Credit Hours of theory and associated labs along with 19.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-225</td>
<td>Intro to Small Business and Management Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>EL-113</td>
<td>Principles of Electricity</td>
<td>3.5</td>
</tr>
<tr>
<td>EL-117</td>
<td>Motor Theory and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>EL-118</td>
<td>Motor Lab</td>
<td>2</td>
</tr>
<tr>
<td>EL-120</td>
<td>Electrical Controls</td>
<td>1.5</td>
</tr>
<tr>
<td>EL-125</td>
<td>Wiring Controls</td>
<td>3.5</td>
</tr>
<tr>
<td>EL-130</td>
<td>Reading Wiring Diagrams and Schematics</td>
<td>3</td>
</tr>
<tr>
<td>GE-104</td>
<td>Energy and Society</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-124</td>
<td>Technical Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>GE-115</td>
<td>Microeconomic Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-116</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-120</td>
<td>English Composition</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-127</td>
<td>Computer Concepts</td>
<td>2.5</td>
</tr>
<tr>
<td>GR-105</td>
<td>Green Energy</td>
<td>3</td>
</tr>
<tr>
<td>HA-110</td>
<td>Basic Refrigeration Systems</td>
<td>4</td>
</tr>
<tr>
<td>HA-115</td>
<td>Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>HA-118</td>
<td>Blue Print Reading</td>
<td>1.5</td>
</tr>
<tr>
<td>HA-120</td>
<td>Basic Heating Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>HA-121</td>
<td>Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>HA-125</td>
<td>Sheet Metal Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>HA-126</td>
<td>Maintenance Schedules</td>
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</tr>
<tr>
<td>HA-128</td>
<td>Hydronic Heating and Cooling Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>HA-130</td>
<td>Commercial Refrigeration</td>
<td>3.5</td>
</tr>
<tr>
<td>HA-140</td>
<td>Overview of Alternative Energy Forms</td>
<td>1</td>
</tr>
<tr>
<td>HA-210</td>
<td>Industrial/Commercial Load Calculations</td>
<td>4.5</td>
</tr>
<tr>
<td>HA-215</td>
<td>Direct Digital Controls (DDC’s)</td>
<td>4.5</td>
</tr>
<tr>
<td>HA-220</td>
<td>Building and Energy Auditing</td>
<td>4.5</td>
</tr>
<tr>
<td>HA-225</td>
<td>Capstone: Industry Credentials and Certifications</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 91
Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Release prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 73.5 Quarter Credit Hours of theory and associated labs along with 19.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-102</td>
<td>Introduction to Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BJS-240</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BJS-240</td>
<td>Customer Service</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-136</td>
<td>Math for the Medical Environment</td>
<td>3.0</td>
</tr>
<tr>
<td>GE-120</td>
<td>English Composition</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-123</td>
<td>Interpersonal Communications in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>GE-205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>ME-105</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-108</td>
<td>Introduction to Medical Billing and Coding</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-115</td>
<td>Computer Applications for Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-121</td>
<td>Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>ME-125</td>
<td>Clinical Medical Assisting</td>
<td>6.0</td>
</tr>
<tr>
<td>ME-140</td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-150</td>
<td>Medical Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-155</td>
<td>Laboratory Procedures</td>
<td>6.0</td>
</tr>
<tr>
<td>ME-175</td>
<td>Medical Office Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-180</td>
<td>Extremity and Exam Preparation</td>
<td>4.0</td>
</tr>
<tr>
<td>ME-190</td>
<td>Medical Externship</td>
<td>8.0</td>
</tr>
<tr>
<td>ME-215</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>ME-220</td>
<td>Electronic Medical Records</td>
<td>3.0</td>
</tr>
<tr>
<td>ME-225</td>
<td>HIPAA/OSHA/Clinic Regulations</td>
<td>2.0</td>
</tr>
<tr>
<td>ME-250</td>
<td>Comprehensive Insurance Billing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 93

Paralegal Associate of Occupational Studies A.O.S.

The graduates of the Paralegal program will know the basic principles of legal research and writing. Students will have knowledge in family, criminal, real estate, employment, contract and estate planning law. Students will be qualified to work in an entry-level position under the supervision of an attorney in all areas of the legal system. The program consists of 70 weeks, 73 Quarter Credit Hours of theory and associated labs along with 24 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE-104</td>
<td>Energy &amp; Society</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-114</td>
<td>Technical Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>GE-115</td>
<td>Microeconomic Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-116</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-120</td>
<td>English Composition</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-121</td>
<td>Computer Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>LE-100</td>
<td>Introduction to the Legal System</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-101</td>
<td>Legal Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>LE-107</td>
<td>Legal Keyboarding: Skills, Speed &amp; Assessment</td>
<td>2.0</td>
</tr>
<tr>
<td>LE-108</td>
<td>Family Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-110</td>
<td>Civil and Criminal Trials</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-115</td>
<td>Employment Law</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 90

Medical Billing and Coding Associate of Occupational Studies A.O.S.

The objective of this program is to prepare the student for entry-level employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the healthcare field. Graduates from the Medical Billing/Coding program will have a working knowledge of administrative duties such as ICD coding, hospital and insurance billing; a fundamental knowledge of medical terminology and healthcare delivery systems, an understanding of anatomy, physiology, and pathology/pharmacology, and a comprehensive knowledge of current procedural terminology. Student must complete a Criminal Background check prior to enrollment.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC-112</td>
<td>Intro to ICD CM Coding and CPT Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-114</td>
<td>Intro to Current Procedural Terminology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-117</td>
<td>Auditing</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-130</td>
<td>Insurance and Coding Exam Review</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-190</td>
<td>Intro to Health Information Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-191</td>
<td>Medical Office Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-201</td>
<td>Communication in the Healthcare Setting</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-218</td>
<td>Office Management in the Healthcare Setting</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-222</td>
<td>Medical Terminology and Anatomy and Physiology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-230</td>
<td>Pathology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-240</td>
<td>Pharmacology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-250</td>
<td>Comprehensive Insurance Billing</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-260</td>
<td>Advanced Computers</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-295</td>
<td>Medical Billing and Coding Capstone</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-101</td>
<td>English Composition 1</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

The program consists of 70 weeks, 76.5 Quarter Credit Hours of medical theory and 13.5 Quarter Credit Hours of General Education, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE-125</td>
<td>Legal Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-130</td>
<td>Legal Presentations</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-135</td>
<td>Legal Research</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-200</td>
<td>Introduction to Trial Preparation and Litigation</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-205</td>
<td>Contract and Tort Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-210</td>
<td>Estate Planning and Probate</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-212</td>
<td>Real Estate Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-215</td>
<td>Advanced Legal Research and Writing</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-220</td>
<td>Advanced Topics in the Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-225</td>
<td>Corporate Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-230</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required to Graduate: 97
## Course Descriptions

The total hours for each course are represented in Quarter Credit Hours (QCH) or Clock Hours (CH), as appropriate. Prerequisites are listed, if applicable.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-102</td>
<td>Intro to Accounting</td>
<td>4.5 QCH</td>
</tr>
<tr>
<td>AGE-107</td>
<td>Skills for Successful Communication</td>
<td>4.5 QCH</td>
</tr>
<tr>
<td>AGE-110</td>
<td>English</td>
<td>1.5 QCH</td>
</tr>
<tr>
<td>AGE-112</td>
<td>Speech</td>
<td>1.5 QCH</td>
</tr>
<tr>
<td>AGE-113</td>
<td>Human Relations</td>
<td>2 QCH</td>
</tr>
<tr>
<td>AGE-210</td>
<td>Business Communication</td>
<td>4.5 QCH</td>
</tr>
<tr>
<td>AGE-230</td>
<td>Critical Thinking in the Workplace</td>
<td>3 QCH</td>
</tr>
<tr>
<td>AGE-240</td>
<td>Critical Thinking in the Workplace</td>
<td>3 QCH</td>
</tr>
<tr>
<td>BUS-215</td>
<td>Human Resource Management</td>
<td>4.5 QCH</td>
</tr>
<tr>
<td>BUS-225</td>
<td>Intro to Small Business and Management Techniques</td>
<td>4.5 QCH</td>
</tr>
<tr>
<td>BUS-240</td>
<td>Customer Service</td>
<td>4.5 QCH</td>
</tr>
</tbody>
</table>

### ACC-102: Intro to Accounting

Intro to Accounting I provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

**Prerequisites:** None

### AGE-107: Skills for Successful Communication

This course will assist students in becoming more successful in predicting, understanding, and influencing the outcome of their interactions with others.

**Prerequisites:** None

### AGE-110: English

This course is designed to help students understand and use the English language. It provides opportunities to use specific guidelines for effective writing.

**Prerequisites:** None

### AGE-112: Speech

This course is designed to teach students the relationship of diet and nutrition to total body and health.

**Prerequisites:** None

### AGE-113: Human Relations

This course teaches students effective communication skills, which can be applied to many situations throughout their lives. Basic communication theories, team concepts, and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

**Prerequisites:** None

### AGE-210: Business Communication

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course emphasizes on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**Prerequisites:** None

### AGE-230: Critical Thinking in the Workplace

This course is designed to give students an understanding of the different drug classifications and will assist students in understanding basic pharmacology and actions of medications. Students will study therapeutic medications used in healthcare and information relating to therapeutic medications a patient may be using. Students are also informed of different anesthetics and their effects.

**Prerequisites:** None

### AGE-240: Customer Service

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

**Prerequisites:** None
This course will provide training on all of the basic operations of commercial driving; reading and interpreting control systems, checking and maintaining vehicle systems and components, diagnosing and reporting malfunctions, handling and documenting cargo, dealing with accident scenes and reporting procedures, planning trips, managing life on the road and hours of service requirements, using effective communication and public relations skills.

**CDL-101: Vehicle Knowledge and Behind the Wheel Driving** 35 hours

This course will provide lab and commercial driving experience. Students will perform basic vehicle inspections, exercise basic controls, execute shifting, back and dock tractor trailers, uncouple trailers, manage and adjust vehicle speed, manage and adjust vehicle space relations, identify and adjust to extreme driving hazards, experience night operations and perform emergency maneuvers including skid control and recovery.

**CDL-105: Behind the Wheel Driving** 35 hours

This course will provide commercial driving experience. Students will execute shifting, back and dock tractor trailers, manage and adjust vehicle speed, manage and adjust vehicle space relations, identify and adjust to extreme driving hazards, experience night operations and perform emergency maneuvers including skid control and recovery.

**CDL-110: Additional Certifications** 30 hours

Hazardous Material handling, bus driver training, air brake training, and double and triples training.

**CP-120: Microsoft Office** 5 Quarter Credit Hours

This course will help students develop introductory skills in the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). The students’ knowledge of computer concepts, file management, and Internet usage will be reinforced through demonstrations and lab exercises.

**CP-121: Programming Fundamentals** 5 Quarter Credit Hours

This course introduces computer programming and problem solving in a structured program logic environment. The following topics will be covered in this course: language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. This course will prepare students to be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

**CP-122: Web Site Design Fundamentals** 5 Quarter Credit Hours

This course will introduce student to development tools and techniques used to publish Web pages. Students will learn to use basic hypertext markup language, scripting and presentational technologies to create web sites with the aid of a software authoring application. Topics covered include: XHTML, CSS, JavaScript, server hosting, site publication, site maintenance and Search Engine Optimization.

**CP-123: Introduction to Programming** 5 Quarter Credit Hours

This course is designed to give students the general knowledge required to understand many of the general programming concepts required in any programming language. Students will gain the ability to design, create, test and debug a fully functioning program. Topics covered include: Algorithm Development; Variables; Arithmetic Expressions; Forms and Controls; Conditions and Loops; Variables and Scope; Arrays; Object Oriented Programming. Prerequisite: CP-121

**CP-124: Introduction to Databases** 5 Quarter Credit Hours

In this course, students will be provided with a comprehensive introduction to database concepts. Students will focus on the relational model of database management and querying databases using Structured Query Language (SQL). Students will examine and manipulate existing relational databases and create new relational databases.

**CP-125: Introduction to Web Page Coding** 5 Quarter Credit Hours

In this course students will learn basic web design using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Students will be introduced to planning and designing effective web pages implementing web pages by writing HTML and CSS code; enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website. Upon successful completion of this course, students will have a good foundation in web design using HTML and CSS. Prerequisite: CP-122

**CP-126: Software Testing** 5 Quarter Credit Hours

This course shows how to define and assess software quality through various testing techniques. The following topics will be covered in this course: review/inspection technique for non-executable software, black-box and white-box testing techniques for executable software and test result analysis. Students will also be introduced to specific test case development techniques such as boundary value, equivalence class, control paths, and data-flow path test. Different levels of testing such as functional, component and system/regression tests are discussed.

**CP-127: SQL Programming** 5 Quarter Credit Hours

This course teaches students relational database fundamentals and SQL programming skills through hands on exercises which will reinforce learning and develop real competency. This course will cover the following topics: relational database architecture, database design techniques, and simple and complex query skills. Students will gain an understanding of SQL functions, join techniques, database objects and constraints and will be able to write useful SELECT, INSERT, UPDATE and DELETE statements. Prerequisite: CP-124

**CP-128: Systems Analysis and Design** 5 Quarter Credit Hours

A methodical approach to developing computer systems including feasibility study, systems planning, analysis, design, testing, implementation and software maintenance will be covered in this course. Students will also learn strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the design and implementation of information systems from a problem-solving perspective. Upon successful completion of this course, students will have a solid understanding of the concepts of a system and what it means to develop and implement an information system in an organization.

**CP-220: Advanced Programming** 5 Quarter Credit Hours

This course builds on lessons learned in the Introduction to Programming course. The course will focus on writing applications that interface with a database management system. Topics covered include: class development; inheritance and polymorphism; input validation; error handling; exception handling; relational databases and SQL accessing data; collections and multi-threading. Prerequisite: CP-121, CP-122, CP-123 and CP-125

**CP-221: Software Application Security** 5 Quarter Credit Hours

Techniques for protecting data within a computer and protecting data as it moves through a network will be covered in this course. Students will learn how to find, manage and address threats through the use of threat modeling tools.

**CP-222: Technical Writing** 5 Quarter Credit Hours

This course will offer students a comprehensive introduction to technical communication. It will grow their ability to organize and craft information for manuals, journal articles, reports and other technical publications. Learn document design, production principles and writing for the web.

**CP-223: Advanced Excel and Data Sources** 5 Quarter Credit Hours

This course is designed to help students learn how to use a combination of more complex functions, formulas, nested if statements, VLOOKUP, HLOOKUP and LOOKUP tables. Students will also learn how to begin to develop a personalized interface through the creation of Active worksheet buttons and Macros, manipulate spreadsheets in Excel to present selected data using more Advanced Excel software tools like Pivot Tables, Pivot Charts and What if analysis tools. Data Analysis using Scenarios, Data Tables

**CP-224: Advanced Web Page Coding** 5 Quarter Credit Hours

This course provides students with a comprehensive understanding of topics in HTML, XHTML and dynamic HTML (DHTML) which they will use to create Web pages and sites from simple to complex. Students will also enhance their skills by applying these concepts to create interactive features such as animated text, image and text rollovers, and transitions. Prerequisite: CP-122 and CP-125

**CP-225: Introduction to Mobile App Development** 5 Quarter Credit Hours

Students in this course will learn mobile app development using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Students will be introduced to planning and designing effective mobile app pages implementing mobile app pages by writing HTML and CSS code; enhancing mobile pages with the use of mobile app layout techniques, mobile app formatting, graphics, mobile images, and multimedia; and producing a functional, multi-page mobile website. Upon successful completion of this course, students will have a good foundation in mobile app design using HTML and CSS. Prerequisite: CP-122
Students will be introduced to the theory and operation of basic analog and digital electronic devices and circuits, and the language and numbering systems associated with electronics and computer systems. Students will also get introduced to operating systems.

- Analog Concepts of Electricity
- OHMS Law
- Circuits
- Operating Systems
- höchst (H=) Rectifiers and Power Supplies
- Intro to Windows
- Electrical Quantities & Components
- Arithmetic and logic circuits
- Addressing
- Memory Circuits

**CT-101: PC Hardware Concepts, Configuration & Troubleshooting** 10 Quarter Credit Hours

Students will be able to identify basic PC Hardware as well as gain a working knowledge of its theory and operation. Students will learn to assemble, troubleshoot and configure IBM/Intel compatible personal computers utilizing diagnostic techniques and software.

- PC Hardware Concepts
- CPU’s
- Power Supplies
- Hardware Essentials
- Ports
- Input/Output Devices
- Software Installation
- Diagnostic Software/Tools

**CT-102: Microsoft Operating Systems** 12 Quarter Credit Hours

Prerequisites: CT-100-101, AGE 107, AGE 215

Students will be introduced to the installation and operation of Linux, and UNIX with Mac OS X. Students will become familiar with aspects of the terminal mode, and its command syntax as it applies to diagnosing and troubleshooting. Students will be given an overview of the Internet.

- File Manager
- Control Panel
- Common Troubleshooting
- Basic Operating Systems & BIOS
- Protection software
- Diagnostics
- Setup and Installation
- External Commands

**DA-102: Introduction to Dental Assisting** 1.5 Quarter Credit Hours

This course introduces the student to the career of dental assisting including ethics, jurisprudence, dental charting, patient vitals, patient exams and infection control. Students will also be trained in CPR.

**DA-103: Microbiology** 1.5 Quarter Credit Hours

This course provides students with a basic understanding and awareness of microorganisms and how microbiology relates to allied health care. Students will gain practical experience identifying various cell slides viewed through a microscope.

**DA-104: Dental Anatomy** 4 Quarter Credit Hours

This course is designed to provide students with knowledge of basic head and neck anatomy. Material will be relevant to the present needs of the practitioner.

**DA-105: Introduction to Dental Materials** 1.5 Quarter Credit Hours

This course provides students with introductory knowledge of basic materials used in dentistry, their composition, preparation and manipulation. Students will gain a basic understanding of proper mixing techniques, consistency and powder/liquid ratios. Chemical disinfectants and sterilents, gases, dark room chemistry and hazard communication will also be covered.

**DA-106: Dental Terminology** 2 Quarter Credit Hours

This course provides students with a basic understanding of dental terminology by familiarizing them with common roots, prefixes, suffixes.
### DA-107: Introduction to Computers  
**1.5 Quarter Credit Hours**  
Prerequisite(s): AHC 220, DA 102-106  
This course is designed to help students learn basic functions of the computer and gain an introductory understanding of Microsoft Windows, Microsoft Word, Excel, Outlook, and PowerPoint.

### DA-108: Introduction to Chairside Assisting  
**3.5 Quarter Credit Hours**  
Prerequisite(s): AHC 220, DA 102-106  
This course is designed to instruct students in the basic skills necessary to properly function as a chairside dental assistant. Students will gain a basic understanding of identification and utilization of dental equipment and instruments, infection control in the dental office, oral evacuation techniques, instrument transfer, dental charting, and assisting for basic operative.

