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*Great Education. Better Life!*

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Notes:

## **MESSAGE FROM THE BOARD**

Welcome to Peloton College where our aim is to offer superior job training in industries where jobs are in demand. We train and prepare individuals for entry-level positions in the Information Technology, Medical Assisting, Medical Billing and Coding, and Electronic Systems fields. Diploma Programs offered include Medical Billing and Coding, Medical Assistant, and Electronic Systems Technician, and an Associate degree program offered includes an AAS degree program in Cybersecurity (Program offerings may vary by campus). Seminar courses are also offered for the information technology field.

Our programs are taught by experienced professionals and educators who are committed to providing quality instruction and individual attention to every student. The curriculum is relevant and approved by industry leaders who believe that the skills and theory taught at Peloton College will give graduates the competitive edge needed to excel in their chosen careers.

We encourage inquiries or scheduled visits to our campuses and welcome you to be a part of these dynamic and vital professions.

Peloton College

# GENERAL INFORMATION

## Mission Statement

The mission of Peloton College is to be the premier provider of hands-on training and education by providing students and graduates with the necessary skills to secure occupational careers.

## Objectives

The following objectives are implemented to fulfill the mission statement:

- To be recognized as the leader in the field of career college education in the Dallas area.
- To provide superior education to our students.
- To create a learning environment that is both personal and practical in a college that is friendly and efficient and keeps pace with changing professional needs
- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence
- To enable students to establish independence through personal productivity in an appropriate employment opportunity
- To establish and maintain employer satisfaction within the community by providing professionally-trained graduates.
- To constantly evaluate and appraise every facet of the College's programs to ensure relevance to the workplace and to ensure effective preparation in cultural and personal growth, and to ensure compatibility with the College's standards of excellence and quality.

## Company History

Peloton College, L.L.C. is a Dallas-based company. Established in 2005, the College – originally named Lawyer's Assistant School of Dallas - was founded to fulfill a need in the legal and business community for well-trained, entry-level legal professionals by providing superior academic and practical skills training. In 2008, Larry Van Loon joined the organization as a partner and the College applied for national accreditation. The Accrediting Council for Independent Colleges and Schools granted the College accreditation in 2009. After accreditation, new programs were added in Electronic Health Records, Medical Assistant, Paralegal Studies, and Information Technology Support Professional; and in 2014 the College was approved to also offer Associate of Applied Science degrees for these same programs. In 2016, Peloton College added a branch campus in Arlington, Texas. The additional campus added a convenient location for those students in the Irving, Grand Prairie, Hurst, Fort Worth, and Arlington sections of the Dallas/Fort Worth Metroplex. The organization also added new members Carlos G. Strength and Arthur D. Johnson. In 2018, Peloton College was granted initial accreditation by the Commission of the Council on Occupational Education (COE) and ended its accreditation with ACICS. In 2019, the name of the Electronic Health Records diploma program was changed to Medical Billing and Coding; the institution decided to discontinue Associate Degree level programs whose platforms were based on the diploma versions of the same programs and added the Electronic Systems Technician program in Arlington. In 2021, the Dallas campus added the Associate of Applied Science in Cybersecurity program. Information Technology related seminar courses were added in 2022.

## Campuses and Facilities

### Peloton College - Dallas Main Campus

Peloton College – Dallas is in the Central Square Building at 10830 N Central Expressway, Suite 252,



Dallas, Texas, close to downtown Dallas. The surrounding area encompasses city courts, medical facilities, and IT facilities as well. Peloton College is located on the Dallas Area Rapid Transit Light Rail route (DART) with a stop accessible to the College as well as near local DART bus routes and terminals.

Theory and technology-based classes are held in space located in the Central Square Building, with the space divided among lecture rooms, technology labs, a lounge area, a Learning Resource Center, and administrative offices. Computers and current software applications are utilized in the programs.

The Central Square Building is certified as handicap accessible by the Texas Department of Licensing and Regulation/Architectural Barriers Project. The College offers free covered parking to all students, which is directly behind and attached to the building.

### **Peloton College – Arlington Branch Campus**

Peloton College - Arlington is also located at 1112 E. Copeland Road, Suite 230, Arlington, Texas, close to Six Flags, The Ballpark, and the AT&T Stadium. The College has lecture classroom, technology labs, a Learning Resource Center, administrative offices, student lounge, and ample space for expansion. Parking is available at no charge directly outside the facility. The building is handicap accessible and adheres to state and federal fire and safety regulations.

## **ORGANIZATION AND GOVERNANCE**

### **Legal Status**

Peloton College is a private, co-educational College registered as a Limited Liability Corporation with the Texas Secretary of State. Members of the LLC and officers include Larry Van Loon, President; Larry A. Jobe, CFO and Treasurer (owner of member, Larry A. Jobe and Assoc.); Carlos Strength, Member and CEO; Dr. Arthur Johnson, Member; and L.A. Jobe & Company (owned by Lowell A. Jobe), Member. The College assumes full responsibility for any agreement reached between the student and the College.

### **Authorization**

Peloton College is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas, and is accredited by the Commission of the Council on Occupational Education to award diplomas and Associate of Applied Science degrees. Contact information for the Council on Occupational Education: 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, GA 30350, (770) 396-3898, [www.council.org](http://www.council.org). Degree programs are approved by Texas Higher Education Coordinating Board (THECB). Peloton College is also approved for Veteran's Education.

## **ADMISSIONS**

### **Admissions Requirements**

The School does not discriminate in its employment, admission, instruction, or graduation policies based on creed, religion, race, color, ethnic, origin, religion, ancestry, national origin, residence, age, non-disqualifying disability, gender, financial status, sexual orientation, marital status, or veteran's status nor does the school actively recruit students already enrolled in or attending another institution offering similar programs.

### **Acceptance into Peloton College requires that the applicant:**

1. Be at least 17 years of age or older on the date of enrollment. \*
2. Have a high school diploma or equivalent (GED, HiSET), or a high school equivalent Home School Completion Certificate/Diploma program provided by an organization approved and/or recognized by the Texas Education Agency (TEA), Texas Private School Accreditation Commission (TEPSAC), or the U.S. Department of Education; or completion of at least an associate's degree from an accredited college, university, or other postsecondary school

accredited by a U.S. Department of Education recognized accreditor; and pass a nationally recognized entrance exam (Wonderlic: min. score = 10 for diploma programs, min. score = 14 for AAS degree programs) administered at the school.

3. If a student does not have a High School diploma or equivalent, the student must take and pass an ATB test (Accuplacer) and meet all ATB requirements to enroll in a non-degree level program. Accuplacer passing scores: Writing – 235, Reading – 233, Arithmetic – 230. The ATB alternative is not accepted for degree programs.
4. Must not be enrolled at a primary or secondary institution.

\*A high school graduate or an ATB approved student under the age of 18 years of age can enroll in our program with written permission from a parent or guardian.

### **Career Pathways Program**

A student who does not have a high school diploma or its recognized equivalent, or who did not complete a secondary school education in a homeschool setting, may be eligible for Title IV, HEA student assistance through one of the ability-to-benefit (ATB) alternatives, but only if the student is concurrently enrolled in an eligible career pathway program.

The career pathways program as defined in section 484(d)(2) of the HEA and described in Dear Colleague Letter GEN-15-09, is an eligible program that must, among other things, concurrently enroll students in connected adult education and Title IV eligible postsecondary programs and must provide enrolled students with structured course sequences that are articulated and contextualized. The program must also be aligned with the education and skill needs of the regional economy and must have been developed and implemented in collaboration with partners in business, workforce development, and economic development. There could be a variety of different models for eligible career pathway programs that meet the statutory requirements.

An eligible career pathway program must consist of two connected education components – an adult education component integrated with a Title IV eligible postsecondary program component.

### **Admissions Process**

1. Attend an Informational Interview and tour the facility (tour not required for seminar courses). Parents or spouses are encouraged to be present.
2. Submit proof of age, and High School diploma (or equivalent) and pass the entrance exam; or as of July 1, 2015, meet all requirements for admission through ATB alternative.
3. Complete the Enrollment Agreement (not required for seminars less than 3 consecutive calendar days in length) and have an agreement with the financial office.

### **Title IV Eligibility Requirements Related to Admissions**

To determine eligibility for Title IV Federal Funds, students must comply with the Satisfactory Academic Progress Policy included in this Catalog. Students must be enrolled at least halftime to receive assistance from the Federal Student Loan Programs.

Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits, and do not have property subject to a judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.

The School does not provide campus-based aid programs. The School works with the Veteran Affairs office and Title IV Federal Student Aid Programs; funding determinations are made directly through those agencies.

Guidelines for Federal Title IV eligibility is as follows:

1. The student must have a verifiable Social Security Number; be a citizen or a national of the United States, or provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.
2. The student has no previous Title IV student loan default.
3. The student has not exceeded annual or aggregate loan limits to date.

### **Verification**

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax returns and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Director there are any changes to the financial aid package, the student will be notified in writing.

### **Acceptance to the School**

If an applicant is not accepted, all monies paid will be refunded.

### **Start Date Policy**

Students admitted after the first day of class are considered to be absent for the scheduled dates prior to enrollment. These absences are part of and not in addition to those outlined in the Attendance Policy. No student shall start beyond the third day of scheduled class.

### **Reasonable Accommodations**

Reasonable accommodations will be provided on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the School at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. If applicants or students feel that they have been the subject to unlawful discrimination, they may notify the school director by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

### **Immunization Requirement**

The health and safety of students is important to Peloton College. Although immunizations are not required, there may be exceptions from certain externship sites in the Medical Assisting program. All students are strongly encouraged to obtain immunizations for their own protection. Students may obtain information regarding the consequences of outdated immunizations for certain diseases, the age groups most vulnerable to these vaccine preventable diseases from the Texas Department of State Health Services website: [www.dshs.state.tx.us/immunize/](http://www.dshs.state.tx.us/immunize/)

# HOURS OF OPERATION

## Business Office Hours:

Monday through Thursday

9:00 a.m. – 7:00 p. m.

Friday

9:00 a.m. – 5:00 p. m.

Day & Evening Classes – Hybrid Program: Classes are held on Monday through Wednesday at the campus and online on Thursday and/or Friday. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office. Class days may vary to accommodate holidays.

Hybrid/Distance Education Programs\*: Medical Billing & Coding, AAS in Cybersecurity

Day & Evening Classes – Distance Education Programs: Classes are held Monday through Thursday online via remote distance education. Current distance education programs offered are Medical Billing and Coding and AAS in Cybersecurity.

Day & Evening Classes – Traditional Program: Classes are held on Monday through Thursday at the campus. Class days may vary to accommodate holidays.

Traditional Programs\*: Electronic Systems Technician, Medical Assistant

\*When necessary and only as allowed by regulatory agencies, programs may be delivered via remote distance education (online) due to circumstances beyond the control of the school.

Programs (May vary by campus)	Day Class Schedule*	Evening Class Schedule*	Online Schedule
Medical Billing and Coding (Hybrid)	Monday – Thursday 9 a.m. – 2:30 p.m.	Monday – Thursday 5:30 p.m. – 10:30 p.m.	Thursday
Medical Billing and Coding (Distance)	Monday – Thursday 9 a.m. – 2:30 p.m. (online)	Monday – Thursday 5:30 p.m. – 10:30 p.m. (online)	Monday - Thursday
AAS in Cybersecurity (Hybrid)	Monday – Wednesday 9 a.m. – 2:30 p.m.	Monday – Wednesday 5:30 p.m. – 10:30 p.m.	Thursday
AAS in Cybersecurity (Distance)	Monday – Wednesday 9 a.m. – 2:30 p.m. (online)	Monday – Wednesday 5:30 p.m. – 10:30 p.m. (Online)	Thursday
Electronic Systems Technician	Monday – Thursday 9 a.m. – 2:30 p.m.	Monday – Thursday 5:30 p.m. – 10:30 p.m.	N/A
Medical Assistant			N/A

Ten-minute breaks are included in every 60 minutes of class.

\*Scheduled Day and/or Evening Class offerings may vary depending on program enrollment. When necessary and as allowed by regulatory agencies, programs may be delivered via remote distance education (online) due to circumstances beyond the control of the school.

## ACADEMICS – DEGREE PROGRAMS

### Associate of Applied Science in Cybersecurity

(103.0 Quarter Credit Hours); (Only offered at Dallas campus.)

**Objective:** The Associate of Applied Science in Cybersecurity program is designed to teach students the skills for entry-level employment in the Cybersecurity industry. Cybersecurity professionals work in a wide range of industries supporting the security of IT infrastructure. The program starts with IT, networking, and cybersecurity fundamentals creating a foundation upon which the students build adding knowledge and skills in Linux security, ethical hacking and penetration testing, network defense & countermeasures, incident response & digital forensics, and cybersecurity programs & policies.