### DA-109: Introduction to Radiology  
**5.5 Quarter Credit Hours**  
Prerequisite(s): AHC 220, DA 102-106  
This course is designed to help students understand fundamental principles of dental radiography including the theory of x-ray production, controlling factors, radiation and infection control, radiographic dental films, and basic techniques of dental radiographic exposure.

### DA-110: Dental Specialties  
**3 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AHC 220, DA 102-109  
This course is designed to introduce students to the specialized areas of dentistry. It will explain why some of the areas of specialties are completed in the everyday general office practice, while others require the expertise of a dentist who has specialized in a specific area.

### DA-111: Preventive Dentistry  
**3 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AHC 220, DA 102-109  
This course is designed to develop proficiency in chairside assisting techniques with the dentist and hygienist. Students will be able to recognize the different types of toothbrushes and techniques on brushing and giving patient instructions after treatment as well as learning the stages of plaque/calculus.

### DA-112: Office Management  
**1.5 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AHC 220, DA 102-109  
This course is designed to provide students with information to understand and perform procedures that pertain to working in a dental office. It prepares students for administrative tasks such as inputting patient information, scheduling appointments, and basic billing through simulated situations. Students will also become familiar with producing various reports and handling insurance claims.

### DA-113: Oral Pathology  
**2 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AHC 220, DA 102-109  
This course is designed to provide students with knowledge to recognize and understand disease processes with emphasis on disease and conditions of the oral tissue, histology and embryology.

### DA-114: General Procedures  
**4.5 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AGE 112, AHC 220, AHC 130, AHC 250, DA 102-119  
This course is designed to provide students with a working knowledge of chairside assisting as it pertains to amalgam, composite, and crown preparation procedures.

### DA-115: Dental Materials  
**5 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AGE 112, AHC 220, AHC 130, AHC 250, DA 102-119  
This course provides students with the knowledge of materials used in dentistry, their composition, preparation and manipulation. Emphasis in this course is placed on properly mixing materials, their consistency and powder/liquid ratios. Students will practice using/applying various materials on typodonts.

### DA-116: Dental Emergencies  
**2 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AHC 220, DA 102-109  
This course is designed to assist students in being aware of and recognizing potential emergency situations that can arise in the dental office. Students will become familiar with their role in an emergency as a dental assistant and the role of other office personnel during any type of a dental emergency.

### DA-117: Chairside Techniques  
**3.5 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AHC 220, DA 102-109  
Students will gain a working knowledge of instrument identification, utilization of dental equipment and instruments, infection control in the dental office, oral evacuation techniques, instrument transfer, and dental charting.

### DA-118: Radiology  
**6 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AHC 220, DA 102-109  
This course presents the fundamental principles of radiography including a review of the theory of x-ray production, controlling factors, radiation infection control, radiographic dental films, and basic techniques of dental radiographic exposure on humans. Students will also become familiar with state of Iowa requirements for radiography certification.

### DA-EXT100: Dental Extremship  
**10.5 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AGE 112-113, AGE 230, AHC 220, AHC 130, AHC 250, DA 102-119, DAS 203, DA 107, DA 118  
A practical career development course, which provides the student an opportunity to demonstrate the knowledge, aptitude, and skill proficiency obtained in the classroom and laboratory. This course is not intended to be a job trial situation, but provides the student with additional theory and practical instruction to graduate. A faculty member will visit each site for evaluation of the student. Extremship for eligible candidates consists of ten weeks; which require the candidate to work for 32 hours per week at an assigned site until 320 clock hours have been achieved. One day per week students will return to school for additional course work. During the final week, the student is required to return to the college to complete employment information, if applicable, and with Career Services for job search assistance. All students are required to complete a 4 to 6 page typed report summarizing their/their didactic and extremship experiences. Specific requirements for the extremship are arranged on a pre- and post- externship plan. The student selects the externship coordinator. The clinical site determines work hours. These must be the regular workday hours, although some work may occur on Saturdays, Sundays, or evenings as required by the extern site.

### DAS-203: General Specialty Procedures  
**6 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AGE 112, AHC 220, AHC 130, AHC 250, DA 102-119  
This course will provide the student with chairside skills for specialty assisting procedures that are performed in a general dental office.

### DAS-206: Dental Practice Management  
**3 Quarter Credit Hours**  
Prerequisite(s): AGE 110, AGE 112, AHC 220, AHC 130, AHC 250, DA 102-119  
This course will provide students with information to understand and perform procedures that pertain to working in the dental office. It prepares students for administrative tasks such as inputting patient information, scheduling appointments, and basic billing through simulated situations using the Eaglesoft software program. Students will also become familiar with producing various reports and handling insurance claims.

### DM-100: Diesel Mechanic Basics  
**9 Quarter Credit Hours**  
This course provides students with an introduction to servicing of heavy duty trucks, shop safety and operations, tools and fasteners, and maintenance programs. The student will gain an understanding of basic operating systems in vehicles, basic operations of diesel internal combustion engines, horsepower, and compression. Students will also become familiar with federal transportation and safety regulations. Additional concepts that will be covered include technician professionalism, diesel mechanic terms and nomenclature, service basics, DOT/CVSA regulations, repair orders cause, complaint, and correction, safety standards, EPA regulations, preventive maintenance fundamentals, and inspections.

### DM-101: Electrical and Electronic Systems for Medium to Heavy Duty Trucks  
**9 Quarter Credit Hours**  
This course is designed to provide both hands-on and theory-based applications of electrical systems and components used on heavy duty trucks. The student will gain knowledge of the fundamentals of electricity, the fundamentals of electronics and computers used on heavy duty trucks, batteries and charging systems, cranking systems, chassis electrical circuits, diagnostic and repair of electrical circuits, multiplexing and ECM’s, series and parallel circuits, multi-meters, schematic and pictorial diagrams, relays, troubleshooting and test equipment, basic electrical testing methods, voltage drop, and Ohm’s law.

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**Effective 08-2016**  
**Vatterott College Des Moines**
DM-200: Diesel Engines and Fuel Systems  
13 Quarter Credit Hours

Students will understand the engine cycle and engine cooling concepts. Students will become familiar with engine parts, troubleshooting, and engine maintenance as well as fuel systems, engine basics, engine power train components, engine feedback assemblies, engine housings, engine lubrication systems, engine coolant systems, engine breathing systems, engine retarders, diesel engine run in and performance testing, and diesel fuel injection basics. Students will gain the necessary knowledge to troubleshoot and maintain diesel engines.

DM-201: Drivelines & Brakes for Medium to Heavy Duty Trucks I  
13 Quarter Credit Hours

This course is designed to provide both hands-on and theory-based applications of brake systems, wheels, tires, and drive line systems. Students will be exposed to the design variations used by different manufacturers including hydraulic and air brake systems, basic brake operations and preventive maintenance procedures as well as brake operations, applications of tires, wheels, wheel ends, and drive lines. Students will gain the necessary knowledge to troubleshoot, diagnose, and repair brake systems and subsystems, drive shafts, ABS, wheel bearings, maintenance and adjustments of brakes systems, wheel seals, and UJ joints.

DM-202: Drivelines & Brakes for Medium to Heavy Duty Trucks II  
13 Quarter Credit Hours

This course is designed to provide both hands-on and theory-based applications of gear systems including manual, automatic and automated shift transmissions. Students will gain an understanding of operating principles of transmissions, shifting systems and operating characteristics, troubleshooting and shift systems, operating principles of clutches, the functions of clutch components and troubleshooting clutch problems, maintenance of transmissions, hydraulics, power flow, diagnostics, power and take off.

DM-203: Steering and Suspension  
13 Quarter Credit Hours

This course is designed to provide both hands-on and theory-based instruction on steering and alignment, suspension systems, vehicle chassis frames, heavy duty truck trailers, fifth wheels and suspension systems, steering and suspension system components, symbols and circuitry. Students will develop an understanding of steering and suspension systems, alignments, and trailer maintenance.

DM-EXT100: Diesel Mechanic Internship  
8 Quarter Credit Hours

A practical career development course, which provides the student an opportunity to demonstrate the knowledge, aptitude, and skill proficiency obtained in the classroom and laboratory while gaining real world experience in the student’s chosen career field. This course is not intended to be a job trial situation, but provides the student with additional theory, skills and experiences prior to graduation. This is the final required course for completion of the program. Internship for eligible candidates consists of ten weeks and a minimum of 240 clock hours. The candidate must report to an extern site location that is related to the field of study for a minimum average of 24 hours per week over the course of the 10 weeks to achieve the 240 clock hour requirement. One day per week students will return to school for general education course work. During the final week, the student is required to return to the college to complete employment information, if applicable, and work with Career Services for job search assistance. All students are required to complete a weekly discussion of his/her didactic and externship experiences. The student will be evaluated by the site and the instructor of the externship course during the course. Specific requirements for the externship as well as the pre- and post-externship information will be provided by the externship instructor. The externship site and student will agree on the hours the student will be at the location. These hours may be regular workday hours, or in some cases may occur on Saturdays, Sundays, or evenings as agreed upon by the extern site, the student, and school.

ENG-099: Introduction to Writing  
Non-Credit Course

This course is designed as an introduction to the basic tools of effective writing and communication. The course will prepare the student for the demands of writing at the college level. The course is intended to provide the tools necessary to succeed in writing at this level and achieve basic competence in proper sentence construction, the development of cogent paragraphs and essays providing the building blocks for successful writing at a more advanced level.
Their chosen career.

These concepts for use in the rest of their program as well as on the job.

sis is on providing students with a practical and useful working knowledge of

equations, and practical applications of basic technical formulas. Also
braic concepts including solving systems of one and two variables, simplify-
numbers, their systems, forms, and operations. It then introduces
basics algebraic concepts including solving systems of one and two variables,
simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, and in their careers.

GE-115: Microeconomic Principles

This course is designed to introduce basic concepts and issues in microeconomics with an emphasis on analyzing and applying economic principles to real-world problems. It enables students to apply economics to their daily lives. Students will study supply and demand analysis, price-setting, profit, firm behavior, labor market, and consumer choice.

GE-116: Ethics

This course is designed to provide a practical overview of principle ethical theories and concepts of human conduct as well as a critical evaluation of these theories and concepts as they apply to problems and decisions in contemporary professional life. Students will learn to apply critical thinking skills, ethical reasoning, and professional codes of conduct to resolve a variety of personal, social, and professional ethics issues.

GE-120: English Composition

In this course, students develop written communication skills. The course materials place an emphasis on the principles of communication which includes understanding the writing process and analysis of readings. This is an intensive review of the English language and its use in college-level writing, including written discourse, sentence structure, paragraph development, essay organization, all in concert with critical thinking processes.

GE-121: Computer Concepts

In the computer concepts course, students will learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today’s technological society. The course materials place an emphasis on today’s most popular applications that pervade the working network today. Students will learn the workings of the computer so as to be able to use computers in their chosen career.

GE-123: Interpersonal Communications in Healthcare

This course will introduce students to the different types of communication needed in healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

GE-124: Technical Mathematics

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

GE-127: Computer Concepts

In the computer concepts course, students will learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today’s workplace. The course materials place an emphasis on today’s most popular applications that pervade the workplace. Students will learn the workings of the computer so as to be able to use computers in their chosen career.

GE 205: College Algebra

This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

GE-105: Green Energy

Students will learn to define new “green” energy terminology and understand the role of green awareness in reducing a personal and commercial carbon footprint, identify decisions and actions that impact the environment, and describe the life cycle phases of a building and the impacts on the green environment over its life cycle. Through a combination of classroom lecture and hands-on lab work, students will learn how to conduct energy audits, energy consumption analysis, demand analysis, and life cycle cost analysis to determine the energy efficiency of a building or system. Students will then identify how to maximize energy efficiency through the implementation of various energy practices and products in both residential and commercial settings.

HA-110: Basic Refrigeration Systems

This course introduces the student to the history of the heating, air conditioning, ventilating and refrigeration field. The student will learn about the opportunities in the field and the importance of the trade associations dedicated to the HVAC/R field. The student will learn about the theory of matter and energy, heat and heat transfer and the relationship between pressure and temperature. Students will understand both theory and application of Refrigeration Systems and components allowing them to properly diagnose, troubleshoot, and service according to industry specifications. Students will gain a working knowledge of refrigeration principles, evaporators, condensers, compressors, metering devices, motor controls, retrofitting, recovery, evacuation, and charging methods. Students will also learn career responsibilities, accountability, and professionalism in the business environment. The student will learn how to repair, leak test and evacuate the refrigeration system. The student will learn about the various piping methods used in the system as well as soldering and brazing techniques.

HA-115: Air Conditioning

This course covers the principle of air conditioning, system operation, sequence of operation, and the function of each component. Topics discussed in this course will include installation procedures, maintenance, troubleshooting air conditioning and electrical problems of residential air conditioning systems. This course also covers load calculation, air distribution, and duct sizing. Prerequisites: EL-113, HA-110

HA-118: Blue Print Reading

This course will introduce the students to blueprints and blueprint reading. The student will learn about the different sections of a set of blueprints and the different symbols that are used in blueprints. The student will also be introduced to load calculations for heating and cooling systems using the Manual J.

HA-120: Basic Heating Systems

This course will cover the installation, operation, troubleshooting and maintenance of electric, gas and oil heating systems. The student will learn the components that make up each type of system and their sequence of operation. The student will learn about the combustion process and the products of complete and incomplete combustion. The student will also learn the safety precautions that must be taken when working with electric and gas heating appliances. Prerequisites: EL-113, HA-110

HA-121: Heat Pumps

This course covers the principles of air source and water source heat pumps. This course also covers the sequence of operation of a heat pump; defrost system, electrical troubleshooting, refrigerant charging procedure, and system performance. Prerequisites: EL-113, HA-110

HA-125: Sheet Metal Technology

In this course the student will learn about the layout, design and materials that are used in the ducting system. The student will learn how to make various fittings and transitions that are necessary for main and branch ducts. The student will also learn about the various hand and power tools and the safety procedures that are necessary for the safety of the technician and the proper design of the ducting system.

HA-126: Maintenance Schedules

In this course the student will learn about the maintenance requirements for various types of residential equipment, commercial heating and cooling systems, as well as refrigeration systems. The student will learn important maintenance services and how to set up maintenance schedules for various types of equipment. Prerequisites: EL-113, HA-110
In this course the student will learn about the hydronic heating systems that include boilers and ground source heat pumps. The student will be introduced to radiant heating systems. The student will also learn the sequence of operation and the safety procedures that must be followed to ensure the safe and proper operation of the system.
Prerequisites: EL-113, HA-110

**HA-128: Hydronic Heating and Cooling Systems**
3.5 Quarter Credit Hours

**HA-130: Commercial Refrigeration**
3.5 Quarter Credit Hours

In this class, students gain a working knowledge of the various building management systems. Students will gain a better understanding of Direct Digital Controls systems and Programmable Logic Controllers (PLC). Additionally, this course covers how these systems can be used to monitor and control all aspects of a building.
Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-130, HA-140

**HA-210: Industrial/Commercial Load Calculations**
4.5 Quarter Credit Hours

This course will expand students’ knowledge of heat loss and heat gain calculations for residential and commercial buildings. Through the use of the Manual J and Manual N, students will be able to calculate both the heating and cooling loads used to size the equipment and the ducting systems. Students will also learn how to work with the load calculation software for both residential and commercial buildings.
Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-130, HA-140

**HA-220: Building and Energy Auditing**
4.5 Quarter Credit Hours

Students will learn the fundamentals of energy, energy transfer, energy systems within a home and the “home as a system” concept. This course will cover common construction errors that reduce comfort and efficiency, weatherization techniques, and how to conduct an energy audit. Students will analyze the manner in which systems and home attributes affect occupant health, occupant safety, occupant comfort, energy efficiency and durability. Specifically, students will analyze the effects of air leaks, insulation, barriers (air, thermal and moisture) and heating and cooling duct. Students will learn solutions and/or weatherization techniques for select, identifiable problems. This course will include classroom and field training using analysis tools including a blower door, a manometer, a carbon monoxide tester, a natural gas detector and a flue gas detector. The instructor will also review other tools commonly used by energy auditors and weatherization professionals including infrared cameras and duct blasters.
Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-128, HA-130, HA-140

**HA-225: Capstone: Industry Certifications and Credentials**
4 Quarter Credit Hours

This course is designed to prepare students to qualify for certification testing that can enhance their career opportunities through industry recognized credentials of achievement. Certification testing includes testing offered through the Air Conditioning and Refrigeration Institute (ARI) series of Industry Competency Exams (ICE) tests as qualifiers for certification tests offered under the North American Technical Excellence (NATE) standards and certification testing offered through HVAC Excellence. Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-128, HA-130, HA-140

**LE-101: Legal Terminology**
3.0 Quarter Credit Hours

This course provides an introduction to legal vocabulary, definitions, pronunciation and usage. Students will learn the history and development of the Latin roots, prefixes and suffixes of legal terms.

**LE-107: Legal Keyboarding: Skills, Speed & Assessment**
2.0 Quarter Credit Hours

This course provides the student with skills needed to develop required keyboarding speed and accuracy for entry level legal profession positions. The student must type 45 words per minute minimum, with 100% accuracy, in order to successfully complete this course.

**LE-108: Family Law**
4.5 Quarter Credit Hours

This course is designed for students to develop an understanding of the law relating to marriage, cohabitation, separation, divorce, custody, adoption, guardianship, paternity, support, prenuptial and settlement agreements. Students will draft documents related to family law legal issues and proceedings.

**LE-110: Civil and Criminal Law**
4.5 Quarter Credit Hours

This course provides students with an understanding of the substantive criminal law defining common law, statutory crimes and punishments, classification of crimes, state law defining crimes, principles of liability and the requirements of mens rea. The student will understand the effect of specific defenses, and basic criminal procedure concepts. It will also provide an analysis of civil procedure; instruction in the preparation of documents for lawsuits covering pre-and post-trial matters jurisdictional, evidentiary, and admissibility issues.

**LE-115: Employment Law**
4.5 Quarter Credit Hours

This course provides a study of the basic principles of the laws surrounding hiring and workers’ compensation. Additionally, employment law concepts concerning eligibility, compensation, medical treatment, payments, death benefits, settlement and vocational rehabilitation will be discussed in the course. The preparation of documents from both the applicant and defense positions will be a focus.

**LE-125: Legal Office Management**
4.5 Quarter Credit Hours

This course provides students the opportunity to understand law-office operations and theories of management, timekeeping and billing, law-office equipment, budgeting, preparation of forms and checklists, record control, personnel issues and time management.

**LE-130: Legal Presentations**
4.5 Quarter Credit Hours

This course will provide students with the tools to create professional legal presentations. They will enhance their computer concepts and skills by creating multidimensional presentations using a variety of tools from including the Internet, PowerPoint and Publisher. Students will also develop skills in creating and analyzing spreadsheets and data bases.

**LE-135: Legal Research**
4.5 Quarter Credit Hours

This course introduces the Legal Research Process to students. It will provide an overview of case analysis and methodology; research and interpretation of statutory and administrative regulations; research procedures in primary, secondary, and non-legal sources; interpreting, use, and proper preparation of legal citations; methods of tracing legal issues chronologically; practice in preparing case briefings.

**LE-200: Introduction to Trial Preparation and Litigation**
4.5 Quarter Credit Hours

This course will provide a practical application of litigation methods and procedures. This course covers interviewing and investigative techniques as well as pretrial motions and hearings. The will students learn to use proper methods of organization for effective trial presentation. Additionally, the course includes an introduction to drafting of documents essential to litigation and an explanation of post-trial hearing and procedures.

**LE-205: Contract and Tort Law**
4.5 Quarter Credit Hours

This course will provide students with a practical approach to the law of contracts and will cover the formation of a contract, breach of a contract and remedies for the breach of a contract. Students will also learn to draft various types of contracts and to understand the effects of certain applicable statutes. The course will also provide an overview of intentional torts, negligence, product liability, defamation, defenses to suits and damages. Additionally, students will learn to draft various documents associated with the practice of tort law.
This course provides an introduction to estate and probate terminology, wills and trusts, probate law and procedures, required orders and notices, estate sales, estate taxes, joint tenancy, judicial determination of death, and disposition of judicial findings. Students will also become familiar with common documentation and forms for an estate planning practice.

This course covers the basic concepts of the law of real property including forms and instruments of ownership, real estate conveyance and financing instrument. The course also covers foreclosures, easements, basic zoning concepts, and landlord/tenant issues. The student will have a working knowledge of title searches and a thorough understanding of closing procedures.

This course covers the appropriate format and styles of legal writing. Students will become familiar with various legal documents including trial and appellate briefings, memorandums, legal opinions, and various procedural documents. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.

This special course is designed to offer advanced topics of law. Special subject matter will be announced in advance to students interested in this course. Topics will include: Juvenile Law, Elder Law, Workers Compensation, Immigration Law, Consumer Protection, and Land and Abstract Law.

This course will provide students with an overview of the formation, operation, and dissolution of the corporate entity as well as an overview of the rights and remedies of corporate stockholders. Corporate documents and corporate formalities will be discussed.

This course provides the student with the opportunity to gain practical work experience in law office, governmental agencies, or legal department of business or industry under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship. Prerequisites: LE 100, 101, 105, 107, 108, 110, 115, 124, 125, GE 114, 121,

This course covers the basic role of safety in the workplace. Students will be trained on the use of safe work practices and procedures as well as how to properly store and use safety equipment. Students will learn about and perform common workplace duties using safe work procedures including: lifting heavy objects, fighting small workplace fires, and working around electrical hazards. Also, as part of the learning strategies course, students will be given training on study skills best practices, training on new technology, e-Books, student portal, course companion software, and how to develop and use a “Skills and Achievement Portfolio” to achieve future employment goals.

This course provides the student with a basic understanding of medical terminology and its relationship to specific pathology of the human body. This course will also cover common areas of liability and litigation in different healthcare settings.

This course is designed as an introduction to health information technology - both as a work-based task-oriented function and as a part of a larger profession of health information management. Theories and concepts covered in this course include: environment of health information, structure and processing of health information, maintenance and analysis of health information, and legal and supervisory issues.

This lecture-based course covers the skills and knowledge required to perform administrative tasks in a medical office setting. Topics will include: environment of health information, structure and processing of health information, maintenance and analysis of health information, and legal and supervisory issues.

This course provides the student with a historical development of healthcare delivery systems, including concepts and theory related to financing, regulatory agencies and organizations related to the providing of healthcare. Students are also introduced to software such as Medisoft for patient file creation, file maintenance, and insurance billing.

This lecture-based course is an overview of effective business practices to offer in a medical setting that will result in quality patient care. The course will include instruction on current and emerging developments in medical office management, including billing and coding, documentation, ethical and legal issues, and technological advances. It will also provide an overview of effective management practices.

This course provides the student with a basic understanding of medical terminology and its relationship to disease processes, diagnostic procedures, laboratory tests, abbreviations, drug, and treatment modalities. This course provides the student with a basic understanding of the structures and functions of the human body.

This course provides the student with a basic understanding of pharmacology and its relationship to specific pathology of the human body, with an emphasis on pathology.

This course provides the student with a basic understanding of pharmacology and its relationship to specific pathology of the human body, with an emphasis on pharmacology.

This course provides the student with a basic understanding of hospital medical billing procedures. Also covered are procedures to comply with insurance billing regulations.
This course will build upon skills learned in the Computers and Healthcare Delivery Systems course. Advanced computer systems and medical software programs such as Medisoft will be explored. This course will include comprehensive HIPAA coverage.

This course builds upon the introductory module by providing information on the classifications of evaluation and management services and documentation. The course also addresses higher level methodology related to reimbursement.

This course includes preparation for on-the-job experience by completing an online externship. Throughout the class, the student will build a portfolio which is a professional demonstration of the coding material they have been able to master. The portfolio is a powerful document to showcase the student's ability and to show to a potential employer.

This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.

This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theories related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician's office environment.

This course is designed to introduce students to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues, and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. Also covered will be the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab.

This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion between metric and household systems of measure; medication orders, medication labels, and calculations of insulin and pediatric dosages.

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures, and electrocardiography. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting. Prerequisite ME 105

This course will train the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA. Prerequisite ME 125 and ME 155

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include, but are not limited to: international & quasi-international torts, professional liability insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures, and electrocardiography. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting. Prerequisite ME 105

This course will train the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA. Prerequisite ME 125 and ME 155

This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to: receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management. Prerequisite ME 105

This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA. Prerequisite ME 125 and ME 155

This course is designed to introduce the student to the radiologic procedures. Students will gain an understanding of the patient preparations required to perform various specialized procedures. Emphasis will be placed on radiation safety and monitoring during procedures. The student will also study advanced anatomy & physiology concepts to understand, in more detail, the functions of the major systems of the human body. This course emphasizes the operation of cellular organ systems and the human body's integration and regulation of cellular organ systems to maintain homeostasis. This course covers the cellular, muscular, neurological, cardiovascular, respiratory, urinary, digestive, endocrine, and reproductive systems. Prerequisite: All ME 100 level courses in the program

This course is designed to present basic principles of radiation protection and safety for the radiation therapist. This course incorporates radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and healthcare organizations. Course content also includes basic concepts and principles of radiation biology. In addition, the student will study radiation pathology which includes basic disease concepts, theories of disease causation and symptom-by-symptom pathophysiological disorders most frequently encountered in clinical practice. Students will also identify different pathologies using various radiographic modalities. Prerequisite: All ME 100 level courses in the program

This course is designed to introduce students in basic patient radiological positioning and procedures as they apply to the chest, upper, and lower extremities. This course continues to focus on radiation safety and monitoring. This course introduces various types of radiography including mammography, ultrasound, magnetic resonance imaging (MRI), and computed tomography (CT). Prerequisite: All ME 100 level courses in the program and ME 211.
This course is designed to show the student all aspects of taking and developing x-rays. This course incorporates basic principles of physics and chemistry. Course topics include medical equipment used for x-rays, safety, protection, darkroom, film processing, and quality. In this course, anatomy in relation to the positioning necessary to take an x-ray of the chest, spine, sinuses, extremities and abdomen are discussed and demonstrated. Prerequisite: All ME 100 level courses in the program and ME 211, ME 216

This course will build upon ME 115 Computer Applications for Healthcare and familiarize students with the Medisoft patient file creation and file maintenance software. Prerequisite: ME 115

This course will cover all HIPPA/OSHA local and state requirements for Health Care Facility Management. Prerequisite: ME 175

This course will train the student in the various types of insurance billing and reimbursement processes. Students will learn the rules and regulations of specific insurance types. Students will also learn and practice electronic billing and the use of the CMS-1500 form and UB-04 form for billing purposes. Prerequisite: ME 108

This course is designed to allow clinical practice of limited radiography procedures and taking x-rays. It is not intended to be a job training situation, but provides the student with additional theory and skills prior to graduation. This is the final required course for the completion of the degree program. A faculty member will visit each site for evaluation of the student. Prerequisite: All ME 100 level courses in the program and ME 211, ME 216

This course will provide instruction on the basic operation of a variety of small engines, motors, powersport equipment, motorcycles, and lawn and farm machinery. Students in this course will receive classroom instruction and instructor led lab demonstration on the operation, assembly/disassembly, troubleshooting, and repair of a variety of equipment and engines. Students will perform instructor supervised lab projects to demonstrate comprehension of the material.

This course will train a series of lab projects to demonstrate comprehension of the material. As part of this capstone course, students will prepare a presentation for their peers on a topic learned as part of their training. The students will also perform a series of lab projects to demonstrate comprehension of the material learned in the program. The course will consist of classroom, library, and lab training and demonstrations.

As part of this course, students will service and repair small diesel motors and diesel powered equipment. As part of this course, students will prepare a presentation for their peers on a topic learned as part of their training. The students will also perform a series of lab projects to demonstrate comprehension of the material learned in the program. The course will consist of classroom, library, and lab training and demonstrations.

This course will cover maintenance, troubleshooting, and repair of transmissions commonly found in motorcycles, all-terrain vehicles, powersports equipment, lawn and garden equipment, and small machinery. The course will prepare students to identify the components of the transmission, perform repairs and preventative maintenance, and troubleshoot common issues related to transmissions. This course consists of lecture, demonstration and supervised lab projects.

This course will prepare students to provide routine maintenance, troubleshooting, and repair industry standard equipment on seasonal and recreational sports equipment. Students will learn to identify and service common operating systems of jet skis, and outboard engines.

This course provides students with knowledge of diesel engine performance standards, terminology, and repair and maintenance guidelines. Students will receive training on a small diesel engine in classroom and lab settings. As part of this course, students will service and repair small diesel motors and diesel powered equipment.

As part of this capstone course, students will prepare a presentation for their peers on a topic learned as part of their training. The students will also perform a series of lab projects to demonstrate comprehension of the material learned in the program. The course will consist of classroom, library, and lab training and demonstrations.

This course will cover the various fuel systems found in lawn equipment, motorcycles, all-terrain vehicles, marine and high performance vehicles. The course will also cover current trends in alternative fuel systems. Students will learn terminology, repair and maintenance procedures, and troubleshooting skills related to a variety of fuel systems. Students will receive lecture and instructor led lab demonstrations as well as hands-on, instructor supervised lab projects.
Academic Calendar

### Holidays

Classes are not held on the following holidays:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>Martin Luther King’s Birthday</td>
<td>Veterans Day</td>
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<tr>
<td>President’s Day</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Fourth of July</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>New Year’s Eve</td>
</tr>
</tbody>
</table>

### Class Schedule

**Morning Classes:** Monday through Thursday, 8:00 a.m. to 12:30 p.m.

**Afternoon Classes:** Monday through Thursday, 1:00 p.m. to 5:30 p.m.

**Evening Classes:** Monday through Thursday, 6:00 p.m. to 10:30 p.m.

Class hours are subject to change or vary based on student needs.
Appendix A: Administrative Staff & Faculty

Administrative Staff

Deborah Lenihan, Interim Campus Director
Afton Erdmann, Financial Aid Director
Nick Mohr, Director of Education/Registrar
Barbara White, Senior Enrollment Coordinator
Joseph Blair, Enrollment Coordinator
Erin Burkhardt, Receptionist
Nicole Navin, Career Services/Retention Coordinator
Sharon Nevitt, Campus Accountant/Bookkeeper

Faculty

Guy Amey - HVAC Program Director
Guy graduated from DMACC College with an Associate of Applied Science in HVAC and Refrigeration. He has been in the HVAC industry for 12 years with experiences ranging from service technician to commercial pipe fitter, travelling the Midwest working with Casey’s General Stores. Guy Amey joined Vatterott in 2013 as an Adjunct HVAC instructor. Guy Amey took over the HVAC Program Director role in 2015.

Nicholas Bergmann - Diesel Mechanic Instructor
Nick attained his Associates Degree from DMACC in Automotive Technologies, in 2007. He has a plethora of knowledge concerning the industry/field, as he worked as a Diesel Technician for nearly 12 years on both Medium and Heavy Duty trucks. Nick joined the Vatterott team in November, 2014 & has since taken the program under his guidance.

Jennifer Cox - Medical Assistant Instructor
Jennifer graduated from Kaplan College with an Associates of Applied Science in Medical Assisting. She has been in healthcare for 15 years. She has experience working in mental health, orthopedics, OB/GYN, and family practice. She joined the Vatterott team in 2016 as a part-time adjunct instructor. She is also a volunteer fire fighter and fire instructor for Bondurant Fire Department. She has been with the department for a little over 2 years.

Terri Deal - Dental Assistant Instructor
Terri has been in the dental field for roughly her entire professional career. She’s attained her two Associates degrees from ICC and DMACC. Currently, she’s working on obtaining her undergraduate degree from the University of Northern Iowa. Terri has been in the classroom setting for roughly 15 years, as well. Terri began here at Vatterott College in August of 2016 as a Dental Assistant Specialist Instructor.

Chloe Fowler, BSMI, RT(R) CT, MR, ARRT - Medical Assistant with Limited Radiography Instructor
Chloe graduated from Indian Hills Community College in Ottumwa, Iowa with an Associates of Applied Science in Radiologic Technology in 2000. Ms. Fowler cross-trained and became certified by the American Registry of Radiologic Technologists in Computed Tomography and Magnetic Resonance Imaging in 2002 & 2005. She decided to further her education by completing her Bachelors’ of Science in Medical Imaging with a minor in Health Care Administration online from Mercy College of Ohio in Toledo, Ohio in 2015. Ms. Fowler brings 18 years of Radiology experience from both the hospital and the outpatient settings. She joined the Vatterott team at the Des Moines Campus in 2015, as a part-time Adjunct Instructor for the MAOS/MAURT program. Currently, she’s functioning as the Adjunct Instructor & Extern Coordinator for the Medical Assistant Limited Radiography Program. Ms. Fowler is also a Certified BLS/Heartsaver Instructor for the Red Cross. She is currently a graduate student in the Master of Health Science online program with the dual focus of Health Education and Health Leadership at St. Francis University in Loretto, PA.
Chad Glover - Diesel Mechanic Instructor
Chad became a Diesel Mechanic Technician in the field after attending Indian Hills Community College. Completed CDL Training through Indian Hills Community College in 2009. Chad has been in the Diesel Field for 13 years. He joined Vatterott in June of 2015 as an Adjunct Instructor in the Diesel Mechanic program.

Frances Hawkins, CMA, AAMA - Medical Program Director
Frances graduated from Kaplan University with an Associates of Applied Science in Medical Assisting. Ms. Hawkins is currently working towards her Bachelors of Science in Healthcare Administration. She has been in healthcare for nearly 20 years with experience working in Family Practice, ENT, Cardiology and Pediatrics. Ms. Hawkins joined the Vatterott team in 2015 as the Medical Program Director. She also remains active in her community by volunteering her time to include serving food to the less fortunate, and helping with fundraising for inner-city programs.

Norm Hoffman - General Education Instructor
Norm has been with Vatterott since 2009 as an Adjunct Instructor. Norm takes part in a multitude of program’s General Education courses here on campus. He attained a BS undergraduate degree from North Dakota State University in 1985, and also his Master of Arts Degree in Science in Industrial Psychology in 1989 from Iowa State University.

Jason Huntley - PowerSports Equipment and Small Engine Program Director
Jason joined with Vatterott College back in January, 2013. Jason started as an Adjunct Instructor with the Diesel Mechanic program, and since then has been in an Adjunct Instructor and Program Director position with the PowerSports Small Engine & Equipment -AOS program. He’s attained his BS from UNL, and is working on an MAED degree from Iowa State University.

Anita Olson-Kiene - General Education Instructor
Anita graduated from Drake University with a major in Communications. She later graduated from Drake with Law Degree. She currently practices Law in the Des Moines area focusing on Real Estate. She is an Adjunct Instructor at Vatterott teaching English and Ethics.

Robin Risbeck - General Education Instructor
Robin graduated from University of Northern Iowa with her Bachelors in Elementary Education, later returning to receive her Masters in Math Education. Robin has fourteen years teaching mathematics at the middle school level. She has been teaching as an Adjunct Instructor in Math at Vatterott College since October, 2009.

Jessica Sherer - Dental Assistant Instructor
Jessica graduated from Vatterott College in the Dental Assistant Specialist program, with her Associates of Occupational Studies in March, 2009. Jessica joined the Vatterott team in 2014 and is currently working towards her undergraduate degree from Southern New Hampshire University.

Robyn Stanley - Medical Assistant Instructor
Robyn earned an Associate in Applied Science (AAS), Degree in Medical Assisting as a AAMA board certified (CMA - AAMA), Bachelor of Science in Health Sciences (BSHS) Degree, while officially obtaining my licensing as a Medical Laboratory Technologist (MLT). Completed my Master of Public Health (MPH) in the Epidemiology Tract in 2012. Robyn has been working with Vatterott as an Adjunct Instructor since November of 2015. Currently teaching Clinical Procedures, Laboratory Procedures, Pharmacology and various other medical courses. She’s been working as a CMA since 2001 and Lab Tech since 2006. Has worked in public health research since 2008. Recently, Robyn completed her BLS Instructor Course with The American Red Cross.

Barbara Votrain - Dental Assistant Program Director
Barbara has been in the dental field since 1973. She graduated from Meramec Community College in St. Louis, MO with a certificate in Dental Assisting and obtained her Certified Dental Assistant (CDA) credential. She has worked in the Dental field as a Chairside and business assistant, as well as an Instructor and Director of several Dental Assisting programs. She received her Bachelors of Science in Healthcare Management from Bellevue University, Bellevue, NE. She also obtained her Registered Dental Assistant (RDA) credentials shortly thereafter. In April 2015, Ms. Votrain accepted the position of Dental Assisting Program Director at Vatterott College.

Mike Zech - Computer Programming & Development Instructor
Mike graduated from Iowa State University in 1995 with a degree in Business Administration. After graduation, he enlisted in the United States Air Force. As an Airman in the Communications and Computer Programming field, Mike received training and on-the-job experience in computer programming. After the Air Force, Mike has spent the past 20 years with various roles in the public and private sectors in Information Technology. Mike has been with Vatterott College since October 2015 as an Adjunct Instructor for Vatterott College.
Appendix B: Non-Accredited Courses

The certificate course(s) has not been reviewed by the Accrediting Commission of Career Schools and Colleges (ACCSC) and are not considered part of the accredited offerings of the College. They are offered as continuing education/professional development classes only. Students completing these courses will not receive any credit which can be used toward other certificate or degree programs offered by the College.