The Associate of Applied Science in Cybersecurity program prepares and supports students in obtaining several certifications in support of their cybersecurity career including CompTIA's A+, Network+, Security+, Linux+, Pentest+, & CySA+. Graduates will typically qualify for entry-level employment in roles such as Information Security Analysts and Computer Network Support Specialists.

**Admission Requirements:** Applicants must be at least 17 years of age or older on the date of enrollment, have a HS diploma or equivalent (GED, HiSET) or a recognized Home School Certificate/Diploma, and pass a nationally recognized entrance exam (Wonderlic, Min. score of 14). Applicants must not be enrolled at a primary or secondary institution.

**Program Length:** — Main Campus 63 weeks Day/Evening

**Education Delivery: Option 1 – Hybrid:** In a hybrid manner, students will complete courses in traditional in-person classes at the campus on Monday through Wednesday and online classes on Thursday and/or Friday (as scheduled) of each week via Google Classroom and general education in an Online format on Thursday each week. OREN099 and BPCD240 courses may be traditional or online on Thursday's. Total course time delivered online shall not exceed 50% of total hours of the program if taken in a hybrid manner. **Option 2 – Distance:** In a fully distance (online) format, all courses will be completed remotely via synchronous online delivery of classes. For both Hybrid and Distance formats, access to a high-speed internet is required for online participation. Numerous locations have high-speed internet availability if a student does not have access at home. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

#### PROGRAM CURRICULUM OUTLINE\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN099	Introduction to Career Development and Student Success	20	0	20	2
Cybr120	IT Fundamentals (A+)	70	50	120	9.5
Cybr130	Networking Fundamentals (Network+)	70	50	120	9.5
Cybr210	Cybersecurity Fundamentals (Security+)	60	60	120	9
Cybr220	Linux Fundamentals for Cybersecurity (Linux+)	60	60	120	9
Cybr310	Ethical Hacking and Penetration Testing (Pentest+)	60	60	120	9
Cybr320	Network Defense & Countermeasures	60	60	120	9
Cybr330	Cybersecurity Operations – Incident Response & Digital Forensics (CySA+)	60	60	120	9
Cybr340	Developing Cybersecurity Programs and Policies	60	60	120	9
SPCH 100	Essentials of Public Speaking	40	0	40	4
PSYC 100	General Psychology	40	0	40	4
ENGL 100	English Composition	40	0	40	4

ENVR 200	Global Environmental Change	40	0	40	4
HIST 200	American History Since World War II	40	0	40	4
MATH 200	College Mathematics	40	0	40	4
BPCD 240	Career Development	40	0	40	4
	<b>Program Total</b>	<b>800</b>	<b>460</b>	<b>1260</b>	<b>103</b>

\*Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required.

### Course Descriptions:

#### **OREN 099 Intro to Career Development and Student Success**

<b>Total Hours</b>	20	This subject is designed to orient students to Peloton College and then focuses on study and student success skills including preparing for class, time management, and organizational skills.
<b>Lec / Lab</b>	20 / 0	
<b>Qt. Credits</b>	2	
<b>Prerequisite</b>	None	

#### **Cybr120 IT Fundamentals (A+)**

<b>Total Hours</b>	120	IT Fundamentals (A+) covers the necessary competencies of an entry-level IT professional. It includes technical understanding of computer technology, networking and security, as well as communication skills and professionalism. Hands-on scenarios - focused on troubleshooting and tools needed to resolve problems - are also explored.
<b>Lec / Lab</b>	70 / 50	
<b>Qt. Credits</b>	9.5	
<b>Prerequisite</b>	OREN 099	

#### **Cybr130 Networking Fundamentals (Network+)**

<b>Total Hours</b>	120	Networking Fundamentals (Network+) covers network technologies, installation and configuration, media and topologies, management, and security. Hands-on scenarios - focused on troubleshooting and tools needed to resolve problems - are also explored.
<b>Lec / Lab</b>	70 / 50	
<b>Qt. Credits</b>	9.5	
<b>Prerequisite</b>	OREN 099	

#### **Cybr210 Cybersecurity Fundamentals (Security+)**

<b>Total Hours</b>	120	Cybersecurity Fundamentals provides an overview of computer security topics, with a focus on understanding the most common threat types and implementing basic protection systems for device, data, and network protection.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

#### **Cybr220 Linux Fundamentals for Cybersecurity (Linux+)**

<b>Total Hours</b>	120	Linux Fundamentals for Cybersecurity familiarizes students with Linux operating system fundamentals, with a focus on security. It covers a full range of command-line and shell activities, including managing accounts, developing account security policies, setting file permissions, and managing storage. It also looks at scripting and automation, networking configuration, and a variety of security issues such as software management security policies, footprinting, firewalls, and intrusion detection.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

#### **Cybr310 Ethical Hacking and Penetration Testing (Pentest+)**

<b>Total Hours</b>	120	Ethical Hacking and Penetration Testing provides a guide to operating as a penetration testing professional. It includes standards and best practices, specific hacking techniques, test design, and report-writing.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**Cybr320 Network Defense & Countermeasures**

<b>Total Hours</b>	120	Network Defense & Countermeasures prepares students to defend networks against attacks by implementing proactive protection measures and by responding to active and potential threats. It covers multiple techniques for network defense, including firewalls, intrusion-detection systems, VPNs, encryption, and system hardening.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**Cybr330 Cybersecurity Operations – Incident Response & Digital Forensics (CySA+)**

<b>Total Hours</b>	120	Cybersecurity Operations – Incident Response & Digital Forensics familiarizes students with skills and best practices for computer forensics investigation and analysis. Students will learn how to gather and analyze digital evidence and use critical thinking skills to solve computer-based crimes.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**Cybr340 Developing Cybersecurity Programs and Policies**

<b>Total Hours</b>	120	Developing Cybersecurity Programs and Policies familiarizes students with skills and best practices for developing and implementing effective cybersecurity policies within an organization-wide cybersecurity framework.
<b>Lec / Lab</b>	60 / 60	
<b>Qt. Credits</b>	9	
<b>Prerequisite</b>	OREN 099	

**SPCH 100 Essentials of Public Speaking**

<b>Total Hours</b>	40	This general education course is an overview of the preparation and presentation of introductory, informative, persuasive, and commemorative speeches. Special attention is focused on critical and ethical listening, positive and effective evaluation of speeches, discussion of current issues, and small group communication.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**PSYC 100 General Psychology**

<b>Total Hours</b>	40	This general education course provides broad coverage of the field of psychology, introducing the basic concepts, theories, and applications that constitute the discipline. Topics covered include: sensation and perception, sleep and dreams, classical and operant conditioning, foundations of memory, motivation and emotion, nature and nurture, and personality.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**ENGL 100 English Composition**

<b>Total Hours</b>	40	This general education course focuses on the principles and techniques of written composition, textual analysis, and critical thinking. Lessons and assignments introduce students to college-level research methods and the conventions of academic writing.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**ENVR 200 Global Environmental Change**

<b>Total Hours</b>	40	This general education course focuses on the science of climate change. Students will learn how the climate system works; what factors cause climate to change across different time zones, how those factors interact; how climate has changed in the past; how scientists use models, observations, and theory to make predictions about future climate; and the possible consequences of climate change for our planet.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**HIST 200 American History Since World War II**

<b>Total Hours</b>	40	This general education course covers the major events in American history since World War II with emphasis on the economic, political and social development of the United States of America.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**MATH 200 College Mathematics**

<b>Total Hours</b>	40	This general education course focuses on modern algebra and geometry. Topics include the treatment of whole numbers, fractions, mixed numbers, decimals, ratio, rate, proportions, percentages, measurements and introduces probability and statistics.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**BPCD 240 Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play.
<b>Lec / Lab</b>	40 / 0	
<b>Qt. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

<b>Associate of Applied Science in Cybersecurity</b>	
<b>103.0 Quarter Credit Hours</b>	
Tuition	\$28,425.00
Registration Fee	\$100.00
Textbooks	\$1,375.00
<b>Total Cost of the Program</b>	<b>\$29,900.00</b>



# ACADEMICS – DIPLOMA PROGRAMS

## Medical Billing and Coding

(59 Quarter Credit Hours, Hybrid or Distance delivery)

**Program Objective:** The Medical Billing and Coding program is designed to provide students with the skills necessary for entry-level positions in a medical office, hospital, insurance office, or any type of medical facility utilizing electronic health records. To meet this objective, students will be exposed to real-world exercises using software to create patient records, lab reports, notes, and code settings. Additionally, students will gain a solid understanding of the legal aspects of patient confidentiality and disclosure of medical records.

Upon completion of the program, students will be able to:

1. Organize and manage patients' health information data.
2. Ensure paperwork is properly filled out.
3. Communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information.
4. Maintain electronics health records (EHR) databases.
5. Analyze electronic data.
6. Develop and maintain health information networks.
7. Codify patients' medical information for reimburse purposes.
8. Assign code to each diagnosis and procedure by using classification systems software.

**Program Length:** — 38 weeks Day/Evening\*

**Education Delivery: Option 1 – Hybrid:** In a hybrid manner, students will complete courses in traditional in-person classes at the campus on Monday through Wednesday and online classes on Thursday and/or Friday (as scheduled) of each week via Google Classroom. Total course time delivered online shall not exceed 50% of the total hours of the program if taken in a hybrid manner. **Option 2 – Distance:** In a fully distance (online) format, all courses will be completed remotely via synchronous online delivery of classes. For both Hybrid and Distance formats, access to a high-speed internet is required for online participation. Numerous locations have high-speed internet availability if a student does not have access at home. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

### PROGRAM CURRICULUM\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Extern Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN 099	Intro to Career Development and Student Success	20.0	0.0	0.0	20.0	2.0
EHRP 101	Electronic Health Records Theory	100.0	0.0	0.0	100.0	10.0
EHRP 102	Electronic Health Records Applications	0.0	100.0	0.0	100.0	5.0
EHRP 203	Principles of Health Insurance Claims	100.0	0.0	0.0	100.0	10.0
EHRP 204	Understanding Health Insurance Claims	0.0	100.0	0.0	100.0	5.0
EHRP 205	Electronic Health Records Simulations and Case Studies	30.0	30.0	0.0	60.0	4.5
BCIS 107	Excel	10.0	10.0	0.0	20.0	1.5
BCIS 108	Microsoft Word	10.0	10.0	0.0	20.0	1.5
MEDI 117	Medical Terminology and Anatomy & Physiology	100.0	0.0	0.0	100.0	10.0
KEYB 100	Computerized Keyboarding	20.0	20.0	0.0	40.0	3.0
KEYB 150	Computerized Keyboarding Applications	10.0	30.0	0.0	40.0	2.5
BPCD 240	Career Development	40.0	0.0	0.0	40.0	4.0

		<b>Program Totals</b>	<b>440.0</b>	<b>300.0</b>	<b>0.0</b>	<b>740.00</b>	<b>59.0</b>
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\* Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required. Academic year for financial aid purposes is 36 weeks.

### Required Study Time or Out-of-Class Assignments:

Outside study is required to successfully complete the required course assignments. The amount of time will vary according to an individual student's abilities. Minimum out-of-class assignment time estimates are presented on the syllabus for each course. These assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors. Students will be expected to complete a minimum of 185 hours of homework or out-of-class assignments to meet the learning objectives of the program.