- Certified Medical Assistant/Registered Medical Assistant Exam Preparation Course-Online
- GED Exam Preparation—Online

Admissions Requirements (Unless otherwise noted)

Students enrolling in courses listed as part of Appendix B - Non-Accredited Courses must:
- Be 18 years old or have the written consent of a parent or guardian
- Meet course specific enrollment criteria, when applicable, as defined by the course description

A High School Diploma or GED is not required for the courses listed in Appendix B - Non-Accredited Courses.

Course Offerings

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>C-50</td>
<td>Certified Medical Assistant/ Registered Medical Assistant Exam Preparation Course-Online</td>
</tr>
<tr>
<td>C-51</td>
<td>GED Exam Preparation Course-Online</td>
</tr>
</tbody>
</table>

Course Description(s)

Certified Medical Assistant/Registered Medical Assistant Exam Preparation Course - Online

The goal of this class is to prepare students for the Certified and Registered Medical Assistant Exam. The program offers several features including Assessment, Review, and Practice. The assessment feature includes a personalized study plan and comparison pre and post test scores. The comprehensive review section includes text, interactive graphics, animations, and video to aid in recalling the material. A practice quizzing section that is separate from Assessment provides extra questions for additional preparation. The program will provide students with study plans, exam subject reviews, practice questions, and detailed explanations of answers. Diagnostic pre-tests will be provided to help students determine where they currently stand and how much preparation they need before taking a certification exam. A timed final post-test simulates the actual exam and what the exam experience will feel like. This test preparation class is for students who will be taking either the CMA or RMA exam.

GED Exam Preparation Course – Online

The goal of this class is to prepare students for the GED (General Educational Development) test. Each student of this class will evaluate diagnostic test results to determine which disciplines he or she requires additional preparation, tips, and practice. The content of this class will focus on explanation of question formats for each discipline tested, insight into question formats for each content area tested, sample practice test items, explanation of sample question answers, and specific tips and insights for passing each test section and content area.

Tuition & Fees

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Award</th>
<th>Hours</th>
<th>Tuition</th>
<th>*Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMA/ RMA Exam Preparation Course - Online</td>
<td>Certificate of Completion</td>
<td>Self-Paced</td>
<td>$75</td>
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<td>GED Exam Preparation Course-Online</td>
<td>Certificate of Completion</td>
<td>Self-Paced</td>
<td>$150</td>
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<td>$150</td>
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* The amounts in the above fee chart for books and supplies are estimates and are subject to change.
## Appendix C: Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Lab/Tech Fee¹</th>
<th>Books &amp; Supplies²</th>
<th>Total</th>
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<tbody>
<tr>
<td>Commercial Driver’s License</td>
<td>Certificate</td>
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<td>$3,850</td>
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<td>Heating, Air Conditioning, &amp; Refrigeration Service Technician</td>
<td>Diploma</td>
<td>50</td>
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<td>Medical Assistant Occupational Specialist</td>
<td>Diploma</td>
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<td>Powersports Equipment and Small Engine Mechanic</td>
<td>Diploma</td>
<td>40</td>
<td>$17,400</td>
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<tr>
<td>Computer Programming and Development</td>
<td>A.O.S</td>
<td>70</td>
<td>$31,930</td>
<td>$100</td>
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<tr>
<td>Computer Systems &amp; Network Technology</td>
<td>A.O.S</td>
<td>70</td>
<td>$28,546</td>
<td>$100</td>
<td>$1,750</td>
<td>$2,400</td>
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<td>Dental Assistant Specialist</td>
<td>A.O.S</td>
<td>70</td>
<td>$26,810</td>
<td>$100</td>
<td>$1,750</td>
<td>$2,600</td>
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<tr>
<td>Diesel Mechanic</td>
<td>A.O.S</td>
<td>70</td>
<td>$21,960</td>
<td>$100</td>
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<td>Heating, Air Conditioning, &amp; Refrigeration Technician with Management</td>
<td>A.O.S</td>
<td>80</td>
<td>$20,640</td>
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<td>Medical Assistant with Limited Radiography Technology</td>
<td>A.O.S</td>
<td>70</td>
<td>$28,336</td>
<td>$100</td>
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<tr>
<td>Medical Assistant with Office Management</td>
<td>A.O.S</td>
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<td>$100</td>
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<tr>
<td>Medical Billing and Coding</td>
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<td>Paralegal</td>
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<td>$26,093</td>
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<td>$32,018</td>
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</table>

¹ Lab/Technology Fees include the cost of student access to labs, instructional technology systems, discipline specific tools and software licenses.

² Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student.

² Supplies are a mandatory part of the program which include the cost of uniforms, toolkits, and other items. The amounts listed in the above fee chart for supplies are estimates to include applicable sales tax and are subject to change. Due to customization of uniforms, toolkits, and other items, supplies must be purchased from the College at the price of such supplies in effect at the time they are received by the student.

* The laptop required for the Computer Programming and Development program will be issued after the program begins and Vatterott has determined that they have met the Official Basis of Admissions requirements and payment arrangements have been made. The laptop will be the property and responsibility of the student upon delivery.
The information below is to replace the current corresponding information in the Program Offerings and Course Description section of the catalog.

**Program Offerings**

**Medical Assistant with Limited Radiography Technology**

The objective of this program is to provide students with the skills and knowledge in basic entry-level x-ray procedures, equipment operation, and radiation safety along with the core curriculum of medical assisting. Graduates will be able to work in various medical settings, including private medical offices and medical clinics. Their job duties may include patient coordination and administrative tasks, physician assisting, and limited scope radiography functions. The general education coursework provided in this program equips graduates with advanced math and writing skills.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella, and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Release prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 75.5 Quarter Credit Hours of theory and associated labs along with 16.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
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<tbody>
<tr>
<td>AGE-210</td>
<td>Business Communications</td>
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<td>GE-101</td>
<td>English Composition I</td>
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<td>GE-105</td>
<td>Introduction to Psychology</td>
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<td>GE-123</td>
<td>Interpersonal Communications in Healthcare</td>
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<td>ME-105</td>
<td>Medical Terminology</td>
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<td>ME-108</td>
<td>Introduction to Medical Billing and Coding</td>
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<td>ME-115</td>
<td>Computer Applications for Healthcare</td>
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<td>ME-121</td>
<td>Anatomy and Physiology</td>
<td>4</td>
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<td>ME-125</td>
<td>Clinical Medical Assisting</td>
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<td>ME-136</td>
<td>Math for the Medical Environment</td>
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<td>ME-140</td>
<td>Pharmacology</td>
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<tr>
<td>ME-150</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>ME-155</td>
<td>Laboratory Procedures</td>
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<td>ME-175</td>
<td>Medical Office Procedures</td>
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<tr>
<td>ME-180</td>
<td>Externship and Exam Preparation</td>
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<td>ME-211</td>
<td>Radiography Procedures I</td>
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<td>ME-213</td>
<td>Radiation Biology, Safety, and Pathology</td>
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<tr>
<td>ME-216</td>
<td>Radiography Procedures II</td>
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Addendum - Program Offerings and Course Description
Effective: 06-2017

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ME-217</td>
<td>Limited Radiography</td>
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<tr>
<td>ME-257</td>
<td>Radiography Practicum</td>
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**Students Must Select 1 of the Following Externship Options**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME-190</td>
<td>Medical Externship</td>
<td>8</td>
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**OR**

<table>
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<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>MA-290</td>
<td>Medical Assisting Externship</td>
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**AND**

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<tr>
<td>MA-295</td>
<td>Medical Assisting Externship II</td>
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**Total Number of Quarter Credit Hours Required for Graduation** 92

**Course Descriptions**

**AGE-210 Business Communications**  4.5 Quarter Credit Hours

This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

**ME-136 Math for the Medical Environment**  3 Quarter Credit Hours

Medical Environment provides a basic introduction Math for the Medical Environment provides a basic introduction to college level mathematics, with a focus on techniques and applications relevant to students in fields related to medical science. Like any course in college mathematics, it begins with a review of whole numbers, fractions and decimals. It then introduces the basics of per cent calculations, interest and averages. In introducing these topics, the text focuses on examples and exercises immediately relevant to medical settings. The course then applies these skills to solving applied problems of ratio and proportion, as well as unit conversions. The remainder of the text addresses explicitly medical topics such as the use of instruments for measurement, the use of graphs and charts, and dosage calculations. There is also a chapter on basic accounting and business for medical office management and a chapter on health science careers. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, as well as on the job.
The information below is to replace the current corresponding information in the Program Offerings and Course Description section of the catalog.

Program Offerings

The objective of this program is to prepare the student for employment as an entry level Computer Programmer, Software Developer and Web Developer with the knowledge and skills needed to create, modify and test the code, forms and script for computer applications and web pages to run.

The program consists of 70 weeks and 85 Quarter Credit Hours of theory and associated labs and 18 Quarter Credit Hours of general education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
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<td>CP-121</td>
<td>Programming Fundamentals</td>
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<td>CP-122</td>
<td>Web Site Design Fundamentals</td>
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<td>CP-123</td>
<td>Introduction Programming</td>
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<td>CP-124</td>
<td>Introduction to Databases</td>
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<td>CP-125</td>
<td>Introduction to Web Page Coding</td>
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<td>CP-126</td>
<td>Software Testing</td>
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<td>CP-127</td>
<td>SQL Programming</td>
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<td>CP-128</td>
<td>Systems Analysis and Design</td>
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<td>CP-220</td>
<td>Advanced Programming</td>
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<td>CP-221</td>
<td>Software Application Security</td>
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<tr>
<td>CP-222</td>
<td>Technical Writing</td>
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<td>CP-223</td>
<td>Advanced Excel and Data Sources</td>
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<td>CP-224</td>
<td>Advanced Web Page Coding</td>
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<td>CP-225</td>
<td>Introduction to Mobile App Development</td>
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<tr>
<td>CP-226</td>
<td>IT Project Management Basics</td>
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<td>CP-227</td>
<td>Advanced SQL Programming and Custom Report Writing</td>
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<td>AGE-210</td>
<td>Business Communications</td>
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<tr>
<td>AGE-215</td>
<td>Technical Math</td>
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<td>GE-101</td>
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<tr>
<td>GE-201</td>
<td>English Composition II</td>
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</table>

Total Number of Quarter Credit Hours Required for Graduation 103

Course Descriptions

**AGE-210 Business Communications**  **4.5 Quarter Credit Hours**

This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

Vatterott College – Des Moines
Program Offerings and Course Description Addendum
AGE-215: Technical Math  4.5 Quarter Credit Hours

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

GE-201: English Composition II  4.5 Quarter Credit Hours

In the English Composition II course student will review the writing process, learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.
The information below is to replace the current corresponding information in the Program Offerings and Course Description section of the catalog.

Program Offerings

Medical Assistant with Office Management  
Associate of Occupational Studies, A.O.S.

The objective of this program is to provide and enhance the student’s medical knowledge and to provide the student with the skills necessary for entry level management positions in the medical assistant field in such arenas as private medical offices, medical clinics or hospitals. The general education coursework in this program equips graduates with advanced math and writing skills.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel.

Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 76.5 Quarter Credit Hours of theory and associated labs along with 16.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
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<tbody>
<tr>
<td>ACC-102</td>
<td>Introduction to Accounting</td>
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<td>BUS-215</td>
<td>Human Resource Management</td>
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<td>BUS-240</td>
<td>Customer Service</td>
<td>4.5</td>
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<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
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<td>GE-123</td>
<td>Interpersonal Communications in Healthcare</td>
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<td>ME-105</td>
<td>Medical Terminology</td>
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<td>ME-108</td>
<td>Introduction to Medical Billing and Coding</td>
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<td>ME-115</td>
<td>Computer Applications for Healthcare</td>
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<td>ME-121</td>
<td>Anatomy and Physiology</td>
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<td>ME-125</td>
<td>Clinical Medical Assisting</td>
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<td>ME-136</td>
<td>Math for the Medical Environment</td>
<td>3</td>
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<tr>
<td>ME-140</td>
<td>Pharmacology</td>
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<td>Medical Law and Ethics</td>
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<td>Laboratory Procedures</td>
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<td>Medical Office Procedures</td>
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<td>ME-180</td>
<td>Externship and Exam Preparation</td>
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</tr>
<tr>
<td>ME-190</td>
<td>Medical Externship</td>
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Addendum - Program Offerings and Course Description
Effective: 06-2017

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<tr>
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<th>Course Title</th>
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<tr>
<td>ME-215</td>
<td>Medical Office Management</td>
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<tr>
<td>ME-220</td>
<td>Electronic Medical Records</td>
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<td>ME-225</td>
<td>HIPAA/OSHA/Clinic Regulations</td>
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<tr>
<td>ME-250</td>
<td>Comprehensive Insurance Billing</td>
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**Total Number of Quarter Credit Hours Required for Graduation 93**

**Course Descriptions**

**AGE-210 Business Communications 4.5 Quarter Credit Hours**

This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

**ME-136 Math for the Medical Environment 3 Quarter Credit Hours**

Medical Environment provides a basic introduction Math for the Medical Environment provides a basic introduction to college level mathematics, with a focus on techniques and applications relevant to students in fields related to medical science. Like any course in college mathematics, it begins with a review of whole numbers, fractions and decimals. It then introduces the basics of per cent calculations, interest and averages. In introducing these topics, the text focuses on examples and exercises immediately relevant to medical settings. The course then applies these skills to solving applied problems of ratio and proportion, as well as unit conversions. The remainder of the text addresses explicitly medical topics such as the use of instruments for measurement, the use of graphs and charts, and dosage calculations. There is also a chapter on basic accounting and business for medical office management and a chapter on health science careers. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, as well as on the job.
Addendum – Program Offerings & Course Descriptions  
Effective: 04-17-2017

The following program offering and course descriptions is to replace the current program offering and course descriptions sections of the catalog.

Program Offerings

**Powersports Equipment and Small Engine Mechanic Diploma**

The objective of this program is to prepare the student for employment as an entry level Powersport Equipment Technician/Mechanic, Motorcycle Repair Technician/Mechanic, or Equipment Repair Technician with the knowledge and skills needed to service, troubleshoot, and repair small engine-powered equipment. Graduates of this program should qualify for employment as a repair technician, installer, mechanic or similar at small engine service and repair or rental shops, outdoor power equipment dealers, recreation vehicles dealers, and landscaping and grounds maintenance service centers.

The program consists of 40 weeks and 60 Quarter Credit Hours of theory and associated labs. Instruction is designed for entry every 10 weeks.

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<th>Course #</th>
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<td>LS-100</td>
<td>Learning Strategies</td>
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<tr>
<td>PST-100</td>
<td>Basic Engine Theory and Repair</td>
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<tr>
<td>PST-105C</td>
<td>Introduction to Electricity &amp; Sensors</td>
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<tr>
<td>PST-110C</td>
<td>Advanced 2 &amp; 4 Stroke Engine Theory and Performance</td>
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<tr>
<td>PST-115C</td>
<td>Chassis Systems</td>
<td>5</td>
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<tr>
<td>PST-120</td>
<td>Fuel Systems</td>
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<tr>
<td>PST-125</td>
<td>Transmissions</td>
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<tr>
<td>PST-130C</td>
<td>Outdoor &amp; Power Equipment</td>
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<td>PST-135</td>
<td>Watercraft Engine Systems</td>
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<tr>
<td>PST-140</td>
<td>Basic Welding and Fabrication</td>
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<tr>
<td>PST-145</td>
<td>Diesel Engine Repair</td>
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<tr>
<td>PST-150</td>
<td>Powersports and Small Engine Capstone</td>
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**Total Number of Quarter Credit Hours Required for Graduation 60**

Course Descriptions

**PST-105C: Introduction to Electricity & Sensors**  
5 Quarter Credit Hours

This course provides introductory training on basic electrical concepts and how sensors change the way engines run. Students will learn about fundamentals of electricity, common types of ignition systems, various electrical components and various sensors (from function to basic problem diagnostics). Some of the topics that will be covered include:

**Introduction to Electricity**
- What is it?
- How does it work? Direct Current? Alternating Current?
- Different systems in powersports that use electricity

**Introduction to sensors**
- Different type of sensors
- How they function
- How to diagnose simple failures
### PST-110C: Advanced 2 & 4 Stroke Engine Theory and Performance  
5 Quarter Credit Hours

This course will train students on engine repair safety procedures, terminology of two- and four-cycle engines, maintenance, theory of two- and four-cycle engine operation, fuel and oil systems, cooling systems, electrical and basic hydraulic systems, and general troubleshooting techniques related to two- and four-cycle engines.

Some of the topics that will be covered include:
- Four-cycle engines
- Two-cycle engines
- Engine disassembly
- Measuring and blueprinting of an engine
- Identifying failures in an engine
- Engine assembly
- Engine performance

### PST-115C: Chassis Systems  
5 Quarter Credit Hours

This course instructs students on the various braking systems including air and hydraulic brakes, and learn the basic fundamentals of suspension. Students will learn terminology, how to identify the common braking systems/suspension, troubleshooting tips, how to disassemble/reassemble braking systems/suspension systems, the basics of wheel bearings, and how to perform preventative maintenance on a variety of braking systems and suspension systems.

Some of the topics that will be covered include:
- Common braking systems
- Common suspension systems and set ups
- Disassembly/reassembly of braking systems
- Disassembly/reassembly of motorcycle forks
- Replacement of basic suspension components
- Wheel bearings
- General preventive maintenance

### PST-130C: Outdoor & Power Equipment  
5 Quarter Credit Hours

This course will further the student's knowledge of motorcycles and all-terrain vehicles in the area of servicing, troubleshooting, performance enhancements, after-market parts and repair, enhanced suspensions, braking, and transmissions, as well as operation, design, and construction parameters of motorcycles and all-terrain vehicles.

Some of the topics that will be covered include:
- Modern motorcycle technology
- ATV Technology
- Outdoor power equipment technology
- Service department etiquette
- Microfiche
- Machine maintenance
- Service procedures
- Customer relations
- Troubleshooting
Addendum - Program Offerings and Course Description  
Effective: 03-2017

The information below is to replace the current corresponding information in the Program Offerings and Course Description section of the catalog.

**Program Offerings**

**Medical Assistant with Office Management**  
**Associate of Occupational Studies, A.O.S**

The objective of this program is to provide and enhance the student's medical knowledge and to provide the student with the skills necessary for entry level management positions in the medical assistant field in such arenas as private medical offices, medical clinics or hospitals. The general education coursework provided in this program equips graduates with advanced math and writing skills.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Health prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 73.5 Quarter Credit Hours of theory and associated labs along with 19.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

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<td>ME-220</td>
<td>Electronic Medical Records</td>
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<td>ME-225</td>
<td>HIPAA/OSHA/Clinic Regulations</td>
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<tr>
<td>ME-250</td>
<td>Comprehensive Insurance Billing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation**  93
Course Descriptions

GE-101: English Composition I 4.5 Quarter Credit Hours
In this English Composition I course, the student will develop written communication skills. The course materials place an emphasis on the principles of effective communication, which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.
The information below is to replace the current corresponding information in the Program Offerings and Course Description section of the catalog.

**Program Offerings**

**Medical Assistant with Limited Radiography Technology**

The objective of this program is to provide students with the skills and knowledge in basic entry-level x-ray procedures, equipment operation, and radiation safety along with the core curriculum of medical assisting. Graduates will be able to work in various medical settings, including private medical offices and medical clinics. Their job duties may include patient coordination and administrative tasks, physician assisting, and limited scope radiography functions. The general education coursework provided in this program equips graduates with advanced math and writing skills.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Release prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 72.5 Quarter Credit Hours of theory and associated labs along with 19.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
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<th>Course Title</th>
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<tbody>
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<td>AGE-136</td>
<td>Math for the Medical Environment</td>
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<td>GE-101</td>
<td>English Composition I</td>
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<td>Introduction to Medical Billing and Coding</td>
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<td>Externship and Exam Preparation</td>
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<tr>
<td>ME-190</td>
<td>Medical Externship</td>
<td>8.0</td>
</tr>
<tr>
<td>ME-211</td>
<td>Radiography Procedures I</td>
<td>5.0</td>
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<tr>
<td>ME-213</td>
<td>Radiation Biology, Safety, and Pathology</td>
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<tr>
<td>ME-216</td>
<td>Radiography Procedures II</td>
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<tr>
<td>ME-217</td>
<td>Limited Radiography</td>
<td>6.0</td>
</tr>
<tr>
<td>ME-257</td>
<td>Radiography Practicum</td>
<td>6.0</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation**

92
Course Descriptions

GE-101: English Composition I 4.5 Quarter Credit Hours
In this English Composition I course, the student will develop written communication skills. The course materials place an emphasis on the principles of effective communication, which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.
Addendum - Program Offerings and Course Description
Effective: 03-2017

The information below is to replace the current corresponding information in the Program Offerings and Course Description section of the catalog.

Program Offerings

**Computer Programming and Development**

The objective of this program is to prepare the student for employment as an entry level Computer Programmer, Software Developer and Web Developer with the knowledge and skills needed to create, modify and test the code, forms and script for computer applications and web pages to run.

The program consists of 70 weeks and 85 Quarter Credit Hours of theory and associated labs and 18 Quarter Credit Hours of general education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP-120</td>
<td>Microsoft Office</td>
<td>5</td>
</tr>
<tr>
<td>CP-121</td>
<td>Programming Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CP-122</td>
<td>Web Site Design Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CP-123</td>
<td>Introduction Programming</td>
<td>5</td>
</tr>
<tr>
<td>CP-124</td>
<td>Introduction to Databases</td>
<td>5</td>
</tr>
<tr>
<td>CP-125</td>
<td>Introduction to Web Page Coding</td>
<td>5</td>
</tr>
<tr>
<td>CP-126</td>
<td>Software Testing</td>
<td>5</td>
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<tr>
<td>CP-127</td>
<td>SQL Programming</td>
<td>5</td>
</tr>
<tr>
<td>CP-128</td>
<td>Systems Analysis and Design</td>
<td>5</td>
</tr>
<tr>
<td>CP-220</td>
<td>Advanced Programming</td>
<td>5</td>
</tr>
<tr>
<td>CP-221</td>
<td>Software Application Security</td>
<td>5</td>
</tr>
<tr>
<td>CP-222</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
<tr>
<td>CP-223</td>
<td>Advanced Excel and Data Sources</td>
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</tr>
<tr>
<td>CP-224</td>
<td>Advanced Web Page Coding</td>
<td>5</td>
</tr>
<tr>
<td>CP-225</td>
<td>Introduction to Mobile App Development</td>
<td>5</td>
</tr>
<tr>
<td>CP-226</td>
<td>IT Project Management Basics</td>
<td>5</td>
</tr>
<tr>
<td>CP-227</td>
<td>Advanced SQL Programming and Custom Report Writing</td>
<td>5</td>
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<tr>
<td>GE-115</td>
<td>Microeconomic Principles</td>
<td>4.5</td>
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<tr>
<td>GE-116</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>GE-101</strong></td>
<td>English Composition I</td>
<td><strong>4.5</strong> Quarter Credit Hours</td>
</tr>
<tr>
<td>GE-205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 103**

Course Descriptions

**GE-101: English Composition I**

In this English Composition I course, the student will develop written communication skills. The course materials place an emphasis on the principles of effective communication, which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

Vatterott College – Des Moines
Program Offerings and Course Description Addendum
Admissions Information

Admission for the Computer Programming and Development Program

Applicants enrolling in the Computer Programming and Development program must complete all general admission requirements (as listed in the Admissions Policy) along with completing and passing the Scholastic Level Exam (SLE) with a minimum score of 18. If the applicant does not pass the exam with a minimum score of 18, the applicant may repeat the exam one (1) time immediately after failing the exam. If the applicant does not achieve a minimum score of 18 on the initial test or the 1 repeat, the applicant must wait 30 days prior to attempting an additional retake.
Financial Information

Cancellation Policy

If the student wishes to cancel his or her enrollment in their Program of Study, he or she should provide written notice to the Registrar or Director of Education. The college will refund all monies paid, if the student cancels his or her Enrollment Agreement, within three (3) days (until midnight of the third day, excluding Saturdays, Sundays and holidays) of the day he or she signed the Enrollment Agreement. The college will refund all monies paid, excluding Registration Fee of $100.00, if the student cancels his or her Enrollment Agreement, more than three (3) days after of the day he or she signed the Enrollment Agreement, but prior to the first day of class.
Addendum – Program Offerings, Course Descriptions & Appendix C
Effective: 3-6-17

The information below is to remove the current corresponding information in the Program Offerings, Course Descriptions and Appendix C sections of the catalog and any related addenda issued prior to this effective date. This program is no longer offered.

Program Offerings

Medical Billing and Coding

The objective of this program is to prepare the student for entry-level employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the health care field. Graduates from the Medical Billing/Coding program will have a working knowledge of administrative duties such as ICD coding, hospital and insurance billing; a fundamental knowledge of medical terminology and healthcare delivery systems, an understanding of anatomy, physiology, and pathology/pharmacology, and a comprehensive knowledge of current procedural terminology. Student must complete a Criminal Background check prior to enrollment. The program consists of 70 weeks, 76.5 Quarter Credit hours of medical theory and 13.5 Quarter Credit Hours of General Education, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC-112</td>
<td>Intro to ICD CM Coding and CPT Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-114</td>
<td>Intro to Current Procedural Terminology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-117</td>
<td>Auditing</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-130</td>
<td>Insurance and Coding Exam Review</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-190</td>
<td>Intro to Health Information Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-191</td>
<td>Medical Office Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-201</td>
<td>Communication in the Healthcare Setting</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-218</td>
<td>Office Management in the Healthcare Setting</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-222</td>
<td>Medical Terminology and Anatomy and Physiology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-230</td>
<td>Pathology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-240</td>
<td>Pharmacology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-250</td>
<td>Comprehensive Insurance Billing</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-260</td>
<td>Advanced Computers</td>
<td>4.5</td>
</tr>
<tr>
<td>MC-295</td>
<td>Medical Billing and Coding Capstone</td>
<td>4.5</td>
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<tr>
<td>GE-101</td>
<td>English Composition 1</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 90

Course Descriptions

MC-112: Intro to ICD CM Coding and CPT Coding 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes.

MC-114: Intro to Current Procedural Terminology 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of the general principles of CPT and HCPCS coding systems.

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Academic Information Addendum
Addendum – Program Offerings, Course Descriptions & Appendix C
Effective: 3-6-17

MC-117: Auditing 4.5 Quarter Credit Hours
This course will help familiarize students in the field of Evaluation & Management for billing & coding. Course covers concepts & theories including: an introduction to E/M coding and breakdown with practice and application of those concepts. Physicians' bill evaluation and management (E/M) codes every day and that is an essential part of a practice's revenue cycle.

MC-130: Insurance and Coding Exam Review 4.5 Quarter Credit Hours
This course will aid in preparing for the CPC Certification and highlights important content necessary to pass the CPC exam. Content areas include anatomy and terminology, reimbursement issues, and an overview of CPT, ICD-9-CM, and HCPCS coding. This course will simulate the examination experience to give added confidence when taking the CPC exam.

MC-175: Law & Ethics 4.5 Quarter Credit Hours
This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and documentation of allied health professionals. Ethical components of the course include those that a professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

MC-190: Intro to Health Information Technology 4.5 Quarter Credit Hours
This course is designed as an introduction to health information technology – both as a work-based task-oriented function and as part of a larger profession of health information management. Theories and concepts covered in this course include: environment of health information, structure and processing of health information, maintenance and analysis of health information, and legal and supervisory issues.

MC-191: Medical Office Administration 4.5 Quarter Credit Hours
This lecture-based course covers the skills and knowledge required to perform administrative tasks in a medical office setting. Topics will include how to receive patients, schedule appointments, handle medical records, and process insurance claims.

MC-200: Computers and Healthcare Delivery Systems 4.5 Quarter Credit Hours
This course provides the student with a historical development of healthcare delivery systems, including concepts and theory related to financing, regulatory agencies and organizations related to the providing of healthcare. Students are also introduced to software such as Medisoft for patient file creation, file maintenance, and insurance billing.

MC-201: Communication in the Healthcare Setting 4.5 Quarter Credit Hours
This course is designed to provide students with all of the necessary tools to effectively communicate with patients and other healthcare professionals. Course covers theories and concepts including: building a framework for communication, challenges of communication and overcoming those obstacles, gathering information about the patient, educating patients, written communication, communicating in the workplace, and communicating too get the job you want.

MC-218: Office Management in the Healthcare Setting 4.5 Quarter Credit Hours
This lecture-based course is an overview of effective business practices to offer in a medical setting that will result in quality patient care. The course will include instruction on current and emerging developments in medical office management, including billing and coding, documentation, ethical and legal issues, and technological advances. It will also provide an overview of effective management practices.

MC-222: Medical Terminology and Anatomy and Physiology 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of medical terminology and its relationship to disease processes, diagnostic procedures, laboratory tests, abbreviations, drug, and treatment modalities. This course provides the student with a basic understanding of the structures and functions of the human body.

MC-230: Pathology 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of pharmacology and its relationship to specific pathology of the human body, with an emphasis on pathology.

MC-240: Pharmacology 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of pharmacology and its relationship to specific pathology of the human body, with an emphasis on pharmacology.

Vatterott College – Des Moines
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Addendum – Program Offerings, Course Descriptions & Appendix C
Effective: 3-6-17

MC-250: Comprehensive Insurance Billing 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of hospital medical billing procedures. Also covered are procedures to comply with insurance billing regulations.

MC-260: Advanced Computers 4.5 Quarter Credit Hours
This course will build upon skills learned in the Computers and Healthcare Delivery Systems course. Advanced computer systems and medical software programs such as Medisoft will be explored. This course will include comprehensive HIPPA coverage.

MC-290: Advanced Current Procedural Terminology & ICD Coding 4.5 Quarter Credit Hours
This course builds upon the introductory module by providing information on the classifications of evaluation and management services and documentation. The course also addresses higher level methodology related to reimbursement.

MC-295: Medical Billing and Coding Capstone 4.5 Quarter Credit Hours
This course includes preparation for on-the-job experience by completing an online externship. Throughout the class, the student will build a portfolio which is a professional demonstration of the coding material they have been able to master. The portfolio is a powerful document to showcase the student’s ability and to show to a potential employer.

Appendix C: Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Lab/ Tech Fee*</th>
<th>Books &amp; Supplies*</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Billing and Coding</td>
<td>A.O.S</td>
<td>70</td>
<td>$28,530</td>
<td>$100</td>
<td>$1,750</td>
<td>$3,800</td>
<td>$34,180</td>
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</table>

\*Lab/Technology Fees include the cost of student access to labs, instructional technology systems, discipline specific tools and software licenses.

\*Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student.

\*Supplies are a mandatory part of the program which include the cost of uniforms, toolkits, and other items. The amounts listed in the above fee chart for supplies are estimates to include applicable sales tax and are subject to change. Due to customization of uniforms, toolkits, and other items, supplies must be purchased from the College at the price of such supplies in effect at the time they are received by the student.

Vatterott College – Des Moines
Academic Information Addendum
Addendum – Program Offerings, Course Descriptions & Appendix C
Effective: 3-6-17

The information below is to remove the current corresponding information in the Program Offerings, Course Descriptions and Appendix C sections of the catalog and any related addenda issued prior to this effective date. This program is no longer offered.

Program Offerings

Computer Systems and Network Technology  Associate of Occupational Studies, A.O.S

The objective of this program is designed to meet the ever-increasing need for trained computer service personnel. A graduate of this program will be able to work at an entry-level position in the information technology industry as a service technician, computer technician, help desk technician, or network administrator and will acquire knowledge of various operating systems.

Note: Past criminal history may have an effect on one’s ability to obtain employment in this field. Most employers require applicants to successfully pass a drug screen and physical prior to being hired.

The program consists of 70 weeks, 78 Quarter Credit Hours of Computer Systems and Network Technology theory and associated lab work and 13.5 Quarter Credit Hours of Applied General Education totaling 91.5 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE-107</td>
<td>Skills for Successful Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-210</td>
<td>Business Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>AGE-215</td>
<td>Technical Math</td>
<td>4.5</td>
</tr>
<tr>
<td>CT-100</td>
<td>Electronic Fundamentals/Introduction to Operating Systems</td>
<td>10</td>
</tr>
<tr>
<td>CT-101</td>
<td>PC Hardware Concepts, Configuration &amp; Troubleshooting</td>
<td>10</td>
</tr>
<tr>
<td>CT-102</td>
<td>Microsoft Operating Systems</td>
<td>12</td>
</tr>
<tr>
<td>CT-104</td>
<td>Advanced Operating Systems</td>
<td>12</td>
</tr>
<tr>
<td>CT-106</td>
<td>Principles of Networking</td>
<td>12</td>
</tr>
<tr>
<td>CT-201</td>
<td>Enterprise Networks</td>
<td>10</td>
</tr>
<tr>
<td>CT-202</td>
<td>Network Administration and Security</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 91.5

Course Descriptions

CT-100: Electronic Fundamentals/Introduction to Operating Systems  10 Quarter Credit Hours

Students will be introduced to the theory and operation of basic analog and digital electronic devices and circuits, and the language and numbering systems associated with electronics and computer systems. Students will also get introduced to operating systems.

- Analog: Test Equipment
- Concepts of Electricity: Multimeters
- OHMS Law: Oscilloscopes
- Circuits: Series and Parallel
- Operating Systems: Safety
- DOS: Rectifiers and Power Supplies
- Intro to Windows: Solid State Devices
- Electrical Quantities & Components: Digital
- Arithmetic and logic circuits: Basic Logic Gates
- Addressing: Counters
- Memory Circuits

CT-101: PC Hardware Concepts, Configuration & Troubleshooting  10 Quarter Credit Hours

Students will be able to identify basic PC Hardware as well as gain a working knowledge of its theory and operation. Students will learn to

Vatterott College – Des Moines
Academic Information Addendum
assemble, troubleshoot and configure IBM/Intel compatible personal computers utilizing diagnostic techniques and software.

PC Hardware Concepts  Memory
CPU's  Motherboards
Power Supplies  Storage
Hardware Essentials  Bus Systems
Ports  Expansion Slots
Input/Output Devices  Addressing
Software Installation  Application Software
Diagnostic Software/Tools  Microsoft Office
Troubleshooting Techniques

CT-102: Microsoft Operating Systems  12 Quarter Credit Hours
Prerequisites: CT 100-101, AGE 107, AGE 215
Students will become familiar with the function, diagnosis and repair of Microsoft Windows operating systems software and related features and capabilities.

Microsoft Operating Systems  Setup and Installation
File Manager  Program Manager
Control Panel  Windows Registry
Common Troubleshooting  Software Concepts
Basic Operating Systems & BIOS  User Interfaces
Protection software  File Management
Diagnostics  DOS Concepts
Setup and Installation  Internal Commands
External Commands  Directory Structures

CT-104: Advanced Operating Systems  12 Quarter Credit Hours
Prerequisites: CT 100-101, AGE 107, AGE 215
Students will be introduced to the installation and operation of Linux, and UNIX with Mac OS X. Students will become familiar with aspects of the terminal mode, and its command syntax as it applies to diagnosing and troubleshooting. Students will be given an overview of the Internet.

Software Installation  Troubleshooting Techniques
Setup, Installation, and Configuration
Operating Systems and Application Software
Diagnostic Software  Network Connectivity
Mac OS X  Linux
Internet

CT-106: Principles of Networking  12 Quarter Credit Hours
Prerequisites: CT 100-101, AGE 107, AGE 215
Students will learn to assemble, troubleshoot, and configure simple computer networks utilizing diagnostic techniques, individual computers and networking software.

Network Basics  Topologies
Architecture  Communications Media
Intro TCP/IP Internetworking  Hardware Troubleshooting
LAN's  Software Troubleshooting
Technical Support  Security Basics
WAN’s  Workstation Installation
Server Installation  Software Compatibility
Wireless Networking

CT-201: Enterprise Networks  10 Quarter Credit Hours
Prerequisites: CT 100-102, CT 104, CT 106, AGE 107, AGE 215
This course is designed to address networking considerations in the Enterprise, maintenance and upgrades are assessed to manage security, integration and applications. Enterprise Networks are discussed from a system management perspective. Data communications and network design.

Troubleshooting in an Enterprise Network
Metro Area Networking, Local Area Networking, Campus Networks
Enterprise Networks Using Active Directory
Work Group Policy and Novell Client Policies
Data Communication Protocols, OSI Reference Model and TCP/IP
Install and Upgrade Sites, Servers and Clients
Switches, Firewalls, and Other Network Appliances
Router Configuration and IOS Deployment
Data Backup and archiving.
Addendum – Program Offerings, Course Descriptions & Appendix C  
Effective: 3-6-17

CT-202: Network Administration and Security  
12 Quarter Credit Hours

Prerequisites: CT 100-102, CT 106, AGE 107, AGE 215

Students will learn the principles of administering networks with an emphasis on managing users, assets and network security.