### Course Descriptions:

#### **OREN 099 Intro to Career Development and Student Success**

<b>Total Hours</b>	20	This subject is designed to orient students to Peloton College and then focuses on study and student success skills including preparing for class, time management, and organizational skills. 5 hours of out-of-class assignments.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	

#### **EHRP 101 Electronic Health Records Theory**

<b>Total Hours</b>	100	This course is designed to introduce the student to electronic health records with a focus on EHR architecture, hardware, software, networks, and interfaces. Patient visit management and communication is included with emphasis on reportable events. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	100 / 0	
<b>Qtr. Credits</b>	10.0	
<b>Prerequisite</b>	OREN 099	

#### **EHRP 102 Electronic Health Records Applications**

<b>Total Hours</b>	100	This course is designed to introduce the student to electronic health records with a focus on EHR architecture, hardware, software, networks, and interfaces. Patient visit management and communication is included with emphasis on reportable events. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	0 / 100	
<b>Qtr. Credits</b>	5.0	
<b>Prerequisite</b>	OREN 099	

#### **EHRP 203 Principals of Health Insurance Claims**

<b>Total Hours</b>	100	This course focuses on an overview of health insurance, career opportunities in electronic health records, principles of managed health care, HIPAA, ICD-9-CM, ICD-10-CM, and HCPCS codes. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	100 / 0	
<b>Qtr. Credits</b>	10.0	
<b>Prerequisite</b>	OREN 099	

#### **EHRP 204 Understanding Health Insurance Claims**

<b>Total Hours</b>	100	This course focuses on the application of reimbursement methodologies. Students will demonstrate an understanding of the various types of billing procedures required for specific providers such as Blue Cross Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	0 / 100	
<b>Qtr. Credits</b>	5.0	
<b>Prerequisite</b>	OREN 099	

**EHRP 205                    Electronic Health Records Simulations and Case Studies**

<b>Total Hours</b>	60	Student will be taught the manual application skills needed for medical procedural and diagnostic coding utilized in Electronic Health Records for a variety of situations. Emphasis is placed on the use of coding manuals. 15 hours of out-of-class assignments.
<b>Lec / Lab</b>	30 / 30	
<b>Qtr. Credits</b>	4.5	
<b>Prerequisite</b>	OREN 099	

**BCIS 107                    Excel**

<b>Total Hours</b>	20	This course focuses on customizing spreadsheets and manipulating and formatting charts to organize data and represent data graphically. Emphasis is placed on program functions, basic calculations, and editing formulas. 5 hours of out-of-class assignments.
<b>Lec / Lab</b>	10 / 10	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	

**BCIS 108                    Microsoft Word**

<b>Total Hours</b>	20	This course focuses on increasing MS Word skills by lab practice and project assignments with Microsoft 365. Emphasis is placed on creating, editing, and manipulating documents to produce projects. Additional topics include styles, tables of authorities, table of contents, merges, and macros. 5 hours of out-of-class assignments.
<b>Lec / Lab</b>	10 / 10	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	

**MEDI 117                    Medical Terminology and Anatomy & Physiology**

<b>Total Hours</b>	100	This course focuses on introducing the student to basic medical terminology including medical procedure terms and includes an applied systematic study of the structure and the function of the human body; designed for students considering a career in the electronic health records field. 25 hours of out-of-class assignments.
<b>Lec / Lab</b>	100 / 0	
<b>Qtr. Credits</b>	10.0	
<b>Prerequisite</b>	OREN 099	

**KEYB 100                    Computerized Keyboarding**

<b>Total Hours</b>	40	This course is designed to introduce students to basic keyboarding using computerized tutorials as well as practical instruction through written material from legal periodicals, reference books, and keyboarding drills. Speed and accuracy is emphasized. 10 hours of out-of-class assignments.
<b>Lec / Lab</b>	20 / 20	
<b>Qtr. Credits</b>	3.0	
<b>Prerequisite</b>	OREN 099	

**KEYB 150                    Computerized Keyboarding Applications**

<b>Total Hours</b>	40	This course focuses on using computerized keyboarding applications to provide a variety of styles and challenges that mirror on-the-job keyboarding challenges. Speed and accuracy are emphasized. 10 hours of out-of-class assignments.
<b>Lec / Lab</b>	10 / 30	
<b>Qtr. Credits</b>	2.5	
<b>Prerequisite</b>	OREN 099	

**BPCD 240                      Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play. 10 hours of out-of-class assignments.
<b>Lec / Lab</b>	40 / 0	
<b>Qtr. Credits</b>	4.0	
<b>Prerequisite</b>	OREN 099	

<b>Medical Billing and Coding</b>	
<b>59 quarter credit hours in Hybrid or Distance delivery formats</b>	
Tuition:	\$16,585.00
Registration Fee:	\$100.00
Textbooks and Resources Fee	\$490.00
Exam	\$225.00
<b>Total Cost of the Program:</b>	<b>\$17,400.00</b>

# Medical Assistant

(51.5 Quarter Credit Hours)\*

**Objective:** The Medical Assistant program is to prepare the graduate for employment as an entry-level Medical Assistant performing administrative, clerical, and clinical duties within the health care field. Graduates from the Medical Assistant Program will have a working knowledge of the administrative duties including scheduling, billing, and coding, as well as clinical duties including phlebotomy, ECGs, injections, vital signs, emergencies, and assisting practices in daily operations.

Graduates will be eligible to find entry-level employment in a medical office, hospital, and or other health care facility as a medical clinical assistant, medical receptionist, lab assistant, or medical records clerk.

**Admission Requirements:** Refer to *Admissions Requirements* outlined in ADMISSIONS section of this catalog for program acceptance requirements.

**Program Length:** — Main Campus 38 weeks Day/Evening – Branch Campus 38 weeks Day/Evening

**Education Delivery:** Students will take classes in a traditional on-site format on Monday through Thursday from 9:00 a.m. – 2:30 p.m. (day classes) or 5:30 p.m. – 10:30 p.m. (evening classes) each week.

## PROGRAM CURRICULUM OUTLINE\*\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Extern Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN 099	Intro to Career Development and Student Success	20	0	0	20	2
MEDI 211	Anatomy and Physiology for Medical Assistants I	30	0	0	30	3
MEDI 111	Electrocardiography Theory	10	0	0	10	1
MEDI 151	Vital Signs Theory	10	0	0	10	1
MEDI 126	Medical Law and Ethics	20	0	0	20	2
MEDI 221	Medical Assisting Lab Applications I	0	30	0	30	1.5
MEDI 212	Anatomy and Physiology for Medical Assistants II	30	0	0	30	3
MEDI 231	Medical Office Practices & Patient Services	20	20	0	40	3
MEDI 222	Medical Assisting Lab Applications II	0	30	0	30	1.5
MEDI 213	Anatomy and Physiology for Medical Assistants III	30	0	0	30	3
MEDI 141	Software in the Medical Office	10	30	0	40	2.5
MEDI 223	Medical Assisting Lab Applications III	0	30	0	30	1.5
MEDI 214	Anatomy and Physiology for Medical Assistants IV	30	0	0	30	3
MEDI 121	Medical Insurance and Billing	20	20	0	40	3
MEDI 224	Medical Assisting Lab Applications IV	0	30	0	30	1.5
MEDI 215	Anatomy and Physiology for Medical Assistants V	30	0	0	30	3
MEDI 146	Pharmacology Theory	20	0	0	20	2
MEDI 116	Hematology/Phlebotomy Theory	20	0	0	20	2
MEDI 225	Medical Assisting Lab Applications V	0	30	0	30	1.5
BPCD 240	Career Development	40	0	0	40	4
MEDI 400	Externship	0	0	200	200	6.5
<b>Program Total*</b>		<b>340</b>	<b>220</b>	<b>200</b>	<b>760</b>	<b>51.5</b>

\*Total quarter credit hours will be rounded down to whole number for accreditation purposes.

\*\*Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required.

**Required Study Time or Out-of-Class Assignments:**

Outside study (minimum of 140 hours) is required to successfully complete the required course assignments. The amount of time will vary according to an individual student's abilities. Minimum out-of-class assignment time estimates are presented on the syllabus for each course. These assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors. Students will be expected to complete a minimum of 140 hours of homework or out-of-class assignments to meet the learning objectives of the program.

**Course Descriptions:****OREN 099 Intro to Career Development and Student Success**

<b>Total Hours</b>	20	This subject is designed to orient students to Peloton College and then focuses on study and student success skills including preparing for class, time management, and organizational skills.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	None	

**MEDI 111 Electrocardiography Theory**

<b>Total Hours</b>	10	This course prepares individuals, under the supervision of physicians and nurses, the theory behind administration of EKG and ECG diagnostic examinations and report results to the treatment team. Included in this course are the theory supporting preparing and monitoring the patient during a treadmill stress test.
<b>Lec / Lab</b>	10 / 0	
<b>Qtr. Credits</b>	1	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI211 & MEDI221	

**MEDI 116 Hematology/Phlebotomy Theory**

<b>Total Hours</b>	20	Hematology/phlebotomy focuses on the theory behind laboratory testing procedures and the regulation mandated by care facilities and governmental regulatory laws. Emphasis is placed on the proper collection of blood and disposal of waste to ensure accurate results and the safety of patients and staff.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI146, MEDI215, & MEDI225	

**MEDI 121 Medical Insurance and Billing**

<b>Total Hours</b>	40	Students will learn the administrative areas of medical assisting that are related to processing insurance claims.
<b>Lec / Lab</b>	20 / 20	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 126 Medical Law and Ethics**

<b>Total Hours</b>	20	This course focuses on instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Topics include current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 141                      Software in the Medical Office**

<b>Total Hours</b>	40	This course focuses on increasing computer software skills by lab practice and project assignments. Emphasis is placed on creating, editing, and manipulating documents in MS Word to produce projects. Included in this course is an introduction to commonly used medical software.
<b>Lec / Lab</b>	10 / 30	
<b>Qtr. Credits</b>	2.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 146                      Pharmacology Theory**

<b>Total Hours</b>	20	This is an introductory course that explores commonly prescribed drugs by their drug classification and uses, along with side effects and contraindications. This course includes an introduction to frequently administered drugs, drug abuse, administering various types of drugs, OSHA standards, charting medications, and side effects of medications.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI116, MEDI215, & MEDI225	

**MEDI 151                      Vital Signs Theory**

<b>Total Hours</b>	10	This course introduces students to patient-centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures.
<b>Lec / Lab</b>	10 / 0	
<b>Qtr. Credits</b>	1	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**MEDI 211                      Anatomy and Physiology for Medical Assistants I**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Circulatory System & Respiratory System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI111 & MEDI221	

**MEDI 212                      Anatomy and Physiology for Medical Assistants II**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Skeletal System, Muscular System, & Nervous System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI222	

**MEDI 213                      Anatomy and Physiology for Medical Assistants III**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Digestive System & Urinary System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI223	

**MEDI 214      Anatomy and Physiology for Medical Assistants IV**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: The Endocrine System, Reproductive System, & Special Senses.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI224	

**MEDI 215      Anatomy and Physiology for Medical Assistants V**

<b>Total Hours</b>	30	This course focuses on an applied systematic study of the structure and the function of the human body designed for students considering a career in the health field. Topics include anatomical terminology, cells, tissues, and the following systems: Body Structure and Function, Integumentary System, & Immune System.
<b>Lec / Lab</b>	30 / 0	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI116, MEDI146, & MEDI225	

**MEDI 221      Medical Assisting Lab Applications I**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], Injections [Intramuscular, Intradermal, & Subq], and EKGs.
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI111 & MEDI211	

**MEDI 222      Medical Assisting Lab Applications II**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], and Injections [Intramuscular, Intradermal, & Subq].
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co-requisite</b>	MEDI212	

**MEDI 223      Medical Assisting Lab Applications III**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], Injections [Intramuscular, Intradermal, & Subq], and Urinalysis.
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co-requisite</b>	MEDI213	

**MEDI 224      Medical Assisting Lab Applications IV**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], and Injections [Intramuscular, Intradermal, & Subq].
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI214	



**MEDI 225 Medical Assisting Lab Applications V**

<b>Total Hours</b>	30	This course focuses on hands on training and practice of Medical Assistant related Clinical Procedures including vital signs, Hematology/Phlebotomy venipunctures [Standard, Butterflies, & Capillary], and Injections [Intramuscular, Intradermal, & Subq].
<b>Lec / Lab</b>	0 / 30	
<b>Qtr. Credits</b>	1.5	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	MEDI116, MEDI146, & MEDI215	

**MEDI 231 Medical Office Practices & Patient Services**

<b>Total Hours</b>	40	This course introduces administrative medical assisting competencies with focus on patient services, such as written, oral, and telephone communication skills. In addition, basic receptionist duties, such as filing, patient scheduling, bookkeeping procedures, and opening and closing the medical office, are taught.
<b>Lec / Lab</b>	20 / 20	
<b>Qtr. Credits</b>	3	
<b>Prerequisite</b>	OREN 099	
<b>Co -requisite</b>	None	

**BPCD 240 Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play.
<b>Lec / Lab</b>	40 / 0	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	OREN 099	

**MEDI 400 Externship**

<b>Total Hours</b>	200	Externship gives the student real world, hands on experience at an industry worksite. Through Externship, students take the skills and knowledge learned in the classroom and apply them on a worksite gaining the experience to prepare the student for employment as a Medical Assistant.
<b>Lec / Lab / Extern</b>	0 / 0 / 200	
<b>Qtr. Credits</b>	6.5	
<b>Prerequisite</b>	All other courses	

<b>Medical Assistant</b>	
<b>51.5 Quarter Credit Hours*</b>	
Tuition	\$16,900.00
Registration Fee	\$100.00
Exam Fee:	\$225.00
Textbooks and Resources Fee	\$175.00
<b>Total Cost of the Program</b>	<b>\$17,400.00</b>

\*Total quarter credit hours will be rounded down to whole number for accreditation purposes.

# Electronic Systems Technician

(74 Quarter Credit Hours); (Only offered at Arlington campus.)

**Objective:** The Electronic Systems Technician (EST) program is designed to teach students the basic skills for entry-level employment in the commercial or residential communication, security, fire alarm, integrated control, entertainment, or surveillance systems. Students will learn how to perform the duties of an Electronic Systems Technician or related job including assisting with low voltage cabling, basic electrical components and wiring, wireless system installation, installation, repair, and/or maintenance of control systems, and installation or repair of audio, video, broadband, media management, telecommunications, or voice/data systems. Graduates will also be familiar with introductory construction methods, safety, electrical drawings, and the National Electric Code as related to control systems.