- Protocols
  - TCP/IP
  - TELNET
  - DNS/FTP

- Creating and Managing Users & Groups
  - Security Features

- Access Control List
  - Workstation Profiles

- Protection Software
  - Security Risks

- Physical Security
  - Troubleshooting

- Risk Management
  - Disaster Recovery

- Network Administration
  - Active Directory

- Auditing NTFS Activities
  - The Registry

- Security Planning
  - File and Directory Structures

- Network File Systems
  - Policies and Procedures

Appendix C: Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Lab/ Tech Fee</th>
<th>Books &amp; Supplies</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Systems &amp; Network Technology</td>
<td>A.O.S.</td>
<td>70</td>
<td>$28,546</td>
<td>$100</td>
<td>$1,750</td>
<td>$2,400</td>
<td>$32,796</td>
</tr>
</tbody>
</table>

1Lab/Technology Fees include the cost of student access to labs, instructional technology systems, discipline specific tools and software licenses.

*Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student.

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Addendum – Program Offerings, Course Descriptions & Appendix C
Effective: 3-6-17

The information below is to remove the current corresponding information in the Program Offerings, Course Descriptions and Appendix C sections of the catalog and any related addenda issued prior to this effective date. This program is no longer offered.

Program Offerings

Paralegal

The graduates of the Paralegal program will know the basic principles of legal research and writing. Students will have knowledge in family, criminal, real estate, employment, contract and estate planning law. Students will be qualified to work in an entry-level position under the supervision of an attorney in all areas of the legal system. The program consists of 70 weeks, 73 Quarter Credit Hours of theory and associated labs along with 24 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE-104</td>
<td>Energy &amp; Society</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-114</td>
<td>Technical Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>GE-115</td>
<td>Microeconomic Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-116</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-120</td>
<td>English Composition</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-121</td>
<td>Computer Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>LE-100</td>
<td>Introduction to the Legal System</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-101</td>
<td>Legal Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>LE-107</td>
<td>Legal Keyboarding: Skills, Speed &amp; Assessment</td>
<td>2.0</td>
</tr>
<tr>
<td>LE-108</td>
<td>Family Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-110</td>
<td>Civil and Criminal Trials</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-115</td>
<td>Employment Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-125</td>
<td>Legal Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-130</td>
<td>Legal Presentations</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-135</td>
<td>Legal Research</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-200</td>
<td>Introduction to Trial Preparation and Litigation</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-205</td>
<td>Contract and Tort Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-210</td>
<td>Estate Planning and Probate</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-212</td>
<td>Real Estate Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-215</td>
<td>Advanced Legal Research and Writing</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-220</td>
<td>Advanced Topics in the Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-225</td>
<td>Corporate Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-230</td>
<td>Paralegal Internship</td>
<td>5</td>
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</table>

Total Number of Quarter Credit Hours Required to Graduate 97

Associate of Occupational Studies A.O.S.

Vatterott College – Des Moines
Academic Information Addendum
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE-104</td>
<td>Energy &amp; Society</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-114</td>
<td>Technical Mathematics</td>
<td>3.0</td>
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<td>GE-121</td>
<td>Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>LE-100</td>
<td>Introduction to the Legal System</td>
<td>4.5</td>
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<tr>
<td>LE-101</td>
<td>Legal Terminology</td>
<td>3.0</td>
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<tr>
<td>LE-107</td>
<td>Legal Keyboarding: Skills, Speed &amp; Assessment</td>
<td>2.0</td>
</tr>
<tr>
<td>LE-108</td>
<td>Family Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-110</td>
<td>Civil and Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-115</td>
<td>Employment Law</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-125</td>
<td>Legal Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>LE-130</td>
<td>Legal Presentations</td>
<td>4.5</td>
</tr>
</tbody>
</table>

This course focuses on the basic physical principles and contemporary issues in the fields of energy and the environment, from fossil and nuclear fuels to renewable energy sources. Students will examine the scientific, technological, environmental, economic, health, ethical, and political aspects of energy production and use. Emphasis will be placed on these issues in relation to society and the individual.

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, and in their careers.

In the computer concepts course, students will learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today’s technological society. The course materials place an emphasis on today’s most popular applications that pervade the working network today. Students will learn the workings of the computer so as to be able to use computers in their chosen career.

This course will provide the student with an overview of the structure of the judicial system. The topics covered will include: history of the legal system, the working structure of the government, court procedure and different legal concepts.

This course provides an introduction to legal vocabulary, definitions, pronunciation and usage. Students will learn the history and development of the Latin roots, prefixes and suffixes of legal terms.

This course provides the student with skills needed to develop required keyboarding speed and accuracy for entry level legal profession positions. The student must type 45 words per minute minimum, with 100% accuracy, in order to successfully complete this course.

This course is designed for students to develop an understanding of the law relating to marriage, cohabitation, separation, divorce, custody, adoption, guardianship, paternity, support, prenuptial and settlement agreements. Students will draft documents related to family law legal issues and proceedings.

This course will provide students with an understanding of the substantive criminal law defining common law, statutory crimes and punishments, classification of crimes, state law defining crimes, principles of liability and the limitations of such liability by specific defenses, and basic criminal procedure concepts. It will also provide an analysis of civil procedure; instruction in the preparation of documents for lawsuits covering pre-and post-trial matters; jurisdictional, evidentiary, and admissibility issues.

This course provides a study of the basic principles of the laws surrounding hiring and workers’ compensation. Additionally, employment law concepts concerning eligibility, compensation, medical treatment, payments, death benefits, settlement and vocational rehabilitation will be discussed in the course. The preparation of documents from both the applicant and defense positions will be a focus.

This course provides students the opportunity to understand law-office operations and theories of management, timekeeping and billing, law-office equipment, budgeting, preparation of forms and checklists, dock control, personnel issues and time management.

This course will provide students with the tools to create professional legal presentations. They will enhance their computer concepts and
skills by creating multidimensional presentations using a variety of tools from including the Internet, PowerPoint and Publisher. Students will also develop skills in creating and analyzing spreadsheets and databases.

**LE-135: Legal Research** 4.5 Quarter Credit Hours

This course introduces the Legal Research Process to students. It will provide an overview of case analysis and methodology; research and interpretation of statutory and administrative regulations; research procedures in primary, secondary, and non-legal sources; interpreting, use, and proper preparation of legal citations; methods of tracing legal issues chronologically; practice in preparing case briefings.

**LE-200: Introduction to Trial Preparation and Litigation** 4.5 Quarter Credit Hours

This course will provide a practical application of litigation methods and procedures. This course covers interviewing and investigative techniques as well as pretrial motions and hearings. The will students learn to use proper methods of organization for effective trial presentation. Additionally, the course includes an introduction to drafting of documents essential to litigation and an explanation of post-trial hearing and procedures.

**LE-205: Contract and Tort Law** 4.5 Quarter Credit Hours

This course will provide students with a practical approach to the law of contracts and will cover the formation of a contract, breach of a contract and remedies for the breach of a contract. Students will also learn to draft various types of contracts and to understand the effects of certain applicable statutes. The course will also provide an overview of intentional torts, negligence, product liability, defamation, defenses to torts and damages. Additionally, students will learn to draft various documents associated with the practice of tort law.

**LE-210: Estate Planning and Probate** 4.5 Quarter Credit Hours

This course provides an introduction to estate and probate terminology, wills and trusts, probate law and procedures, required orders and notices, estate sales, estate taxes, joint tenancy, judicial determination of death, and disposition of judicial findings. Students will also become familiar with common documentation and forms for an estate planning practice.

**LE-212: Real Estate Law** 4.5 Quarter Credit Hours

This course provides the basic concepts of the law of real property including forms and instruments of ownership, real estate conveyance and financing instrument. The course also covers foreclosures, easements, basic zoning concepts, and landlord/tenant issues. The student will have a working knowledge of title searches and a thorough understanding of closing procedures.

**LE-215: Advanced Legal Research and Writing** 4.5 Quarter Credit Hours

This course covers the appropriate format and styles of legal writing. Students will become familiar with various legal documents including trial and appellate briefings, memorandums, legal opinions, and various procedural documents. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.

**LE-220: Advanced Topics in the Law** 4.5 Quarter Credit Hours

This special course is designed to offer advanced topics of law. Special subject matter will be announced in advance to students interested in this course. Topics will include: Juvenile Law, Elder Law, Workers Compensation, Immigration Law, Consumer Protection, and Land and Abstract Law.

**LE-225: Corporate Law** 4.5 Quarter Credit Hours

This course will provide students with an overview of the formation, operation, and dissolution of the corporate entity as well as an overview of the rights and remedies of corporate stockholders. Corporate documents and corporate formalities will be discussed.

**LE-230: Paralegal Internship** 5 Quarter Credit Hours

This course provides the student with the opportunity to gain practical work experience in law office, governmental agencies, or legal department of business or industry under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship. Prerequisites: LE 100,101, 105, 107, 108, 110, 115, 124, 125, GE 114, 121
## Appendix C: Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Lab/ Tech Fee¹</th>
<th>Books &amp; Supplies²</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paralegal</td>
<td>A.O.S</td>
<td>70</td>
<td>$26,093</td>
<td>$100</td>
<td>$2,625</td>
<td>$3,200</td>
<td>$32,018</td>
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</table>

¹Lab/Technology Fees include the cost of student access to labs, instructional technology systems, discipline specific tools and software licenses.

²Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student.

²Supplies are a mandatory part of the program which include the cost of uniforms, toolkits, and other items. The amounts listed in the above fee chart for supplies are estimates to include applicable sales tax and are subject to change. Due to customization of uniforms, toolkits, and other items, supplies must be purchased from the College at the price of such supplies in effect at the time they are received by the student.
Addendum – Program Offerings, Course Descriptions & Appendix C
Effective: 3-6-17

The information below is to remove the current corresponding information in the Program Offerings, Course Descriptions and Appendix C sections of the catalog and any related addenda issued prior to this effective date. This program is no longer offered.

Program Offerings

Heating, Air Conditioning, & Refrigeration Technician with Management
Associate of Occupational Studies, A.O.S.

The objective of this program is to prepare students with the theory and working knowledge of heating, air conditioning, refrigeration, high pressure steam, energy management, and commercial environmental systems. Additionally, this program provides students with the skills and knowledge necessary for advancement into an entry-level management position within the Heating, Air Conditioning, and Refrigeration field.

The program consists of 80 weeks, 68.5 Quarter Credit Hours of theory and associated labs along with 22.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUS-225</td>
<td>Intro to Small Business and Management Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>EL-113</td>
<td>Principles of Electricity</td>
<td>3.5</td>
</tr>
<tr>
<td>EL-117</td>
<td>Motor Theory and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>EL-118</td>
<td>Motor Lab</td>
<td>2</td>
</tr>
<tr>
<td>EL-120</td>
<td>Electrical Controls</td>
<td>1.5</td>
</tr>
<tr>
<td>EL-125</td>
<td>Wiring Controls</td>
<td>3.5</td>
</tr>
<tr>
<td>EL-130</td>
<td>Reading Wiring Diagrams and Schematics</td>
<td>3</td>
</tr>
<tr>
<td>GE-104</td>
<td>Energy and Society</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-124</td>
<td>Technical Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>GE-115</td>
<td>Microeconomic Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-116</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-120</td>
<td>English Composition</td>
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<tr>
<td>GE-127</td>
<td>Computer Concepts</td>
<td>2.5</td>
</tr>
<tr>
<td>GR-105</td>
<td>Green Energy</td>
<td>3</td>
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<tr>
<td>HA-110</td>
<td>Basic Refrigeration Systems</td>
<td>4</td>
</tr>
<tr>
<td>HA-115</td>
<td>Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>HA-118</td>
<td>Blue Print Reading</td>
<td>1.5</td>
</tr>
<tr>
<td>HA-120</td>
<td>Basic Heating Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>HA-121</td>
<td>Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>HA-125</td>
<td>Sheet Metal Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>HA-126</td>
<td>Maintenance Schedules</td>
<td>1</td>
</tr>
<tr>
<td>HA-128</td>
<td>Hydronic Heating and Cooling Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>HA-130</td>
<td>Commercial Refrigeriation</td>
<td>3.5</td>
</tr>
<tr>
<td>HA-140</td>
<td>Overview of Alternative Energy Forms</td>
<td>1</td>
</tr>
<tr>
<td>HA-210</td>
<td>Industrial/Commercial Load Calculations</td>
<td>4.5</td>
</tr>
<tr>
<td>HA-215</td>
<td>Direct Digital Controls (DDC’s)</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Addendum – Program Offerings, Course Descriptions & Appendix C  
Effective: 3-6-17

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>HA-220</td>
<td>Building and Energy Auditing</td>
<td>4.5</td>
</tr>
<tr>
<td>HA-225</td>
<td>Capstone: Industry Credentials and Certifications</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation</strong></td>
<td><strong>91</strong></td>
</tr>
</tbody>
</table>

**Course Descriptions**

**GE-104: Energy & Society**
4.5 Quarter Credit Hours

This course focuses on the basic physical principles and contemporary issues in the fields of energy and the environment, from fossil and nuclear fuels to renewable energy sources. Students will examine the scientific, technological, environmental, economic, health, ethical, and political aspects of energy production and use. Emphasis will be placed on these issues in relation to society and the individual.

**HA-210: Industrial/Commercial Load Calculations**
4.5 Quarter Credit Hours

This course will expand students’ knowledge of heat loss and heat gain calculations for residential and commercial buildings. Through the use of the Manual J and Manual N, students will be able to calculate both the heating and cooling loads used to size the equipment and the ducting systems. Students will also learn how to work with the load calculation software for both residential and commercial buildings. Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-128, HA-130, HA-140

**HA-215: Direct Digital Controls (DDC)**
4.5 Quarter Credit Hours

In this class, students gain a working knowledge of the various building management systems. Students will gain a better understanding of Direct Digital Controls systems and Programmable Logic Controllers (PLC). Additionally, this course covers how these systems can be used to monitor and control all aspects of a building. Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-128, HA-130, HA-140

**HA-220: Building and Energy Auditing**
4.5 Quarter Credit Hours

Students will learn the fundamentals of energy, energy transfer, energy systems within a home and the “home as a system” concept. This course will cover common construction errors that reduce comfort and efficiency, weatherization techniques, and how to conduct an energy audit. Students will analyze the manner in which systems and home attributes affect occupant health, occupant safety, occupant comfort, energy efficiency and durability. Specifically, students will analyze the effects of air leaks, insulation, barriers (air, thermal and moisture) and heating and cooling duct. Students will learn solutions and/or weatherization techniques for select, identifiable problems. This course will include classroom and field training using analysis tools including a blower door, a manometer, a carbon monoxide tester, a natural gas detector and a flue gas detector. The instructor will also review other tools commonly used by energy auditors and weatherization professionals including infrared cameras and duct blasters. Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-128, HA-130, HA-140

**HA-225: Capstone: Industry Certifications and Credentials**
4 Quarter Credit Hours

This course is designed to prepare students to qualify for certification testing that could enhance their career opportunities through industry recognized certifications of achievement. Certification testing includes testing offered through the Air Conditioning and Refrigeration Institute (ARI) series of Industry Competency Exams (ICE) tests as qualifiers for certification tests offered under the North American Technical Excellence (NATE) standards and certification testing offered through HVAC Excellence. Prerequisites: EL-113, EL-117, EL-118, EL-120, EL-125, EL-130, GE-124, GR-105, HA-110, HA-115, HA-118, HA-120, HA-121, HA-125, HA-126, HA-128, HA-130, HA-140

Vatterott College – Des Moines  
Academic Information Addendum
# Appendix C: Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Lab/ Tech Fee*</th>
<th>Books &amp; Supplies*</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating, Air Conditioning, &amp; Refrigeration Technician with Management</td>
<td>A.O.S</td>
<td>80</td>
<td>$20,640</td>
<td>$100</td>
<td>$2,000</td>
<td>$5,400</td>
<td>$28,140</td>
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</table>

*Lab/Technology Fees include the cost of student access to labs, instructional technology systems, discipline specific tools and software licenses.

*Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student.

*Supplies are a mandatory part of the program which include the cost of uniforms, toolkits, and other items. The amounts listed in the above fee chart for supplies are estimates to include applicable sales tax and are subject to change. Due to customization of uniforms, toolkits, and other items, supplies must be purchased from the College at the price of such supplies in effect at the time they are received by the student.
Addendum – Academic Information - LOA Policy  
Effective: 12-28-2016  

The information below is to replace the current corresponding information in the Academic Information section of the catalog.  

**Leave of Absence Policy**  

The institution permits students to request a leave of absence (“LOA”) or leaves of absence as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education and the leave(s) do not exceed a total of 180 calendar days during any 12-month period.  

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.  

Students enrolled in a credit-hour program should request an LOA to begin on the start date of the next term. Such students must have completed the most recent term and received academic grades (A-F) for that term. Students in a clock-hour program may request an LOA at any time. Student enrolled in an externship only, may request an LOA at any time during the externship as long as no other Quarter Credit Hour course(s) are being attempted in the same term.  

The student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education and the request must be approved before the start date of the LOA, except in the case of a service member called to active duty. Please refer to the “Leave of Absence Due to Military Obligations” section for more information.  

The institution does not award a retroactive LOA under any circumstances.  

During the period of the student’s approved LOA, federal student loan funds will not be disbursed; however, the institution may disburse grant funds intended for prior terms or payment periods.  

**Leave of Absence or Withdrawal Due to Military Obligations**  

Students who are service members of the Armed Forces may experience a disruption in their educational pursuit due to military obligations (i.e. called to active-duty service). The institution offers several options for affected students regarding their enrollment at the institution.  

1. **Leave of Absence (LOA)** – Students abruptly called to active duty during a term should notify the institution as soon as possible to complete the request for an LOA in accordance with the institution’s LOA policy.  
2. **Withdrawal** - In some cases, an LOA may not viable (e.g. military obligation exceeds 180 days). Students who withdraw from the institution as a result of the student being called to active duty, may elect one of the following options for each program in which the student is enrolled:  
   a. A full refund of any tuition and refundable fees and refund any payments received for the term to the proper source for the academic term in which the student is enrolled at the time of withdrawal. The institution will expunge the student’s record of registration for the term so that the student is not penalized academically. No refund will be given for any academic term the student has completed.  
   b. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal, and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.  
   c. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.  

**Returning from a Leave of Absence**  

Upon return from leave, a student enrolled in a clock-hour program will be required to re-enroll and continue in the same course(s) from which the student interrupted studies prior to the LOA and receive final grades for the course(s). If the term was completed before an LOA was granted, students enrolled in both clock-hour and credit-hour programs will be expected to continue and enroll in course(s) offered in the normal sequence of the educational program. In addition, tuition and lab fees will not be charged for a student enrolled in a clock-hour program for completing the course(s) from which the student took leave. A student whose tuition and fees were reversed due to military obligations, will be charged for tuition and fees as applicable to the reentry term.
Minors on Campus

While the College welcomes the presence of children* on its campus, the College recognizes that the campus may not always be an appropriate environment for minors. In recognition of the family needs and responsibilities of students may bring their child(ren) to campus for a limited period of time. However, at no time should a child be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus. At all times the adult responsible for the minor maintains the sole responsibility for the safety of their own child(ren) or any other child(ren) accompanying them on campus. Please be aware that Vatterott retains the discretion to ask visitors to leave at any time.

*For the purposes of this policy, the terms "child," "children," "minor," and "minors" refer to or describe individuals under the age of 18.
The below information has replaced the current, corresponding information in Appendix C - Tuition and Fees section of the catalog.

Appendix C- Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel Mechanic</td>
<td>A.O.S.</td>
<td>70</td>
<td>$21,960</td>
<td>$100</td>
<td>$1,830</td>
<td>$11,140</td>
<td>$35,030</td>
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</table>

1 Lab/Technology Fees include the cost of student access to labs, instructional technology systems, discipline specific tools and software licenses.

2 Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student.

2 Supplies are a mandatory part of the program which include the cost of uniforms, toolkits, and other items. The amounts listed in the above fee chart for supplies are estimates to include applicable sales tax and are subject to change. Due to customization of uniforms, toolkits, and other items, supplies must be purchased from the College at the price of such supplies in effect at the time they are received by the student.
The below information is to replace the current corresponding section of information in the Admissions Information of the catalog.

ADMISSIONS INFORMATION

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an Enrollment Coordinator, either in person or by telephone, depending upon the distance from the Institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the Institution’s equipment and facilities and to ask questions relating to the Institution's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program. Prior to enrollment all applicants must complete and/or provide:

- Application for Admission;
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian);
- Financial aid forms (if applicant wishes to apply for financial aid);
- Reference Sheet; and
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the Institution’s receipt of the application and fee).

All Applicants must have a minimum of a High School Diploma, General Education Diploma (GED), or the equivalent (e.g., homeschool credential, diploma from a foreign institution) prior to admission. Applicant students must provide one or more of the following “Verification Document(s)” prior to enrolling:

a. Copy of a standard High School Diploma that lists the date of graduation; from an accredited high school or a high school recognized by the appropriate state department of education.

b. Copy of a high school transcript that lists the date of graduation; (certificates of completion and special diplomas are not acceptable for Admission);

c. General Education Diploma (GED) Certificate; provided directly from the state or federal program issuing credential;

d. Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number;

e. Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number;

f. College transcript that indicates completion of at least a two-year degree that is fully transferrable to a bachelor's degree from a post-secondary institution recognized by the U.S. Department of Education;

g. Proof of home school completion that demonstrates the student graduated and met the minimum State graduation requirements, if applicable;

h. Foreign transcripts (schools outside the U.S.) must be accompanied with a translated copy (if applicable) and submitted to the Registrar’s office for official review.

i. Military DD Form 214 Certificate of Release or Discharge from Active Duty that indicates the student is a high school graduate or equivalent may be accepted when documentation of high school completion is unavailable.

The Institution reserves the right to cancel admission of any student at any time, if it is found that he/she has submitted false information or documents related to the student’s Verification Documents.
Financial Information

Cancellation Policy

If the student wishes to cancel his or her enrollment in their Program of Study, he or she should provide written notice to the Registrar or Director of Education. The college will refund all monies paid, if the student cancels his or her Enrollment Agreement, within three (3) days (until midnight of the third day, excluding Saturdays, Sundays and holidays) of the day he or she signed the Enrollment Agreement. The college will refund all monies paid, excluding Registration Fee of $100.00, if the student cancels his or her Enrollment Agreement, more than three (3) days after of the day he or she signed the Enrollment Agreement, but prior to the first day of class.
The below information is to replace the current corresponding section of information in the Admissions Information of the catalog.

ADMISSIONS INFORMATION

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an Enrollment Coordinator, either in person or by telephone, depending upon the distance from the Institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the Institution’s equipment and facilities and to ask questions relating to the Institution’s curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program. Prior to enrollment all applicants must complete and/or provide:

- Application for Admission;
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian);
- Financial aid forms (if applicant wishes to apply for financial aid);
- Reference Sheet; and
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the Institution’s receipt of the application and fee).

All Applicants must have a minimum of a High School Diploma, General Education Diploma (GED), or the equivalent (e.g., homeschool credential, diploma from a foreign institution) prior to admission. Applicant students must provide one or more of the following “Verification Document(s)” prior to enrolling:

a. Copy of a standard High School Diploma that lists the date of graduation; from an accredited high school or a high school recognized by the appropriate state department of education.

b. Copy of a high school transcript that lists the date of graduation; (certificates of completion and special diplomas are not acceptable for Admission);

c. General Education Diploma (GED) Certificate; provided directly from the state or federal program issuing credential;

d. Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number;

e. Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number;

f. College transcript that indicates completion of at least a two-year degree that is fully transferrable to a bachelor's degree from a post-secondary institution recognized by the U.S. Department of Education;

g. Proof of home school completion that demonstrates the student graduated and met the minimum State graduation requirements, if applicable;

h. Foreign transcripts (schools outside the U.S.) must be accompanied with a translated copy (if applicable) and submitted to the Registrar’s office for official review.

i. Military DD Form 214 Certificate of Release or Discharge from Active Duty that indicates the student is a high school graduate or equivalent may be accepted when documentation of high school completion is unavailable.

The Institution reserves the right to cancel admission of any student at any time, if it is found that he/she has submitted false information or documents related to the student’s Verification Documents.
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The below information is to replace the current corresponding information in the Student Information & Services section of the catalog.

Non-Discrimination

In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the College that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the College, including the employment of staff personnel.

The College’s nondiscrimination statement, cited above, prohibits discrimination and harassment against individuals based on characteristics protected under federal and state law. The College also prohibits retaliation based upon reporting of such violations. If you have questions or believe you have been subjected to discrimination, harassment, including sexual harassment, or retaliation, you may contact one of the individuals below:

- Questions or concerns regarding the College’s compliance with Title IX may be directed to the following:
  1. Title IX Coordinator
     8580 Evans Ave.
     Berkeley, MO 63134
     314-264-1874
     titleixcoordinator@vatterott.edu
  2. Campus Director (Title IX Officer)

For contact information regarding each location’s Campus Director, please call 314-264-1500 or visit www.vatterott.edu

- Inquiries by persons about their protection against discrimination under The Americans With Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

  Administrator of Student Affairs
  8580 Evans Ave.
  Berkeley, MO 63134
  314-264-1500
  studentaffairs@vatterott.edu

Inquiries regarding discrimination may also be addressed to the Office for Civil Rights, at the following locations:

Office for Civil Rights (Illinois, Iowa)
U.S. Department of Education
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
312-730-1560

Written College policies concerning the rights and responsibilities of employees and students are available for inspection at each campus location via the Campus Catalog. The College policies are also available online on the Consumer Information page at www.vatterott.edu

Vatterott College – Des Moines
Student Information & Services Non-Discrimination Addendum
Institutional Refund Policy

After the last day of the add/drop period for each term, as defined in the course catalog, no refunds or adjustments will be made to tuition for students withdrawing from individual classes but otherwise still enrolled. Refunds are made for students who withdraw or are withdrawn from the College prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a student withdraws from the College, he/she should provide notice to the Registrar. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any student are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the College has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:

1. No refund will be made for a completed academic term.
2. The withdrawal date is the date student notifies College that he or she is withdrawing or if College initiated, the date College determines student is withdrawn.
3. A tuition refund of ninety percent (90%) of the unearned tuition and lab/technology fee will be given to student if he or she withdraws or is withdrawn during an academic term. Unearned tuition and fees will be calculated by dividing the tuition and lab/technology fee charged for the academic term by the number of days in the academic term and multiplying the resultant by the number of days remaining in the academic term on the withdrawal date.

Refunds will be made within 45 days of the date that the College determines student is withdrawn.

Activity Duty in a Military Service

A student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States, and who withdraws from College as a result of the student being ordered to state military service or federal service or duty, may elect one of the following options for each program in which the student is enrolled:

1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors
of the courses determine that the student has: Satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.
Admissions Information

Admission for the Computer Programming and Development Program

Applicants enrolling in the Computer Programming and Development program must complete all general admission requirements (as listed in the Admissions Policy) along with completing and passing the Scholastic Level Exam (SLE) with a minimum score of 18. If the applicant does not pass the exam with a minimum score of 18, the applicant may repeat the exam one (1) time immediately after failing the exam. If the applicant does not achieve a minimum score of 18 on the initial test or the 1 repeat, the applicant must wait 30 days prior to attempting an additional retake.
The following information below is to replace the current corresponding information in the Student Information & Services section of the catalog.

Policy: Title IX
Revised: January, 2017

PURPOSE

Vatterott Educational Centers, Inc. ("Vatterott") is committed to creating, fostering, and maintaining an educational, employment, business, and campus environment that is free from sex-based discrimination, sexual harassment, and sexual violence. In keeping with this commitment, and consistent with Title IX of Education Amendments of 1972, Vatterott prohibits discrimination based on sex and sexual harassment, including sexual violence in its educational programs and activities.

This Policy supersedes all prior policies and guidance relating to Title IX.

COVERED PERSONS

The College Community including current students, employees, prospective students, customers, third-party contractors, third-party visitors, and all others persons participating in the College’s educational programs and activities.

ISSUING DEPARTMENT

Legal Department

POLICY

I. Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 ("Title IX") §§ 1681 et seq., and its implementing regulations, 34 C.F.R Part 106, prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

II. Vatterott’s Policy Statement

Vatterott prohibits all forms of sexual misconduct, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution, and disrupts the learning and working environment for students, faculty, staff, and other community members. In furtherance of this policy, Vatterott has adopted the following policies, procedures, and standards of conduct for all members of our community with respect to sexual misconduct.

III. Handling of Complaints Covered by this Policy

Vatterott’s Title IX Coordinator is responsible for coordinating the College’s compliance with Title IX, as
well as other complaints brought concerning violations of this policy. The Title IX Coordinator's responsibilities include overseeing all Title IX reports of sexual harassment and sex-based discrimination, performing investigations, gathering documentation, disseminating information, and addressing any patterns or systematic problems that arise. To assist the Title IX Coordinator, Vatterott has designated Title IX Officers, all whom serve as the Campus Directors for each respective campus. All Title IX Officers are authorized to receive reports of sexual harassment and sex-based discrimination, and report the same to the Title IX coordinator.

The College has designated the following individual as the **Title IX Coordinator**:

Megan Wilson  
Vice President of Regulatory Affairs  
8580 Evans Avenue  
Berkeley, MO 63134  
Phone: 314-264-1874  
Email: titleixcoordinator@vatterott.edu

All students, faculty, staff and applicants, who have concerns about discrimination on the basis of sex, Title IX violations or requirements, including any concerns pertaining to sexual harassment, sexual violence or any matters covered by this policy, are encouraged to seek the assistance of either the Title IX Coordinator or a Title IX Officer. The Coordinator and Officers are knowledgeable about, and will provide information on, all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student, faculty, staff or applicant; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. Together, the Coordinator and Officers play an integral role in carrying out the College's commitment to creating, fostering and maintain an educational, employment, business and campus environment that is free of discrimination on the basis of sex and other discrimination as well as sexual harassment.

**IV. Reporting of Complaints Covered by this Policy**

If you believe that you have been a victim of sexual harassment, sexual violence, dating or domestic violence, stalking or sex-based discrimination, or if you wish to report such an incident, you have several options and are strongly encouraged to report such incidents orally or in writing to Vatterott’s Title IX Coordinator or a Title IX Officer.

You may also choose to file your complaint electronically via Vatterott’s Title IX Incident Report Form, available online at [www.vatterott.edu/consumer_information.asp](http://www.vatterott.edu/consumer_information.asp). Using the Title IX Incident Report form allows a victim, third-party, or bystander to submit a complaint/report of sexual harassment or sex-based discrimination directly to Vatterott’s Title IX Coordinator, and may choose to do so anonymously. However, without the contact information of the reporting party, Vatterott may not be able to fully investigate and respond to the complaint.

You may also report incidents of harassment, discrimination, or retaliation by calling Vatterott’s Ethics Hotline at 1-866-8610 (or St. Louis local 314-264-1514). If you do so, you can either identify yourself or leave
Vatterott recognizes that a student or employee may choose to confide in any employee of the College. For example, a student may choose to report the alleged violation to an instructor, program director, or staff member. Similarly, an employee may choose to confide in a colleague, supervisor, or member of the Human Resources department. However, it shall be noted that all Vatterott employees that receive reports of violations of this policy, or know or reasonably should know of the occurrence of violations of this policy are required to forward these reports to the Title IX Coordinator. The Title IX Coordinator is to be made aware of all complaints made pursuant to this policy so that she may monitor compliance.

In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor (under the age of 17) must report that information to the Title IX Coordinator or a Title IX Officer who shall then inform local, state and/or federal law enforcement officials of such incident as required by law.

**V. Options for Reporting and Availability of Support**

In addition to reporting the matter to the Title IX Coordinator, Title IX Officer, or a supervisor, persons may also need to address immediate physical and/or emotional trauma associated with the alleged harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- Emergency Call 911
- Local Police Department
- Clinic/Hospital
- Community-based sexual assault crisis center.

For information on available resources to victims of sexual assault, please visit the following:

- [http://www.rainn.org](http://www.rainn.org) – Rape, Abuse, and Incest National Network (800) 656-4673
- [http://www.justice.gov/ovw/sexual-assault](http://www.justice.gov/ovw/sexual-assault) – Department of Justice Sexual Assault
- [http://www.loveisrespect.org/](http://www.loveisrespect.org/) – Love is Respect – call (866) 331-9474 or text LOVEIS to 22522

**VI. Privacy and Confidentiality**

Vatterott encourages victims of sexual harassment and discrimination to talk to somebody about what happened so that he or she may get the support they need, and so that Vatterott can respond appropriately. Because issues arising under Title IX are often sensitive in nature, Vatterott maintains the highest level of privacy regarding all reports of sexual discrimination and/or sexual harassment. While Vatterott strictly prohibits the disclosure of private information obtained through an investigation, it should be noted that circumstances may arise when law and/or policy requires the disclosure of sensitive information.

Please be aware that all Vatterott employees are “responsible employees,” and have the obligation to
communicate reports of sexual misconduct to the Title IX Coordinator. When a reporting party tells a responsible employee about an incident of sexual violence, the reporting party has the right to expect the College to take immediate and appropriate steps to investigate what happened and resolve the matter promptly and equitably. To the extent possible, information reported to a responsible employee will be shared only with Vatterott officials responsible for handling the College’s response to the report, including the Title IX Coordinator.

Upon receipt of a report of sexual misconduct, Vatterott’s Title IX Coordinator will inform and obtain the reporting party’s consent prior to commencing an investigation. Should the reporting party request anonymity/confidentiality or request that no investigation be conducted, the Coordinator will take all reasonable steps to investigate and respond to the complaint consistent with the request for anonymity/confidentiality and/or request that an investigation not be pursued.

Upon the reporting party’s insistence that their name or other identifying information be kept in confidence, the Coordinator has the duty to inform the reporting party that in doing so, the ability of authorized representatives to properly respond to the alleged misconduct may be limited.

If anonymity is further insisted upon, Vatterott officials will evaluate the request in context with its responsibility to provide a safe and nondiscriminatory environment for all students. Specifically, Vatterott will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been previous complaints of harassment relating to the same offender; and the alleged perpetrator’s rights to receive information about the allegations if the information is maintained by Vatterott as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99. Vatterott will inform you if confidentiality cannot be ensured.

Please be aware that even if Vatterott cannot take disciplinary action against the alleged perpetrator as a result of an insistence of confidentiality, Vatterott may pursue alternative measures in efforts to limit the effects of the alleged misconduct and prevent its recurrence.

**Off-Campus Counselors and Advocates**

Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

For contact information for these off-campus resources please visit Not Alone: Together Against Sexual Assault at [www.notalone.gov/resources](http://www.notalone.gov/resources).

**VII. Victim Rights & Options**

Regardless of whether an individual elects to pursue a criminal complaint, or whether the offense is alleged to have occurred on or off campus, Vatterott will assist victims of sexual misconduct. If an individual is a victim of sexual assault, domestic violence, dating violence, or stalking, his or her first priority should be to locate a place of safety. He or she next should obtain any necessary medical treatment.
The College strongly advocates that subsequent to securing safety and medical care, any victim of sexual assault, domestic violence, dating violence, or stalking should report the incident immediately to the Title IX Coordinator. Time is a critical factor for evidence collection and preservation. Preserving evidence is very important, as it may be necessary to the proof of sexual assault, domestic violence, dating violence, or stalking, or in obtaining a protection order.

Any individual who reports to the College that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a copy of this Policy, as well as documentation detailing:

- His or her options to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if he or she so chooses; and (3) decline to notify such authorities.

- His or her rights and options for (and available assistance in) changing academic, living, transportation, and working situations if so requested and reasonably available, regardless of whether he or she chooses to report the crime to the authorities.

- Where applicable, his or her rights, regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, and the College’s responsibility to honor the same.

- The United States Department of Justice Violence Against Women Office website, located at http://www.ovw.usdoj.gov/, which provides useful information relating to victims’ rights and available assistance.

VIII. Complaint and Resolution Procedures

While some reporting parties may wish to pursue action through informal methods in place of, or prior to requesting the initiation of formal proceedings, others may not. You should consider the circumstances surrounding your complaint and choose the option most appropriate. Regardless of your decision, Vatterott is committed to extending all available resources and support. To that end, you may consult with the Title IX Coordinator at any time and request assistance handling matters related to sexual harassment and discrimination, including the selection of an approach.

Informal Procedures

Informal procedures are optional and may only be utilized when Vatterott deems such procedures adequate.

If you are comfortable handling the situation without assistance, consider the following:

- Clearly say “no” to the individual exhibiting unwelcome behavior
- Communicate with the offender either orally or in writing providing him or her of the following:
  - A factual description of the incident(s) including date, time, place, and specific action.
A description of the impact of the action, emotionally, physically, and mentally.

A request that the conduct cease.

If you would like to proceed informally but with the assistance of a third party, you may contact your Title IX Officer or Title IX Coordinator. These individuals are familiar with Vatterott’s Title IX policies and are available to assist victims of sexual harassment and sexual assault. Additionally, these individuals can provide information pertinent to informal actions and remedies that you may pursue as well as additional information regarding Vatterott’s procedures for sexual harassment and discrimination.

Additionally, you may request that the Title IX Officer or Title IX Coordinator serve as a mediator in efforts to resolve your issue(s) prior to pursuing formal proceedings. Mediation is the process of utilizing a third party to engage in discussions and negotiations in hopes of reaching a mutually agreeable resolution and cessation of the unwanted conduct.