Graduates of the program will typically qualify for entry-level employment as an Electrical Systems Technician, Audio/Visual Systems Technician, Security System or Fire Alarm System Technician, Control Systems Technician, or other related jobs in this field. EST Technicians generally work both indoors and outdoors mostly in homes, schools, stores, hospitals, office buildings, or factories.

**Admission Requirements:** Applicants must be at least 17 years of age or older on the date of enrollment, have a HS diploma or equivalent (GED, HiSET) or a recognized Home School Certificate/Diploma, and pass a nationally recognized entrance exam (Wonderlic, Min. score of 10). Applicants without a HS diploma or equivalent may seek acceptance through the prescribed ATB requirements in this catalog. Applicants must not be enrolled at a primary or secondary institution.

**Program Length:** — (Arlington Campus only) 48 weeks Day/Evening

**Education Delivery:** Students will take classes in a traditional on-site format on Monday through Thursday from 9:00 a.m. – 2:30 p.m. (day classes) or 5:30 p.m. – 10:30 p.m. (evening classes) each week. (Classes may vary depending on times offered).

## PROGRAM CURRICULUM OUTLINE\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Total Contact Hours	Quarter Credit Hours
OREN 099	Intro to Career Development and Student Success	20.0	0.0	20.0	2.0
CORE 101	NCCER Core	40.0	40.0	80.0	6.0
EST 111	EST Level 1 – Introduction to EST	80.0	80.0	160.0	12.0
EST 222	EST Level 2	80.0	80.0	160.0	12.0
EST 233	EST Level 3	80.0	80.0	160.0	12.0
EST 244	EST Level 4 – Audio, Video, Voice & Data	80.0	80.0	160.0	12.0
EST 255	EST Level 4 – Life Safety, Wellness, Surveillance, & Security	80.0	80.0	160.0	12.0
BPCD 240	Career Development	40.0	0.0	40.0	4.0
CUST 201	Customer Service	20.0	0.0	20.0	2.0
	<b>Program Total</b>	<b>520.0</b>	<b>440.0</b>	<b>960.0</b>	<b>74.0</b>

\*Sequencing and frequency of courses offered may vary depending on point of entry and where prerequisites are required.

**Required Study Time or Out-of-Class Assignments:**

Outside study (minimum of 235 hours) is required to successfully complete the required course assignments. The amount of time will vary according to an individual student's abilities. Minimum out-of-class assignment time estimates are presented on the syllabus for each course. These assignments must be turned in at the designated time and will be graded and evaluated. Out-of-class assignments are designed to meet the learning objectives of each course, and the grades are included in the final grade for the course. Students are responsible for reading any materials assigned by their instructors. Students will be expected to complete homework or out-of-class assignments to meet the learning objectives of the program.

**Course Descriptions:****OREN 099                      Intro to Career Development and Student Success**

<b>Total Hours</b>	20	This course includes the student's first day orientation and then focuses on study and student success skills including preparing for class, time management, and organizational skills.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	None	

**CORE 101                      NCCER Core**

<b>Total Hours</b>	80	This course includes the student's first day orientation and then focuses on study and student success skills including preparing for class, time management, and organizational skills.
<b>Lec / Lab</b>	40 / 40	
<b>Qtr. Credits</b>	6	
<b>Prerequisite</b>	OREN 099	

**EST 111                      EST Level 1 – Intro to EST**

<b>Total Hours</b>	160	This course focuses on NCCER EST Level 1 including an introduction to the Trade, Wood and Masonry Construction Methods, Concrete and Steel Construction Methods, Pathways and Spaces, Craft-Related Mathematics, Hand Bending of Conduit, Low-Voltage Cabling, Cable Selections, Introduction to Electrical Drawings, Introduction to Codes and Standards, Introduction to the National Electrical Code®, and Introduction to Integrated Control Systems.
<b>Lec / Lab</b>	80 / 80	
<b>Qtr. Credits</b>	12	
<b>Prerequisite</b>	CORE 101 & OREN 099	

**EST 222                      EST Level 2**

<b>Total Hours</b>	160	This course focuses on NCCER EST Level 2 including DC Circuits, AC Circuits, Switching Devices and Timers, Semiconductors and Integrated Circuits, Test Equipment, Wire and Cable Terminations, Power Quality and Grounding, Residential and Commercial Building Networks, and Introduction to Integrated Control Systems.
<b>Lec / Lab</b>	80 / 80	
<b>Qtr. Credits</b>	12	
<b>Prerequisite</b>	EST 111	

**EST 233                      EST Level 3**

<b>Total Hours</b>	160	This course focuses on NCCER EST Level 3 including Buses and Networks, Fiber Optics, Wireless Communication, Site Survey, Project Planning, and Documentation, Fundamentals of Crew Leadership, Rack Assembly, System Commissioning and User Training, and Maintenance and Repair.
<b>Lec / Lab</b>	80 / 80	
<b>Qtr. Credits</b>	12	
<b>Prerequisite</b>	EST 111	

**EST 244**      **EST Level 4 – Audio, Video, Voice & Data**

<b>Total Hours</b>	160	This course focuses on NCCER EST Level 4 including Audio Systems, Video Systems, Broadband Systems Media Management Systems, Telecommunication Systems, and Audio, Video, Voice & Data and Integrated Control Systems.
<b>Lec / Lab</b>	80 / 80	
<b>Qtr. Credits</b>	12	
<b>Prerequisite</b>	EST 111	

**EST 255**      **EST Level 4 – Live Safety, Wellness, Surveillance, & Security**

<b>Total Hours</b>	160	This course focuses on NCCER EST Level 4 including Intrusion Detection Systems, Fire Alarm Systems, Overview of Nurse Call and Signaling Systems, CCTV Systems, Access Control Systems, and Life Safety, Wellness, Surveillance, and Security and Integrated Control Systems.
<b>Lec / Lab</b>	80 / 80	
<b>Qtr. Credits</b>	12	
<b>Prerequisite</b>	EST 111	

**BPCD 240**      **Career Development**

<b>Total Hours</b>	40	This course prepares the graduating student to successfully attain entry-level employment by developing interview skills, creating a finished resume, and discussing networking skills and job-search strategies. Students will be required to participate in mock interviews, class discussions, and role-play.
<b>Lec / Lab</b>	40 / 0	
<b>Qtr. Credits</b>	4	
<b>Prerequisite</b>	All courses except CUST 201	

**CUST 250**      **Customer Service**

<b>Total Hours</b>	20	This course focuses on the principles of customer services within a technical environment including customer relations - internal and external, time-management, communication skills, as well as internal and external follow up.
<b>Lec / Lab</b>	20 / 0	
<b>Qtr. Credits</b>	2	
<b>Prerequisite</b>	All courses except BPCD 240	

<b>Electronic Systems Technician</b>	
<b>74.0 Quarter Credit Hours</b>	
Tuition	\$18,550.00
Registration Fee	\$100.00
Textbooks and Supplies	\$850.00
<b>Total Cost of the Program</b>	<b>\$19,500.00</b>

## IT Fundamentals (A+) Seminar

(120 Contact Hours)

### Description:

IT Fundamentals (A+) prepares students to work as computer support and bench technicians by teaching the fundamentals of PC and peripheral hardware and software selection, installation, maintenance, and troubleshooting. It prepares students to pass the two exams, CompTIA A+ 220-1001 and 220-1002, required for CompTIA A+ certification.

**Objectives:** The course objectives include the necessary competencies of an entry-level IT professional and includes the following areas of information technology fundamentals:

- Define and explain computer terminology, concepts, and acronyms as they relate to computer hardware, construction, and assembly
- Define and explain computer hardware and software failures
- Evaluate and determine solutions for hardware and software failures
- Demonstrate successful installation of computer hardware components
- Demonstrate problem-solving skills as they relate to computer architecture

### Admissions requirements:

1. Student must be 18 years of age or older or have the consent of their parent or legal guardian.
2. Have a high school diploma or equivalent (GED, HiSET) and/or a recognized Home School Completion Certificate/Diploma; and pass a nationally recognized entrance exam (Wonderlic: min. score = 10) administered by the school.
3. Student should have Basic computer skills such as keyboard and mouse skills, web browsing, opening programs and basic Windows navigation.

**Textbooks:** Complete A+ Guide to IT Hardware and Software uCertify Course and Labs Online Access (OASIS): A CompTIA A+ Core 1 (220-1001) & CompTIA A+ Core 2 (220-1002) Textbook. Schmidt & Schmidt, Pearson Education, 2019. (\$160 + Tax); **Equipment:** Laptop computers and Internet access will be available for use at the campus. It is recommended students have comparable technology access when not on campus.

**Seminar Length:** 8 weeks. **Class Schedule:** Students will take classes in a traditional on-site format on Monday through Wednesday from 9:00 a.m. – 2:30 p.m. (day classes) or 5:30 p.m. – 10:30 p.m. (evening classes).

Course Description	Time (Hrs.)
Intro to the World of IT, Operational Procedures, Connectivity, & On the Motherboard	15
Introduction to Configuration & Disassembly and Power	15
Memory & Storage Devices	15
Multimedia Devices, Video Technologies, & Printers	15
Mobile Devices & Computer Design and Troubleshooting Review	15
Internet Connectivity & Networking	15
Basic Windows & Windows Vista, 7, 8, and 10	15
OS X and Linux Operating Systems & Computer and Network Security	15
<b>Seminar Total</b>	<b>120</b>

**Total Cost of Seminar (including books, taxes, and fees): \$3,600.**

# Networking Fundamentals (Network+) Seminar

(120 Contact Hours)

## Description:

Networking Fundamentals (Network+) prepares students to design, configure, install, manage, and troubleshoot network hardware and software. It prepares students to pass the CompTIA Network+ N10-007 examination.

**Objectives:** The Networking Fundamentals (Network+) course covers network technologies, installation and configuration, media and topologies, management and security. Hands-on scenarios focus on troubleshooting and the use of the tools needed to resolve problems. Students will become familiar with:

- Network topologies, types, and technologies
- Ports and protocols
- Devices, applications, protocols, and services in the OSI model
- Cloud concepts
- Network services
- Cabling solutions
- Network device installation and configuration, including advanced devices
- Virtualization and network storage technologies
- IP addressing, routing, and switches
- WAN technologies
- Wireless technologies, configuration, and security
- Business continuity and disaster recovery
- Network diagramming and documentation
- Scanning, monitoring, and patching processes
- Remote access methods
- Physical security devices
- Authentication and access controls
- Network troubleshooting
- Common network attacks
- Network device hardening
- Operations policies and best practices

## Admissions requirements:

1. Student must be 18 years of age or older or have the consent of their parent or legal guardian.
2. Have a high school diploma or equivalent (GED, HiSET) and/or a recognized Home School Completion Certificate/Diploma; and pass a nationally recognized entrance exam (Wonderlic: min. score = 10) administered by the school.
3. Student should have Basic computer skills such as keyboard and mouse skills, web browsing, opening programs and basic Windows navigation.

**Textbooks:** CompTIA Network+ N10-007 Pearson uCertify Course and Labs Online Student Access Code (OASIS). Sequeira & Sequeira, Pearson Education, 2018. (\$140 + Tax); **Equipment:** Laptop computers and Internet access will be available for use at the campus. It is recommended students have comparable technology access when not on campus.

**Seminar Length:** 8 weeks. **Class Schedule:** Students will take classes in a traditional on-site format on Monday through Wednesday from 9:00 a.m. – 2:30 p.m. (day classes) or 5:30 p.m. – 10:30 p.m. (evening classes). Offerings may vary depending on enrollment.

Course Description	Time (Hrs.)
Computer Network Fundamentals & The OSI Reference Model	15
Network Components & Ethernet Technology	15
IPv4 and IPv6 Addresses & Routing IP Packets	15
Wide Area Networks (WANs) & Wireless Technologies	15
Network Optimization & Command Line Tools	15
Network Management & Network Security	15
Network Security [cont.] & Network Policies and Best Practices	15
Network Troubleshooting & Final Preparation	15
<b>Seminar Total</b>	<b>120</b>

**Total Cost of Seminar (including books, taxes, and fees): \$3,600.**

# Cybersecurity Fundamentals (Security+) Seminar

(120 Contact Hours)

## Description:

Cybersecurity Fundamentals (Security+) prepares students to manage security issues as an IT professional by teaching the fundamentals of cybersecurity. It prepares students to pass the CompTIA Security+ Sy0-601 exam.

**Objectives:** Cybersecurity Fundamentals provides an overview of computer security topics, with a focus on understanding the most common threat types and implementing basic protection systems for device, data, and network protection. Areas addressed include:

### Threats, attacks, and vulnerabilities

- Analyze indicators of compromise and determine the type of malware
- Compare and contrast types of attacks, threat actors, and attributes
- Explain penetration testing and vulnerability scanning concepts
- Understand the impact of different vulnerability types

### Technologies and Tools

- Install and configure network components to support organizational security
- Use appropriate tools to assess security posture
- Troubleshoot common security issues
- Analyze and interpret output from security technologies
- Deploy mobile devices securely
- Implement secure protocols

### Architecture and Design

- Explain use cases and purpose for frameworks, best practices, and secure configuration guides
- Implement secure network architecture concepts and system design
- Explain the importance of secure staging deployment concepts
- Explain the security implications of embedded systems
- Summarize secure application development and deployment concepts
- Summarize cloud and virtualization concepts
- Explain how resiliency and automation strategies reduce risk
- Explain the importance of physical security controls

### Identity and Access Management

- Compare and contrast identity and access management concepts
- Install and configure identity and access services and implement controls
- Differentiate among common account management practices

### Risk Management

- Explain the importance of organizational security policies, plans, and procedures
- Summarize business impact analysis and risk management concepts and processes
- Follow incident response procedures
- Summarize the basic concepts of forensics
- Explain disaster recovery and continuity of operation concepts
- Compare and contrast various types of controls
- Carry out data security and privacy practices

## Cryptography and PKI

- Compare and contrast basic concepts of cryptography
- Explain cryptography algorithms and their basic characteristics
- Install and configure wireless security
- Implement public key infrastructure

### Admissions requirements:

1. Student must be 18 years of age or older or have the consent of their parent or legal guardian.
2. Have a high school diploma or equivalent (GED, HiSET) and/or a recognized Home School Completion Certificate/Diploma; and pass a nationally recognized entrance exam (Wonderlic: min. score = 10) administered by the school.
3. Student should have Basic computer skills such as keyboard and mouse skills, web browsing, opening programs and basic Windows navigation.

**Textbooks:** CompTIA Security+ SY0-601 Cert Guide uCertify Course and Labs Online Access Code (OASIS). Santos & Santos, Pearson Education, 2018. (\$140 + Tax); **Equipment:** Laptop computers and Internet access will be available for use at the campus. It is recommended students have comparable technology access when not on campus.

**Seminar Length:** 8 weeks. **Class Schedule:** Students will take classes in a traditional on-site format on Monday through Wednesday from 9:00 a.m. – 2:30 p.m. (day classes) or 5:30 p.m. – 10:30 p.m. (evening classes). Class offerings may vary depending on enrollment.

Course Description	Time (Hrs.)
Introduction to Security & Computer Systems Security Part I & II	15
OS Hardening and Virtualization & Application Security	15
Network Design Elements & Networking Protocols and Threats	15
Network Perimeter Security & Securing Network Media and Devices	15
Physical Security and Authentication Models & Access Control Methods and Models	15
Vulnerability and Risk Assessment & Monitoring and Auditing	15
Encryption and Hashing Concepts, PKI and Encryption Protocols, & Redundancy and Disaster Recovery	15
Social Engineering, User Education, and Facilities Security, Policies and Procedures, & Exam Preparation	15
<b>Seminar Total</b>	<b>120</b>

**Total Cost of Seminar (including books, taxes, and fees): \$3,600.**



# Aesthetic Injectables: Botox®/Dysport® Training Seminar

(8 Contact Hours)

## Description:

The seminar course consists of didactic training and demonstration/hands-on training of Botox® injectables. After completing this 8-hour training seminar course, participants will be able to diagnose and safely inject Botulinum Toxin (Botox®/ Dysport®) to treat facial frown lines, glabellar lines, bunny lines, and Crow's feet. Seminar participants will receive all training materials, sample products, and supplies during the hands-on training session. Upon successful completion of the 8-hour training seminar course, a certificate of completion will be awarded.

**Objectives:** The morning session is dedicated to didactic training, which will cover the following program objectives:

- Explanation of the history, mechanism of action, preparation of Botox®/ Dysport®, and safety protocols
- Outline and describe the cosmetic indications and contraindications of Botulinum Toxin (Botox®/Dysport®)
- Establish and demonstrate knowledge of facial anatomy and physiology as it applies to facial aesthetics.
- Explain the client selection process for the procedures.
- Demonstrate competency in conducting an aesthetic participant consultation.

The afternoon session is dedicated to hands-on training including the following:

- Aesthetic participant consultation
  - Creation of a Botulinum Toxin treatment plan
  - Supervised practicing of Botulinum Toxin injections\*
- \* All products and models are provided at no additional cost to the participants (unless the course participants want to be a model). A 'Model' is defined as an individual receiving BOTOX® treatment in the hands-on training session.

## Admissions Requirements:

1. Student must be 18 years of age or older, must have a high school diploma or equivalent (GED or HiSet), and be proficient at reading/writing in English. 2. Current professional licensure as an LVN, Nurse-Practitioner, Registered Nurse, Physician Assistant, or Physician to perform injections. For all others, injections can only be performed under the direct supervision of a currently licensed physician.

**Textbooks:** A Practical Guide to Botulinum Toxin Procedures (Cosmetic Procedures for Primary Care) 1st Edition, ISBN-13:978-1609131470/ISBN-10:781609131470

**Class Schedule:** Saturday 9:00 am to 5:00 pm; Registration/Check-in begins at 8:45 a.m.

Course Description	Start Time
Introductions of Instructor and staff and Welcome to Aesthetic Injectables: Botulinum Toxin (Botox®) Training Seminar	9:00 am
Background and history of BOTOX®/ Dysport®	9:15 am
Review and discuss facial muscle anatomy	9:30 am
Overview of BOTOX ®/ Dysport® handling, reconstruction, and storage procedures	9:45 am
Client selection best practices/Aesthetic evaluation and consultation	10:00 am
Botulinum Toxin: Indications and Contraindications	10:30 am
Break	11:00 am
Botulinum Toxin Treatment (injection techniques and protocols)	11:30 am
Potential side effects and complications associated with Botulinum Toxin	11:45 am
Didactic Conclusion	12:00 pm
LUNCH/ Topic Discussion/ Networking/ (lunch provided)	12:15 pm
Demonstration and hands-on training of Botulinum Toxin (BOTOX ®/ Dysport®) injectables	1:00 pm
Questions and Answers session and Seminar Conclusion	4:45 pm
Evaluation of Seminar program and certificate award ceremony	5:00 pm

**Total Cost of Seminar: \$1,600.**

# ACADEMIC INFORMATION

## Definition of Credit Hour

The College measures its program in credit hours. Quarter credit hours are determined by awarding one credit hour for every 10 hours of lecture, every 20 hours of lab, and every 30 hours of externship. Students will be required to complete a minimum number of hours of homework or out-of-class assignments as outlined for each program. Homework may include reading assignments, chapter or workbook assignments, research projects, virtual labs, and/or essays. The instructor will outline the out-of-class assignments as required by the course topic. These will be graded assignments and will be included in the final grade determination.

## Distance Education for Programs

For programs approved for delivery in a hybrid manner, students will take classes via distance learning on 1 to 2 scheduled days per week via Google Classroom (1 or 2 days varies by program schedule). Numerous locations have high-speed internet availability if a student does not have access at home. Students may come to the campus, if needed, to complete the distance education portion of each course. Total course time delivered online shall not exceed 50% of total hours of the program. The Distance Education (online portion of the program) guidelines for Veterans may affect benefit eligibility for Veterans using education benefits. Veterans are encouraged to review benefit eligibility and guidelines with the financial aid office.

## Learning Resource Center

Students will be required to utilize the Peloton College Learning Resource Center for assigned projects. Students may also access the Dallas or Arlington Public Library system for additional research materials. Library cards to the public system are free to students. The Learning Resource Center is available during regular College hours. Books and materials may be checked out by any staff member at the front desk.

## Tutorial Assistance—Private Instruction

The College offers regular tutorial assistance at no charge to students provided any student requesting such tutorial assistance meets the following criteria:

1. The student must regularly attend the College;
2. The student must arrange for tutorial assistance through the faculty member in charge of tutoring or the College President; and
3. The student schedules tutoring sessions on campus at a time when class is not otherwise scheduled.

The College President may authorize tutorial assistance for a maximum of five clock hours a week. Tutors are faculty or approved honor students who volunteer to assist others. Should a student require more intense tutorial assistance, the College President will refer the student to outside tutors who may charge for the service.

## Independent Study

Students may be allowed to take up to two courses in Independent Study provided the Campus President approves the request. The student must have mitigating circumstances and must enter an academic agreement to take a course under Independent Study. The assignments and the length of time allowed will be specified. If the student fails either the assignments or the does not complete as scheduled, the student will receive an F and be required to repeat the course.

## Transfer of Credits to Programs at Peloton College

Continuity of the program is essential to the development of the student's knowledge of the subject and its applications to the profession. Therefore, Peloton College does not accept credit transfers unless it is deemed appropriate by the Campus President that the credit is consistent with the College's course objectives, course by course. The Campus President will evaluate an official transcript from another institution for any possible transfer of credits into Peloton College. In addition to the criteria of compatibility of prior courses and accreditation, other pertinent factors taken into consideration include the completion of the transferring course within the last 5 years and with an earned grade of "C" or above. The College may give credit for courses up to a maximum of 50 percent of the required program hours for graduation for which the student is enrolling.

Peloton College does not offer credit for advanced placement or experiential learning. For veteran or veteran benefits eligible students, **ALL PREVIOUS EDUCATION AND TRAINING MUST BE EVALUATED** for possible education credit.

### **Transfer of Credits from Peloton College to Other Colleges**

Students who wish to continue their education at other Colleges must not assume that the receiving institution will accept any Peloton College credits. It is the student's responsibility to research the requirements of that selected College and whether the receiving institution will accept any transfer credit from Peloton College.

### **Transfer of Credits from Programs at Peloton College**

Students may transfer credits from one program to another at Peloton College provided the transferring courses are at least the same number of credits, the same content, were completed with at least a "C", and were taken within the past five years. Courses common to programs will be transferred with the grade(s) received in the transferring program and will apply towards Satisfactory Academic Progress (SAP).

### **Transcripts**

Current or former students in good standing with Peloton College may request one free copy of their official transcript by submitting a written request to the College with the name and address where the transcript will be mailed. A \$3 fee will be charged for additional copies and must be paid in advance. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. Requests for an official transcript to be sent to a third-party (such as an employer or other institution) must be submitted on a Peloton College Request for Transcript form signed by the current or former student.

### **Articulation Agreements**

The College does not currently have an Articulation Agreement with an outside institution in place.

### **Honors and Awards**

Graduates earning a 4.0 grade point average (GPA) receive recognition as *Highest Distinction*; graduates earning a GPA of a 3.5 – 3.99 receive recognition as *High Honors*. Awards such as perfect attendance and special recognition may be presented but are not calculated into the GPA.

### **Attendance/Tardiness**

The College emphasizes the need for all students to attend classes on a regular and consistent basis to develop the skills and attitudes necessary to compete in the labor market. Since most of the programs are conducted in a hands-on environment, attendance is critical to proper skills training.

#### **Requirements for attendance:**

1. Students who have excessive, non-consecutive absences or who have accumulated 50 percent of the allowable absences will be put on a probationary status for the remainder of the program. Attendance begins on the first day of the program.
2. Students who miss more than 20 percent (25 percent of total course time for seminars) of the total hours of the program will be terminated from the program even with legitimate reasons for the absences.
3. Students who are absent for more than 10 consecutive scheduled days will be terminated from the program. Absences are calculated by using the last day of scheduled class attendance.
4. Students whose enrollments are terminated for violation of the attendance rules may not re-enroll before the start of the next grading period. This provision does not circumvent the approved refund policy.
5. Students terminated more than once due to lack of attendance may be readmitted only at the discretion of the Campus President and no sooner than the next grading period.
6. Students may appeal to the Campus President if they feel an error has been made in their attendance calculation.
7. At the discretion of the school director, the school will not be required to terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

Students arriving late or leaving class early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Students are expected to attend every class on time. Students who are not in attendance for any portion of a

scheduled class will be considered tardy or absent for the time missed in that class. Continued excessive tardiness could lead to action including dismissal from the program.

## GRADING POLICIES

### Grading Scale

Grade	Numeric Grades	Points
A	100 - 90	4.0
B	89 - 80	3.0
C	79 - 70	2.0
D	69 - 60	1.0
F	59 and below	0.0
I	Incomplete	--
P	Pass	--
U	Unsatisfactory	--
TC	Transfer Credit	--
W	Withdrawal	--

### Pass – Fail (Unsatisfactory) Grading

**\*P (Pass)**—This designation is given to students who fulfill the requirements of each term of the program where a course is graded on a “Pass or Fail” basis. There is no effect on the student’s overall GPA for the program.

**\*U (Unsatisfactory)**—This grade is given for those who have not achieved the goals of each term where a course is graded on a “Pass or Fail” basis. There is no effect on the student’s overall GPA for the program.

**I (Incomplete)**—*Under Texas Education Code, Section 132.061 (f):* A student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The student will be eligible to re-enroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition. *(Title 40, Texas Administrative Code, Section 807.171-175)* A grade of F (“0”) will be averaged into the student’s final GPA. Students have two weeks after a new term starts to complete the work required and to remove the “I.” Failure to complete the work as scheduled will result in the “I” becoming an “F”. The College President may allow additional time under mitigating circumstances such as serious illness or death of a close relative to extend the two-week period. Documentation must be provided for the mitigating circumstances acceptable to the College President.