If either party is dissatisfied with the determination rendered subsequent an informal proceeding, he or she may pursue alternative remedies by engaging in the formal process.

If you do not wish to utilize the informal process, you may pursue formal action. Please note that you have the right to end the informal investigation process and begin formal proceedings at any time.

Note: This option is not available where allegations of sexual violence or nonconsensual sexual intercourse are raised.

**Formal Investigation & Determination**

To ensure prompt, thorough, and impartial investigations, all incidents of sex-based discrimination or sexual harassment, including sexual misconduct or retaliation, should be reported to the Title IX Coordinator immediately, either verbally, in the form of a written complaint, or electronically via the Title IX Incident Report Form. This process may lead to a formal hearing at which evidence will be considered and witnesses heard. The Title IX Coordinator can assist you with filing a complaint if you choose to pursue formal action.

Upon receipt of a report of alleged unlawful discrimination, harassment, or retaliation, Vatterott’s Title IX Coordinator will investigate without delay. All investigations shall be conducted by the Title IX Coordinator, who is trained in areas involving sex-based discrimination, sexual violence, and nonconsensual sexual intercourse. At times, it may be necessary to implement remedial measures before completing an investigation to ensure that further unlawful conduct does not continue. These measures may include reassignment or restructuring of the victim’s academic or work schedule per that party’s request. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of this Policy.

The complainant and the accused party may have an advisor present during the investigation, provided that the involvement of the advisor does not result in undue delay of the meeting or proceeding. However, it is important to note that advisors may not advocate on behalf of either party and may only serve in a support role. All advisors will be required to sign a standard form attesting that they have been informed and acknowledge that they may not advocate on behalf of either
party and that all information disclosed during the hearing must be kept strictly confidential. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.

Vatterott’s investigation into allegations of sex-based discrimination, sexual harassment, and/or sexual misconduct, will be conducted in an objective and impartial manner, and carried out in such a way as to maintain privacy to the greatest extent possible. Such investigations may include, but are not limited to, assisting and interviewing the reporting party, identifying and conducting interviews with witnesses, contacting and interviewing the respondent, and gathering evidence. It should be noted that while Vatterott strictly prohibits the disclosure of private information obtained through an investigation, circumstances may arise the College may contact and cooperate with local law enforcement.

The College will endeavor to conclude its investigation and issue a resolution of the complaint within sixty (60) calendar days of the date the complaint was received. All pertinent facts will be carefully reviewed and the accused will be given a full opportunity to explain his or her conduct before any decision is reached. When the investigation is complete, Vatterott will inform the complainant and the alleged perpetrator of the results of the investigation and the process for appealing any such determination, as applicable, in writing.

Vatterott invokes no restrictions on the time at which allegations may be reported. Additionally, the standard of proof in all cases shall be a preponderance of the evidence. This means that a party may be held responsible for the alleged conduct upon a finding that it is more likely than not (51% or higher) that he or she engaged in conduct prohibited by Vatterott.

Once a determination is made, both parties will be simultaneously notified in writing of the determination and the right to file an appeal within seven (7) business days. Determinations may include possible clarification of Vatterott policies, clarification regarding the alleged conduct, sanctions, restrictions, and/or conditions. The determination will become final within seven (7) business days unless an appropriate appeal is filed.

If it is determined that an employee or student has engaged in inappropriate conduct, Vatterott will take appropriate disciplinary action, consistent with the Policy, the Employee Handbook and/or Student Catalog.

**Hearing Procedures**

Upon concluding that there is reasonable cause\(^1\) to believe that an incident of sexual violence, domestic violence, dating violence, or stalking occurred, a hearing may be ordered. In such instances, the complainant, the accused party, and members of the Hearing Panel (hereinafter the “Panel”) described below will be provided an opportunity to review the Investigation Report compiled by the Title IX Coordinator, redacted to remove any unnecessary personal information. The Panel comprised of three (3) Vatterott Officials, to include the Provost, the Vice President of Accreditation,

\(^1\) Reasonable cause is defined as “some credible information to support each element of the offense, even if that information is merely a credible witness or complainant statement.”
and the Title IX Coordinator, will preside over all Title IX hearings. All officials will be trained to conduct hearings regarding alleged Title IX offenses as well as how to conduct investigations and hearings that protect the safety of alleged victims while promoting accountability. At least one (1) panel member will be physically present during the hearing while others may attend via teleconference. All determinations will be reached using a preponderance of the evidence standard (i.e. more likely than not) and all hearings will be prompt, fair, and impartial.

Hearings are closed to the public. The complainant and the accused party have the right to be present during the hearing but do not have the right to be present during deliberations.

If necessary, arrangements can be made so as to prevent the complainant and the accused party from being present in the hearing room at the same time.

**Special Considerations for Title IX Hearings**

1. **Panel Composition and Training.** All allegations of Title IX violations found to require a hearing subsequent to a thorough investigation will be heard before the Panel.

2. **Advisors.** The complainant and the accused party may have an advisor of their choice present during the hearing proceedings. However, it is important to note that advisors may not advocate on behalf of either party and may only serve in a support role. All advisors will be required to sign a standard form attesting that they have been informed and acknowledge that they may not advocate on behalf of either party and that all information disclosed during the hearing must be kept strictly confidential.

3. **Standard.** All determinations made by the Panel will be so done using a preponderance of the evidence standard. This means that the accused party will be held responsible for his or her conduct if the Panel determines that it is more likely than not (51% or higher) that he or she did in fact engage in a prohibited act.

4. **Hearing Participation.** Both parties will have the opportunity to be present during any hearing proceedings. Vatterott will make every effort to honor all requests to minimize contact between the reporting party and the accused. Additionally, both parties should be aware that members of the Panel may pose questions to the complainant, the accused, and/or witnesses presented by either party.

   Upon commencement of proceedings, the reporting party will be given an opportunity to make opening remarks to the Panel. Such remarks will be limited to ten (10) minutes. Subsequently, the reporting party will be allowed to present any relevant evidence and/or witnesses with personal knowledge of the circumstances resulting in the convening of the hearing. All witnesses will be called as needed and will not be permitted to be present until and unless needed. Cross-examination of the witnesses presented will not be allowed by opposing parties. Further, the complainant and respondent may not directly cross-examine one another, but may, at the discretion of the Panel, suggest questions to be posed by the Panel and respond to the other party.
Upon conclusion of the reporting party’s presentation, the accused party will be permitted to make opening remarks to the Panel. Such remarks will be limited to ten (10) minutes. The accused party will also have the opportunity to present relevant evidence and/or witnesses with personal knowledge of the circumstances resulting in the convening of the hearing.

Should new evidence be disclosed during the hearing and without prior consultation with the Title IX Coordinator, the hearing may be delayed to allow the Panel to consider whether the newly disclosed evidence should be permitted.

After all evidence has been presented, the reporting party will be permitted to give closing remarks followed by the accused party. Both parties will be allotted ten (10) minutes during which to provide concluding remarks.

Post-hearing, the Panel will convene, deliberate, and reach a determination. Both parties will be simultaneously notified in writing of the Panel’s determination and the right to file an appeal within seven (7) business days. Determinations may include possible clarification of Vatterott policies, clarification regarding the alleged conduct, sanctions, restrictions, and/or conditions. The Panel’s determination will become final within seven (7) business days unless an appropriate appeal is filed.

**Possible Sanctions.** Possible sanctions for a person found guilty of behavior in violation of this Policy include but are not limited to the following:

- Issuance of an oral or written reprimand to be placed in the personnel file;
- Mandatory attendance at a sexual harassment sensitivity program;
- An apology to the victim;
- Issuance of an oral or written warning;
- Transfer or change of job, class, or externship location;
- Demotion in employment or leadership position;
- Suspension, probation, termination, dismissal, or expulsion;
- Any other sanction deemed appropriate by Vatterott.

While counseling is not considered a sanction, it may be offered or required in combination with the imposed sanctions. Where alcohol and/or drugs are related to acts of sexual harassment, such counseling may include required participation in a substance abuse program.

**Appeals.** Either party may appeal the Panel’s decision. All appeals must be submitted in writing to the Vatterott President within seven (7) business days of the Panel’s determination and clearly set forth grounds for the appeal. Appropriate grounds for appeal include procedural error, previously unavailable relevant evidence that could significantly impact the outcomes of the hearing or a claim that the sanction imposed was substantially disproportionate to the finding. Disagreement with the Panel’s decision does not constitute grounds for appeal. The Title IX Coordinator will process the appeal and both parties will be informed simultaneously in writing of any changes arising from said appeal as well as the final determination. Results become final after seven (7) business days.
All appeals will be reviewed and decided within ten (10) business days of receipt.

IX. **Ongoing Criminal Investigations**

In instances of sexual misconduct that may also constitute criminal conduct, the reporting party is encouraged to file a report with the appropriate law enforcement agency and may request the assistance of a Vatterott representative in doing so. The pendency of a criminal investigation does not relieve Vatterott of its responsibilities under Title IX. To the extent that doing so does not interfere with any ongoing criminal investigation, Vatterott will proceed with its own investigation and resolution of the complaint.

X. **Retaliation**

Retaliation against reporting parties or those cooperating with an investigation is strictly prohibited. Violation of this policy may result in Vatterott taking immediate disciplinary action, up to and including suspension and/or expulsion for students or termination for employees.

Retaliation includes, but is not limited to threats, harassment, or intimidation, taken against the reporting party or any third party or parties as a result of their cooperation with an investigation.

XI. **Obligations of Vigilance and Reporting**

Vatterott can only respond to instances and allegations of harassment or discrimination if it is made aware of such occurrences. Therefore, Vatterott encourages anyone who believes that he or she has experienced sexual harassment or discrimination to promptly come forward with inquiries, reports, or complaints and to seek assistance from Vatterott officials. Furthermore, all Vatterott employees are responsible employees and have an obligation to communicate reports of sexual misconduct to the Title IX Coordinator. Employees who become aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must submit a report to those charged with responding to such allegations and reports. These individuals include the Human Resources Department, the Title IX Officer or the Title IX Coordinator.

Whether confirmed or speculated, Campus Directors, Directors of Education, Program Directors, or other comparable administrator who becomes aware of information indicating a significant likelihood of sexual harassment must report such information to the Title IX Coordinator immediately. Unconfirmed or disputed allegations should be clearly labeled as such and reports should indicate any steps already taken to investigate or otherwise respond. Administrators should always consult with the Title IX Coordinator and refrain from conducting independent investigations or otherwise responding to any situation where sexual harassment is alleged. No student, faculty, or employee should assume that a Vatterott official knows about a situation or incident.

XII. **Definitions** - Vatterott adheres to the following definitions applicable to this policy:

**Consent** - an informed, voluntary, mutual, and freely given agreement to engage in sexual activity. The person giving consent must do so absent coercion, threats or blackmail. Both parties must understand that consent is being given and to what consent is being given.
- A person’s lack of verbal or physical resistance or submission resulting from the use or threat of force does NOT constitute consent;
- A person’s manner of dress does NOT constitute consent;
- A person’s consent to past sexual activity does NOT constitute consent to future sexual activity;
- A person’s consent to engage in sexual activity with one person does NOT constitute consent to engage in sexual activity with another;
- A person CANNOT consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
  o The person is incapacitated due to the use or influence of alcohol and drugs;
  o The person is asleep or unconscious;
  o The person is under age; or
  o The person is incapacitated due to a mental disability.
- A person can withdraw consent at any time.

**Sex Discrimination** - behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in, the available educational programs, activities, or employment opportunities because of a person’s sex.

Sexual discrimination may take many forms including sexual harassment (discussed below), denial of equal opportunities in educational programs, discrimination based on pregnancy and employment discrimination.

**Sexual Harassment** - unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment includes sexual violence/assault, sexual exploitation, domestic violence, dating violence, stalking where motivated by sex or involving sexual conduct, and gender harassment/stereotyping.

**Sexual violence** - a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent).

A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Claims of sexual violence will be adjudicated in accordance with Vatterott Educational Centers, Inc.’s Clery Investigations and Hearing Process.

**Sexual Assault** - actual or attempted sexual contact with another person without the person’s consent. Sexual assault includes, but is not limited to:
- Intentional touching of another person’s intimate parts without that person’s consent; or
- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- Rape, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object; or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

**Gender-based harassment** - a form of sexual harassment and refers to unwelcome conduct based on an
individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX and will not be tolerated by Vatterott.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

**Nonconsensual Sexual Contact** - any intentional sexual touching, however slight, with any object or body part, by a man or woman upon another, without consent.

**Nonconsensual Sexual Intercourse** - any sexual intercourse (anal, oral, or vaginal) however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.

**Forced Sexual Intercourse** - unwilling or nonconsensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

**Sexual Contact Includes:**

- 11.4.1. Intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts; or making another person touch you or themselves with or on any of these body parts; or

- 11.4.2. Any intentional bodily contact in a sexual manner, even where the touching does not involve contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; or

- 11.4.3. Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

**Sexual Exploitation** - occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Distributing images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

**Dating Violence** - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration
of the following factors:
- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse, or threat of such abuse.

**Domestic Violence** – a felony or misdemeanor crime of violence committed by:
- A current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** - Stalking based on one’s sex or gender includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

**Unwelcome conduct** – conduct is considered “unwelcome” if the person did not request or invite it, and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements, or other conduct that may be physically threatening, harmful, or humiliating.

**Hostile Environment** – exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the College’s program or activities. It can be created by anyone involved in a College’s programs or activity, including administrators, faculty members, students, and campus visitors.

Factors to determine whether a hostile environment exists includes, but is not limited to the following:
- The type, frequency, and duration of the conduct;
- The identity and relationships of persons involved;
- The number of individuals involved;
- The location of the conduct and the context in which it occurred; and
- The degree to which the conduct affected one or more student’s education.

**Specifically Prohibited Conduct**:
- Engaging in sex-based harassment that creates a hostile environment in or under any program or activity of this College.
- Promising, directly or indirectly, to reward another provided that the he or she comply with a sexually oriented request.
- Threatening, directly or indirectly, retaliation if a person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an education or employment related opportunity if the person refuses to comply with a sexually oriented request.
- Engaging in unwelcome sexually suggestive conversation or inappropriate physical contact or touching of another.

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- Engaging in indecent exposure.
- Making repeated sexual or romantic advances toward another despite his or her rejection.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault.
- Retaliating against another for filing a harassment complaint or threatening to report harassment.

Sexual harassment can involve males and/or females being harassed by members of the opposite or same sex.

Sexual harassment can be physical or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

If you have any questions regarding this policy, please do not hesitate to contact the Title IX Coordinator via email at titleixcoordinator@vatterott.edu.
The following information is added to the Academic Information section of the catalog.

**Online Course Option**

Students enrolled in certain programs may have the option of completing up to 75% of their program of study through online courses. Online courses are supported by a third-party, Vatterott College – Sunset Hills, based in suburban St. Louis, MO. These online courses are specifically designed for the student who will be accessing online courses from a standard home or work personal computer. For more information, contact the academic department for recommended PC specifications to ensure the best accessibility to online resources and an optimal learning experience in online courses and for additional information about this option. For more information regarding the expectations for online learners, see the Vatterott College – Sunset Hills catalog.
Non-Discrimination

In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the College that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the College, including the employment of staff personnel.

The College’s nondiscrimination statement, cited above, prohibits discrimination and harassment against individuals based on characteristics protected under federal and state law. The College also prohibits retaliation based upon reporting of such violations. If you have questions or believe you have been subjected to discrimination, harassment, including sexual harassment, or retaliation, you may contact one of the individuals below:

- Questions or concerns regarding the College’s compliance with Title IX may be directed to the following:
  1. Title IX Coordinator
     8580 Evans Ave.
     Berkeley, MO 63134
     314-264-1874
     titleixcoordinator@vatterott.edu
  2. Campus Director (Title IX Officer)

For contact information regarding each location’s Campus Director, please call 314-264-1500 or visit www.vatterott.edu

- Inquiries by persons about their protection against discrimination under The Americans With Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

  Administrator of Student Affairs
  8580 Evans Ave.
  Berkeley, MO 63134
  855-752-7030
  studentaffairs@vatterott.edu

Inquiries regarding discrimination may also be addressed to the Office for Civil Rights, at the following locations:

  Office for Civil Rights (Illinois, Iowa)
  U.S. Department of Education
  500 W. Madison Street, Suite 1475
  Chicago, IL 60661-4544
  312-730-1560

Written College policies concerning the rights and responsibilities of employees and students are available for inspection at each campus location via the Campus Catalog. The College policies are also available online on the Consumer Information page at www.vatterott.edu
Addendum – Academic Information - LOA Policy
Effective: 7-31-2017

The information below is to replace the current corresponding information in the Academic Information section of the catalog.

**Leave of Absence Policy**

The institution permits students to request a leave of absence (“LOA”) or leaves of absence as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education and the leave(s) do not exceed a total of 180 calendar days during any 12-month period.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Jury Duty and Military Obligations. Please refer to the “Leave of Absence Due to Military Obligations” section for more information on the policy for a military related LOA.

Students enrolled in a credit-hour program should request an LOA to begin on the start date of the next term. Such students must have completed the most recent term and received academic grades (A-F) for that term. Students in a clock-hour program may request an LOA at any time. Student enrolled in an externship only, may request an LOA at any time during the externship as long as no other Quarter Credit Hour course(s) are being attempted in the same term.

The student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education and the request must be approved before the start date of the LOA.

The institution does not award a retroactive LOA under any circumstances.

During the period of the student’s approved LOA, federal student loan funds will not be disbursed; however, the institution may disburse grant funds intended for prior terms or payment periods.

**Leave of Absence or Withdrawal Due to Military Obligations**

Students who are service members of the Armed Forces may experience a disruption in their educational pursuit due to military obligations (i.e. called to active-duty service). The institution offers several options for affected students regarding their enrollment at the institution.

1. **Leave of Absence (LOA)** – Students abruptly called to active duty during a term should notify the institution as soon as possible to complete the request for an LOA in accordance with the institution’s LOA policy. Student called to active duty may request an LOA at any time during a term. The student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education and the request must be approved before the start date of the LOA.

2. **Withdrawal** - In some cases, an LOA may not viable (e.g. military obligation exceeds 180 days). Students who withdraw from the institution as a result of the student being called to active duty, may elect one of the following options for each program in which the student is enrolled –
   a. A full refund of any tuition and refundable fees and refund any payments received for the term to the proper source for the academic term in which the student is enrolled at the time of withdrawal. The institution will expunge the student’s record of registration for the term so that the student is not penalized academically. No refund will be given for any academic term the student has completed.
   b. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
   c. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.

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Academic Information Addendum
The below information is to replace the current corresponding information in the Academic Calendar, Schedule, and Holidays section of this catalog.

### Academic Calendar

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