### Withdrawn, Transfer of Credits

If a student withdraws with a last date of attendance occurring prior to the mid-point in a course, the student receives a “W” and the GPA is not affected. If a student withdraws after the mid-point of a course, the student will receive the grade achieved for the entire course which can result in a failing grade. Transfer of credit courses does not affect the GPA. In the event that a student withdraws from a course at a point in time where the course content is substantially complete and withdrawal from the course will not adversely affect the student achieving a passing grade of at least a “C” or better at the time of withdrawal, the student may receive the grade achieved for the course at the time of the withdrawal.

### Grade Questions

Students who question a grade must complete a Grade Challenge Form and submit the form to the instructor of the course within two weeks of the issuance of the grade. If further assistance is necessary, inquiry should be made to the College President.

### Remedial Work

There are no remedial courses.

## **Grading Procedures**

Grade reports are distributed to students at the end of each grade period. Peloton College uses a system of letter grades and qualitative points to evaluate student performance. Grade point averages are computed on a four-point grading system. Grading is based on classroom performance, assignments, and periodic written and practical examinations. All grades are available for review on a regular basis. Failure to maintain a satisfactory academic standing will result in academic warning or probation and eventually dismissal or termination if progress continues to be unsatisfactory. To successfully complete each course, a student must achieve a minimum grade of 60 percent or better. Grade point averages are rounded down to the nearest hundredth.

## **Graduation Requirements**

To graduate the student must:

1. Complete with passing grades all requirements for the program within the maximum time frames permitted, attain a minimum cumulative GPA of 2.0 and complete all courses with a passing grade.
2. Complete the Career Pathways courses (only applies to students who enrolled under ATB guidelines and have not attained a GED while in school).
3. Return all property belonging to the College.
4. Complete an exit interview.

Upon graduation, a diploma or certificate (dependent upon student program enrollment) will be granted.

## **Licensure, Certifications, or Other Requirements for Entry or Advancement in an Occupation**

Some occupational certifications are available where noted in programs offered by Peloton College. While the institution recommends students gain certifications that are available, there are no requirements for licensure for entry or advancement in any of the occupations or professions for which education and training are offered by Peloton College.

Where certifications are referenced for a program and/or program courses, students are encouraged to take the certification exams at an approved testing site within two weeks of each course completion but no later than 6 months after completing their program of study in order for the school to pay the test provider for a 1<sup>st</sup> attempt exam fee. After 6 months (from date of program completion), the school will reimburse graduates for successful completion of a 1<sup>st</sup> attempt of a program referenced certification exam taken no later than 18 months after completion of the program. Attempting certification exams is not a requirement of the school but is highly recommended to encourage students to gain industry recognized certifications to help make the graduate more attractive to employers. In no case will the School pay for or reimburse a student who attempts a program related certification exam after withdrawing from a program. Exam fees are included as part of the total program cost when refund calculations are computed upon withdrawal. Exam fees are not refundable to students who do not attempt a certification exam within the prescribed time periods.

## **Repeating a Course**

Students must repeat courses in which they have received an “F” or from which they withdrew with a “WF.” The higher grade between the original course attempt and the repeat will be count towards the student’s grade-point average. Classes in which students have receive a grade of “D” may be repeated; however, approval from the Campus President is needed to repeat a “D” course.

## **Make-Up Work/Hours**

The student is fully responsible for all work assigned in any class. If a student is absent, he/she should contact the instructor upon returning to class for assignments or lecture notes that were missed. All assignments approved by the instructor for make-up must be submitted by the assigned date. No make-up assignments will be accepted beyond 2 weeks after the end date of the course. The student should obtain phone numbers of classmates to obtain assignments in an emergency. The student is responsible for being in class on test days. Make-up exams are scheduled outside regular class time at the discretion of the instructor. If allowed, make-up exams must be taken on the next day the student is in attendance. Quizzes cannot be made up. All make-up work (assignments, tests) is subject to grade penalties as outlined in the course syllabus. No more than 5% of the total course time hours may be made up. The make-up hours will be supervised by a course approved instructor, require the student to demonstrate substantially the same level of knowledge as expected of a student who attended the class session, be completed within 2 weeks of the end of the grading period of the absence, be properly documented by the school (per TWC requirement) and be signed and dated by the student to acknowledge the session. Hours cannot be made up for the sole purpose of recording attendance, refunds, or record keeping/reporting purposes.

# SATISFACTORY ACADEMIC PROGRESS (SAP) FOR PROGRAMS

The following policy is applicable to all students enrolled in a program at Peloton College:

SAP will be measured at program specific intervals. Students initially not meeting SAP at their assessment period will be placed on Warning or FA Warning (if applicable) for the following assessment period. Failure to achieve SAP for two consecutive periods could result in Probation, FA Probation, or withdrawal as outlined in this policy. Course incompletes and transfer credits (from other institutions) will have no effect on the cumulative grade point average. When a course is repeated, only the higher grade achieved will be calculated for cumulative grade point average purposes. Peloton College does not offer remedial courses.

Changing diploma programs at Peloton College may affect SAP status even in circumstances where no transfer credit for associated courses is applicable. A student with an adverse SAP standing from the original program will begin the new program under the same SAP status and remain so until the next evaluation period to determine SAP status at that time. Transfer credit for associated courses in programs when changing from one program to another at Peloton College will count in SAP evaluations. SAP evaluation will include the CGPA and a quantitative analysis of progress in the program. The student will have up to 150% of the published length of the program to satisfactorily complete all the credits and must be on schedule to do so. The student's assessment period GPA must meet or exceed the minimum rates below to avoid warning and or probation.

## Academic SAP Assessment Schedule

Program	Schedule *	First Assessment	Ongoing Assessments^
MA	20 hours	11 weeks	10 weeks**
MBC	20 hours	11 weeks	10 weeks
EST	20 hours	5 weeks	8 weeks
AAS - Cybersecurity	20 hours	9 weeks	8 weeks

\*Schedule in standard hours per week

^Additional Assessments - upon LOA return or withdrawal/re-entry

Program	Assessment	1	2	3**	4+
MA*	GPA	1.5	1.7	2	
	POC	50.00%	58.34%	66.67%	
	Period [weeks]	11 weeks	10 weeks	7-10 weeks**	
	Period [credits]	0-22.5	23-37.5	38-77.25	
MBC	GPA	1.5	1.7	2	
	POC	50.00%	58.34%	66.67%	
	Period [weeks]	11 weeks	every 10 weeks		
	Period [credits]	0-21	21.5-34.5	35-84	
EST	GPA	1	1.5	1.7	2
	POC	50.00%	58.34%	66.67%	66.67%
	Period [weeks]	5 weeks	every 8 weeks		
	Period [credits]	0-6	6.5-18	18.5-30	30.5-111
AAS - Cybersecurity	GPA	1	1.5	1.7	2
	POC	50.00%	58.34%	66.67%	66.67%
	Period [weeks]	9 weeks	every 8 weeks		

	Period [credits]	0-15.5	16-29	29.5-42	42.5-154.5
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\*Must have a 2.00 GPA to go to Externship.

\*\*3+ assessments for MA are every 2 class groups pre-externship. This will vary between 7 and 10 weeks depending on courses taken (Career Development vs. Core class groups)

The guidelines for Academic SAP are as follows:

- At each assessment period, the student must achieve the CGPA and Pace of Completion [POC] stated in the Program Assessment chart for that period.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for Medical Assistant students to begin Externship.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for graduation.

When a student in good standing does not meet Academic SAP in a subsequent assessment period:

- The student will be placed on Academic Warning for the next assessment period and will be so advised.

Academic Warning period:

At the end of the Academic Warning period, the student's SAP will be evaluated and one of the following actions will occur based on the results of the assessment:

- The student is making SAP - The student will be removed from Warning status.
- The student does not meet SAP:
  - Student is subject to dismissal from the program. Students may appeal dismissal and request to be placed on Academic Probation.
    - 1) If the Appeal is accepted and SAP can be reasonably met in one assessment period the student is placed on Academic Probation status.
    - 2) If the Appeal is denied in full, the student is dismissed from the program.

Academic Probation period:

At the end of the Academic Probation assessment period, the student's Academic SAP will be evaluated and one of the following actions will occur based on the results of the assessment:

- The student meets cumulative Academic SAP – The student will be removed from Academic Probation status.
- The student does not meet Academic SAP on a cumulative basis but does meet the GPA and POC for the assessment period:
  - The Student will be placed on Continued Academic Probation.
- The student does not meet cumulative nor assessment period Academic SAP:
  - Student will be dismissed from the program.

Continued Academic Probation status:

At the end of the Continued Academic Probation assessment period, the student's Academic SAP will be evaluated and one of the following actions will occur:

- The student's CGPA & POC are satisfactory [meet benchmarks]:
  - The student will be removed from Continued Academic Probation.
- The student does not meet Academic SAP in CGPA and/or POC:
  - Student meets the benchmark GPA and POC for the assessment period:
    - Student remains on Continued Academic Probation
  - Student does NOT meet the benchmark GPA and POC for the assessment period:
    - Student is dismissed from the program.

**SAP Assessment and Federal Financial Aid:**

In addition to the SAP policy outlined above, the following guidelines will apply for students who receive Federal Financial Aid in order to determine continued financial aid eligibility. Financial Aid SAP (FA SAP) for financial aid eligibility purposes will be assessed at the end of each payment period.

The guidelines for FA SAP follow:

- At the end of each payment period, the student must achieve the CGPA and Pace of Completion [POC] stated in the chart for that period.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for Medical Assistant students to begin Externship.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for graduation.

First failure to meet FA SAP at the end of any payment period:

- The student will be placed on FA Warning status for the next payment period.
  - The student will be advised
  - No action required by the student

FA Warning payment period:

At the end of the FA Warning Payment period, the student's FA SAP will be evaluated and one of the following actions will occur:

- The student's CGPA & POC are satisfactory:
  - The student will be removed from FA Warning.
- The student does not meet SAP for CGPA and/or POC:
  - Student loses Title IV Financial Aid Eligibility
  - Student may appeal the loss of FA eligibility and request to be placed on FA Probation status.
    - If Appeal is accepted and:
      - 1) FA SAP can be reasonably met in one payment period:
        - Student is placed on FA Probation status.
      - 2) FA SAP cannot be reasonably met in one payment period:
        - Student is placed on FA Probation with Academic Plan.
        - Academic Plan is developed which may cover more than one payment period.
    - Appeal is denied in full:
      - 1) Student loses Title IV FA Eligibility and may be withdrawn

FA Probation payment period:

At the end of the FA Probation payment period, the student's FA SAP will be evaluated and one of the following actions will occur:

- The student's CGPA & POC are satisfactory [meet benchmarks]:
  - The student will be removed from FA Probation.
- The student does not meet FA SAP in CGPA and/or POC:
  - Student on FA Probation:
    - Student loses Title IV FA Eligibility
  - Student on FA Probation with Academic Plan:
    - Determine if plan is being met as of payment period:
      - 1) If met – Student continues on FA Probation with Academic Plan.
      - 2) If not met – Student loses Title IV FA Eligibility and may be withdrawn.

FA Ineligible:

Students who become FA Ineligible must make and follow through with arrangements to meet their financial obligations to the school in a timely manner. Students unable to meet their financial obligations will not be able to continue with school until such time that they can meet their obligations. Assessment of FA SAP for reinstatement of Title IV eligibility occurs at the end of each payment period.

### **Definition of the Maximum Program Length/Maximum Time Frame**

The maximum program length also referred to as the maximum time frame (MTF) of any program is defined as the amount of time normally required to complete a program (as stated in the program outlines published in the catalog or in a catalog



addendum) multiplied by 150%. Students who request and are approved to finish their program beyond the MTF will not be eligible to receive any additional financial assistance and cannot be considered a graduate of the program. Financial assistance eligibility ceases at the point which it is determined that the student cannot complete the program within MTF.

### **Qualitative Requirements for Diploma Programs:**

Maintain a cumulative academic average as required to meet SAP standards or better at the end of each progress report period. The College uses the following grading scale:

A	100 – 90	4.0
B	89 – 80	3.0
C	79 – 70	2.0
D	69 – 60	1.0
F	59 – 0	0.0
I	Incomplete	-
P	Pass	-
TC	Transfer Credit	-
U	Unsatisfactory	-
W	Withdrawal	-

### **Pass – Fail (Unsatisfactory) Grading**

\*P (Pass)—This designation is given to students who fulfill the requirements of each term of the program where a course is graded on a “Pass or Fail” basis. There is no effect on the student’s overall GPA for the program.

\*U (Unsatisfactory)—This grade is given for those who have not achieved the goals of each term where a course is graded on a “Pass or Fail” basis. There is no effect on the student’s overall GPA for the program.

I (Incomplete)—Under Texas Education Code, Section 132.061 (f): A student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The student will be eligible to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.171-175) A grade of F (“0”) will be averaged into the student’s final GPA. Students have two weeks after a new term starts to complete the work required and to remove the “I.” Failure to complete the work as scheduled will result in the “I” becoming an “F”. The College President may allow additional time under mitigating circumstances such as serious illness or death of a close relative to extend the two-week period. Documentation must be provided for the mitigating circumstances acceptable to the College President.

### **Withdrawn, Transfer of Credits**

If a student withdraws with a last date of attendance occurring prior to the mid-point in a course, the student receives a “W” and the GPA is not affected. If a student withdraws after the mid-point of a course, the student will receive the grade achieved for the entire course which can result in a failing grade. Transfer of credit courses does not affect the GPA. In the event that a student withdraws from a course at a point in time where the course content is substantially complete and withdrawal from the course will not adversely affect the student achieving a passing grade of at least a “C” or better at the time of withdrawal, the student may receive the grade achieved for the course at the time of the withdrawal.

### **Grade Questions**

Students who question a grade must complete a Grade Challenge Form and submit the form to the instructor of the course within two weeks of the issuance of the grade. If further assistance is necessary, inquiry should be made to the College President.

### **Remedial Work**

There are no remedial courses.

### **Quantitative Requirements for Programs:**

1. All students must complete their educational program in no longer than 150% of the published length of the program as measured in credit and/or clock hours as determined by the program. For example:

<b>Program</b>	<b>Minimum Hours / Qtr. Cr.</b>	<b>Maximum Hours / Qtr. Cr.</b>
Medical Assistant	760 / 51.5	1,140 / 77.25
Medical Billing and Coding	720 / 56	1,080 / 84.0
Electronic Systems Technician	960 / 74	1,440 / 111.0
AAS in Cybersecurity	1260 / 103	1,890 / 154.5

2. Students must complete/pass at least 67% of the courses attempted at the midpoint of the program and thereafter.

### **Losing and Regaining Financial Aid Eligibility**

#### **FA Warning Status**

A student not making SAP at the end of a payment period will be automatically placed on FA Warning status. No action is required by the student, and he/she may continue to receive Title IV funds for one additional payment period. Students who are making SAP at the next payment period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP at the next payment period will lose Title IV eligibility unless an appeal is granted to be placed on FA Probation and retain financial aid eligibility.

#### **FA Probation Status**

A student in FA Warning Status not making SAP at the end of the payment period may be placed on FA Probation as outlined in the FA Warning section above. Students placed on FA Probation must have an approved FA Probation status appeal to receive Title IV funds during FA Probation and may also require an Academic Improvement Plan to regain SAP. Students who are making SAP at the next payment period are considered as meeting SAP and have regained full Title IV eligibility; those who are not making SAP will be ineligible to receive Title IV funds for the following payment period. A student must meet SAP prior to having eligibility reinstated.

#### **FA Appeal Process**

A student, who wishes to appeal FA eligibility and be placed on FA Probation status must submit a written request to the College President within ten (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. Acceptable reasons include the death of a relative, an injury or an illness of the student, or other special circumstances. The College will evaluate the appeal within ten (10) business days and notify the student in writing of the decision. All decisions are final. The results of the appeal process will be determined as outlined in the FA Warning payment period section above including whether the student will retain financial aid eligibility.

#### **Reinstatement of Aid**

Reinstatement of aid is limited to the payment period under evaluation. Prior payment periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. A student may be paid Title IV funds for the payment period in which he/she resumes satisfactory academic progress.

#### **Reestablishing Eligibility for Federal Funds**

If a student can return to College after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the College to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirement for satisfactory academic progress, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from College. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to graduate. The student may complete his or her program; however, the student would be listed as a completer, not a graduate, should the student meet all the requirements for

graduation beyond the 150% or by not meeting or exceeding the 67% of credits completed standard. This student would be held to the same GPA (2.0) graduation requirement.

**Satisfactory Academic Progress Policy for Veterans (and other eligible persons under Section 3675, Title 38, United States Code):**

Satisfactory Academic Progress shall be in accordance with the Satisfactory Academic Progress For Programs standards outlined above and will be applied at each VA required reporting period (module). If SAP is not met, the student will be warned. The SAP report will be placed in the student file. If a student does not meet SAP at the end of any two consecutive reporting periods of the program, the student will be placed on probation. The student will be reported to the VA as making unsatisfactory progress. The student may continue training, without receiving benefits, and will still be reviewed for progress at the end of each module. Once a VA student re-attains Satisfactory Academic Progress, the student can be certified for benefits again beginning with the next reporting period.

## **LEAVE OF ABSENCE (LOA)**

Our college is committed to the success of our students and understand that from time-to-time a student must interrupt his/her progress towards completing a program due to an unforeseen circumstance such as medical, family, or other personal situation that arises. A student who wishes to temporarily interrupt his/her progress must submit a request for a leave of absence (LOA) in writing. An LOA is granted on a case-by-case basis by the College President. A student who has been approved to be placed on a Leave of Absence (LOA) is on a temporary separation from the college, which means that the student is not an active student. Students on LOA are not to fulfill any coursework requirements during their time on leave. A student on a leave of absence will have limited access to college facilities normally available to enrolled students. The student on leave of absence may be able to access his/her assigned email but will not be able to access the online course(s) or participate in the classes on ground as well as all class/course-related activities.

A leave of absence (LOA) request must be submitted to the College President for approval, which will be authorized on a documentable, case-by-case basis. LOA will be authorized only for mitigating circumstances such as documented medical issues or major family disruptions. An LOA is limited to 180 calendar days. A student may request up to two leave of absences; however, the combined time away from College cannot exceed 180 calendar days. The student who takes an LOA of two weeks or less is fully responsible for all work assigned in any class during his/her absence. (It is highly recommended that the student obtains the phone number of any student with whom there is a rapport to obtain the assignments during the leave or to decide in advance with his/her instructor.) The student should contact the instructor upon returning to class for assignments and for lecture notes that were missed during the Leave of Absence. Make-up for exams scheduled during the leave of absence should be taken no later than five (5) days from the first day the student returns. Seminars with course time of 40 hours or less shall not grant LOA's.

## **OFFICIAL WITHDRAWAL FROM COLLEGE**

If circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the Campus President and/or Program Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the effective date of withdrawal.

## **UNOFFICIAL WITHDRAWAL FROM COLLEGE**

If the College unofficially withdraws a student from College, the Campus President and/or Program Director must complete

the Withdrawal Form and reference the last date of attendance.

## **FINANCIAL SERVICES**

### **Financial Assistance**

Financial Assistance is available to those who qualify through the Financial Aid Office.

### **Possible Finance or Payment Information for Students**

Peloton College is an Approved Training Provider for the Texas Workforce Commission ([www.twc.state.tx.us](http://www.twc.state.tx.us)). Peloton College is approved to provide training for Veterans and other eligible persons under Section 3675, Title 38, United States Code (<http://www.gibill.va.gov/>). Students may qualify for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)). Peloton College may accept personal payment plans (please see the College President).

### **Availability of Employees for Information Dissemination Purposes**

Requests for information by students about Peloton College should be directed to the College President, Peloton College, 8150 N. Central Expressway, Suite 2240, Dallas, TX 75206, Phone: 214-777-6433 Other employees, such as admissions and financial aid staff, may also provide information regarding their specific areas of responsibility. If a student needs a paper copy of any of the information they can contact the Peloton College Financial Aid Office or Office of College President.

### **Student Right-to-Know Act Also Known as the Student Right-to-Know and Campus Security Act**

(P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The Graduation Rates component of IPEDS was developed specifically to help institutions respond to these requirements. For more information, see <https://nces.ed.gov/ipeds/find-your-college>.

### **All students have the following rights and responsibilities:**

#### **The student has the right to ask the College:**

- The name of its accrediting and their licensing organizations.
- About its programs; its instruction; its laboratories; its physical facilities, and its faculty.
- What the cost of attending is, and the institution's policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the College, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, and when a student must start repaying.
- Deferral of repayment or forbearance for certain defined periods, if you qualify and if you request deferral or forbearance.
- Provide written information on student loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the College determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affects your Title IV eligibility.

- What special facilities and services are available to a student with disabilities and how to request reasonable accommodation.

**It is the student's responsibility to:**

- Review and consider all the information about the College program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the College of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the College to determine the net balance of your account with the College as well as the net balance of any student loan.
- Notify the College of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your college's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement signed.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made because of inconsistent information provided by the student resulting in funds being awarded that a student was not eligible for are advanced to you or credited to your College account.

## **Title IV**

Prior to the determination of eligibility for all Title IV funds, students are required to complete a current year FAFSA (Free Application for Federal Student Aid). Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the "Directions to Apply for Federal Student Aid", the US Department of Education's annual publication of "Funding Education Beyond High College: The Guide to Federal Student Aid" and Direct Loan Basics for Students" available in the Student

Resource Center and/or Financial Aid Office; or:

FAFSA Information Center .....1-800-433-3243

FAFSA website .....[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

The College currently participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. The College does not coordinate but will certify veterans, state, local government and private funding sources.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:

COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = Budget – each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items:

Tuition & Fees, Room and Board, Transportation, Misc./Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

The College does not offer private education/institutional loans, nor does it have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and a Private Education Loan Application Self-Certification must be completed.

The College does not employ any students who are currently receiving financial aid and are attending the College programs.

All students who borrow a Stafford Loan while attending the College must complete Direct Loan Entrance Counseling before funds will be certified.

All students who are graduating or withdrawing from the College must complete exit Counseling. If a student is unavailable to complete at the College a package a Direct Loan Exit Counseling Guide will be mailed to them for completion.

Counseling may be provided in person (individually or in groups), using audiovisual materials, US Department of Education Publications and /or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the College shortly before graduating or ceasing at least half-time enrollment.

Where class sizes are below reportable thresholds set by regulatory agencies, Peloton College does not release the gender and ethnicity of enrolled, full-time students who are enrolled or receive Title IV unless otherwise mandated by the regulator; doing so would lead to individually identifiable student recipients and violate their right to privacy. In addition to information published in this catalog details on Student Body Diversity, Federal Student Aid Recipient Details, and Program Costs can be found on the College Navigator Website at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)

NSLDS (National Student Loan Data System) is available at [www.nslds.ed.gov](http://www.nslds.ed.gov) where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by Colleges and the Department of Education and may not always have the most current information available. Information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1-877-557-2575. To electronically provide feedback to the U.S. Department of Education, whether to report an issue or give positive comments, visit their website at <https://studentaid.gov/feedback-center/>.

## **REFUND POLICIES**

### **TWC (Texas Workforce Commission) CANCELLATION AND REFUND POLICY**

#### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

#### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Title IV grant or loan assistance includes only assistance from the Direct Loan, Federal Pell Grant, Iraq and Afghanistan Service Grant, TEACH Grant, and FSEOG programs, not including the non-Federal share of FSEOG awards.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;

- (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
  4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
  5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

<sup>1</sup> More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the

program, or a substantially equivalent program if that program is 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, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
- 9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

### **Additional Policies and Procedures**

- 1. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.
- 2. If tuition and fees are collected in advance of the start of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
- 3. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
- 4. For programs longer than 12 months that financially obligate the student for any period of time beyond 12 months, the institution shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the Refund Policy section outlined above.
- 5. Refunds, when due, must be made without requiring a request from the student.

### **Withdrawal after Class Start**

The effective withdrawal date for a student shall be when any of the following occur:

- 1. The date the student notifies the College President in writing that he/she has withdrawn or the date of withdrawal, whichever is earlier;
- 2. The first-class day following more than ten consecutive class days of absences;
- 3. The date that the College terminates the student's enrollment
- 4. If a student does not resume attendance at the institution at or before the end of leave of absence

If a student completes the program in less time than the published course duration, the contracted tuition will be fully earned by the College upon the date of completion and the student will not be entitled to any refund due to earlier completion.

**Students enrolled in the federal programs, please refer to the refund policy stated below:**

### **Return to Title IV/Refund Repayments Policy**

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending Peloton College may still owe funds to the College to cover unpaid tuition. Additionally, the College may attempt to collect any funds from a student that the College was required to return because of this policy.



Peloton College is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the College. All students subject to this policy are determined per the following definitions and procedures, as prescribed by regulation.

Peloton College has 45 days from the date the College determines the students withdrew to return all unearned funds for which it is responsible. The College will notify the student in writing of the amount of funds that must be returned. The College will advise the student and/or parent that they have 14 calendar days from the date the College sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the College will return any earned funds being held from Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

A student who is no longer enrolled and in attendance is no longer eligible for in-school status or an in-school deferment, so Peloton College must report the student's enrollment status as withdrawn ("W") in NSLDS (National Student Loan Data System) Enrollment Reporting.

### **\*COVID-19**

Due to the current coronavirus national emergency, Congress (CARES Act) and the Department of Education have made certain allowances and exceptions to the normal R2T4 process. Specifically, any student who begins attendance in a payment period or period of enrollment that includes March 13, 2020, or begins between March 13 and the last date that the national emergency is in effect, and subsequently withdraws from the period as a result of COVID-19-related circumstances, an institution is not required to return Title IV funds.

### **Withdrawal before 60%:**

Peloton College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive and received during the period.

### **Withdrawal after 60%:**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Peloton College will still calculate eligibility for a post-withdrawal disbursement (PWD).

### **Calculating R2T4**

Title IV funds are earned in a prorated manner on a per diem clock hour basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The College is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

If the total amount of title IV grant or loan assistance, or both, that the student earned as calculated is less than the amount of title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew:

1. The difference between these amounts must be returned to the title IV programs. Peloton College chooses to calculate the treatment of title IV assistance on a payment period basis, but if the institution charges for a period that is longer than the payment period, "total institutional charges incurred by the student for the payment period" is the greater of the prorated amount of institutional charges for the longer period; or the amount of title IV assistance retained for institutional charges as of the student's withdrawal date.
2. No additional disbursements may be made to the student for the payment period or period of enrollment. If the total amount of title IV grant or loan assistance, or both, that the student earned as calculated is greater than the total amount of title IV grant or loan assistance, or both, that was disbursed to the student

or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement must be made from available grant funds before available loan funds.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student.  
$$\frac{18 \text{ (scheduled days)}}{118 \text{ (scheduled days)}} = 15.3\% \text{ (% of completed calendar days within the payment period)}$$
2. Calculate the dollar amount of Title IV aid earned by the student.  
$$15.3\% \times \$2,805.00 = \$429.17 \text{ (Amount of aid earned by student)}$$
3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

### **Post Withdrawal Disbursement**

If a student earned more aid than was disbursed to him/her, the institution may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the College determined the student withdrew for loans and no later than 45 days from the date the College determined the student withdrew for grants. The College is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV loan funds.

However, if the student (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account to satisfy tuition and fees, or to the student. The University will seek the student's authorization to use a post-withdrawal disbursement for all other educationally related charges in addition to tuition and fees.

Peloton College is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the Date of the Determination of the date of the student's withdrawal.

### **Overpayments**

Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must decide with the College and/or the Department of Education to return the unearned grant funds failure to do so will result in no additional Title IV aid.

### **Official Withdrawals**

To officially withdrawal from Peloton College, the student must initiate the withdrawal process by contacting the College President. The College's Cancellation & Refund Policy and RT24 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

### **Unofficial Withdrawal**

Termination of a student is defined as no longer attending, whether by the student's voluntary withdrawal or dismissal by the College as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations.

### **Peloton College's responsibilities regarding the return of Title IV funds follow:**

- providing students with the information given in this policy;

- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- returning any Title IV funds that are due the Title IV programs.

**The Student's responsibilities regarding the return of Title IV funds include:**

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the amount determined
  - Any title IV loan program in accordance with the terms of the loan; and
  - Any title IV grant program as an overpayment of the grant; however, a student is not required to return the following:
    - The portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed (and that could have been disbursed), to the student for the payment period or period of enrollment.
    - With respect to any grant program, a grant overpayment amount, of 50 dollars or less that is not a remaining balance.
- A student who owes an overpayment remains eligible for title IV, HEA program funds through and beyond the earlier of 45 days from the date Peloton College sends a notification to the student of the overpayment, or 45 days from the date Peloton College is required to notify the student of the overpayment if, during those 45 days the student:
  - Repays the overpayment in full to the institution;
  - Enters into a repayment agreement with Peloton College in accordance with repayment arrangements satisfactory to the institution; or
  - Signs a repayment agreement with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds.
- Within 30 days of the date of Peloton College's determination that the student withdrew, we will send a notice to any student who owes a title IV, HEA grant overpayment as a result of the student's withdrawal from the institution in order to recover the overpayment.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at: 1-800-4-FEDAID (1-800-433-3243), TTY users may call: 1-800-730-8913  
 Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

# STUDENT SERVICES INFORMATION

## FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. At Peloton College, FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the College, regardless of the person's age. Under FERPA, a student has a right to:

- inspect and review his or her educational records
- request to amend his or her educational records
- have some control over the disclosure of information from his or her educational records

The directory information made available by the College is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the College asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a College employee and filing a request to be excluded from the directory or from any other requests for open directory information.

Per FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker, which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.

- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, if employment is not contingent upon being a student.
- Law enforcement records.

The College will disclose information from a student's education record without the written consent of the student to a staff member who require access to educational records to perform their legitimate educational duties; officials of other Colleges in which the student seeks or intends to enroll; and about a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, the College shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student because they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the College.

It is the policy of the College that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the College will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the College that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If students believe that their FERPA rights have been violated, they may contact the Student Privacy Policy Office at the Department of Education, 400 Maryland Ave SW, Washington DC 20202-8520. Additional information is available at <https://studentprivacy.ed.gov/file-a-complaint>.

### **Parent Rights Under the Family Educational Rights and Privacy Act (FERPA)**

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the College. In emergency or crisis situations, the College may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals. For more information regarding parent's rights under Family Educational Rights and Privacy, visit <https://studentprivacy.ed.gov/resources/ferpa-general-guidance-parents>.

### **Code of Conduct**

In making application, students agree to conduct themselves within the limits of acceptable behavior and appearance, which will enable the College to recommend the graduate to prospective employers as courteous, considerate, and well-mannered individuals. The College also expects the behavior of students while off campus to reflect favorably on the College. Students are expected to be neat, clean, and dressed appropriately. If, in the judgment of the College's administration, students do not adhere to these practices, the College may take corrective action that could result in a verbal warning/reprimand, probation, suspension, or dismissal.

## Personal Appearance and Student Dress

It is important that the first impression presented by students is a positive one. Being well-groomed and appropriately attired demonstrates respect for oneself and the College. Appropriate business casual attire (school uniforms where issued) should be worn while at College. In situations where “appropriate business casual attire” cannot be clearly defined, your College President shall be responsible for communicating acceptable standards of dress. Appropriate business casual includes school issued uniforms.

The following are never considered “appropriate business casual attire”:

- Stocking caps, satin caps or baseball caps;
- Revealing cleavage;
- Pants with holes, or worn below waist;
- Short-shorts (shorts shall be within two inches of knees);
- T-shirts with rude or offensive verbiage.

## Levels of Disciplinary Action

The levels of disciplinary action will vary based on the nature of each situation.

- |         |   |
|---------|---|
| Level 1 | Any member of the faculty or the staff may give a Level 1 verbal warning/reprimand to a student. Should the student fail to comply with the College’s policies a second time, the warning may result in probation, which is documented in the student’s permanent file.   |
| Level 2 | <u>Probation</u> is a period established by the College during which the student can show remediation or compliance with the College’s policies. Level 2 may be established as the result of two Level 1 offenses or of a serious violation of policy.  |
| Level 3 | <u>Suspension</u> is for a designated period. The student is not charged for this period, and his/her program length is expanded to include this period. Suspension is usually the result of a failure of the student to return to regular status after a probationary period. However, under extreme circumstances the College reserves the right to suspend any student for violation of established College policy. Students who are suspended may return at the end of the designated time frame if, after an interview with the College President, it is determined that the student has resolved his/her problem and has a reasonable chance of succeeding. |
| Level 4 | <u>Dismissal</u> is a permanent suspension. The violation of College policy that results in a dismissal is of a nature that the College deems the student is an endangerment to the institution and its reputation. The student is not eligible to re-enter the College.  |

## College Rules

All students shall obey College rules, show respect for authority, and observe correct standards of conduct. Violation of College rules may result in termination from the College. The following types of behaviors are strictly prohibited:

1. Intentionally causing physical harm to any person on College premises or at College-sponsored activities or intentionally or recklessly causing reasonable apprehension of such harm or hazards.
2. Unauthorized use, possession, and storage of any weapon on College premises or at College-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report; warning; or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
4. Intentionally interfering with normal College or College-sponsored activities including but not limited to studying; teaching; research; and College administration fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with College policies, regulations, and procedures.

6. Unauthorized distribution or possession for purposes of distribution or possession for personal use of any controlled substance or illegal drug on College premises or at College-sponsored activities.
7. Intentionally or maliciously furnishing false information to the College.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by College policies. Scholastic dishonesty shall include but may not be limited to cheating on a test, plagiarism, and collusion. "Cheating on a test, exam, or quiz" shall include: copying from another student's test paper; using test materials not authorized by the person administering the test; and all forms of academic dishonesty including cheating, fabrication, and facilitation of academic dishonesty, plagiarism, and collusion. Additionally, collaborating with or seeking aid from another student during a test without permission from the test administrator; and knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-Administered test is considered scholastic dishonesty.
12. The unauthorized transporting or removal, in whole or in part, of the contents of the un-Administered test.
13. Substituting for another student or permitting another student to substitute for oneself during the Taking of a test.
14. Bribing another person to obtain an un-administered test or information about an un-administered test. "Plagiarism" shall be defined as the buying, receiving as a gift, or obtaining by any means another's work.
15. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of seminar course requirements.
16. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
17. Theft of property or of services on College premises or at College-sponsored activities; and having possession of stolen property on College premises or College-sponsored activities.
18. Intentionally destroying or damaging College property or the property of others on College premises or at College-sponsored activities.
19. Failure to comply with the direction of College officials including campus security/safety officers, acting in performance of their duties.
20. Violation of published College regulations or policies. Such regulations or policies may include those relating to entry and use of College facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
21. Use or possession of any controlled substance or illegal drug on College premises or at College-sponsored activities.
22. Unauthorized presence on or use of College premises.

23. Use or possession of an alcoholic beverage on the College's premises.
24. Nonpayment or failure to pay a debt owed to the College with intent to defraud.
25. Requesting funds or loans – or loaning money – to a fellow student.
26. Unauthorized photographs of students or PELOTON COLLEGE facilities
27. Students are bound by the Student Code of Conduct and all policies of PELOTON COLLEGE.

### **Student Rights**

Students accused of violating institutional regulations, laws or conduct upheld by PELOTON COLLEGE retain the following rights:

1. Students will not be subject to any form of harassment.
2. Every student shall be granted a fair hearing before an impartial judiciary body of peers, the student's instructors, and/or the management staff in case of a dispute with an instructor, another student in the class, and/or management staff.
3. In case of academic dishonesty by the student and subsequent dismissal from the College of that student, he or she has the right to arbitration.
4. Students expelled due to academic inadequacies are eligible to apply for readmission to the College.
5. If due to reasonable circumstances, a student is absent from classes for more than 10 days and thus, he or she is expelled from the College, that student has the right to retake that same class if the student submits documentation of a reasonable cause of absence from classes. Students can then retake the same class (depending upon the availability) without any additional financial obligations toward Peloton College.
6. Students have the right to privacy. Any document or personal information submitted by the student at the time of enrollment or afterwards will be kept confidential by Peloton College and will not be forwarded to any third party for solicitation except to the credit bureau and collection agencies in case of default of an account with Peloton College.

### **Academic Advisement**

Students who are finding it difficult to understand a subject are advised to seek help from their instructor. If the instructor is unable to help the student during class time, administrators will arrange for tutoring from another faculty member.

### **Graduate Placement Assistance**

The Office of Career Services will assist eligible graduates in their job search. Services include assistance with job search techniques such as resume writing, interviewing skills, and identifying job openings. An "eligible graduate" is any student who has successfully met the College's graduation requirements. The Office of Career Services may also provide a resource of part-time jobs for enrolled students. Graduates and students are encouraged to explore job opportunities on their own as well as in coordination with the College's Office of Career Services. The practice of job searching provides useful skills for the graduate's entire career life.

It is the responsibility of the graduate to have a current resume on file with The Office of Career Services and to notify staff of their availability. Alumni of the College are encouraged to utilize the Office of Career Services continuously as their employment needs change.

Peloton College is in the same building complex as law firms and various businesses. There are a multitude of local resources for students to explore through their own efforts as well as through the Office of Career Services. The current retention and placement rates for our graduates are posted on our website.



**Career services offered by the College are not an obligation nor a guarantee of employment or how much a graduate will earn.**

### **Personal Services**

Peloton College does not offer medical or dental services to its students. Peloton College offers continuous educational advisements to currently enrolled students and qualified graduates. Staff members and instructors are encouraged to mentor students for their professional growth. Students who need additional services may be referred to professionals who can assist them. These professionals may be employees at health facilities, financial consultants, religious leaders/institutions, and social service agent. Peloton College staff members and instructors are not qualified to assist in these areas.

Professional attire is a component of professional demeanor. At all times attire and individual hygiene shall be in accordance with the College's Dress Code. This is effective while students are in class, during field trips, for guest lecturers, and in the presence of Peloton College guests. If a staff member or instructor determines a student is not in compliance with the dress code, the student will be asked to leave the College for the day and his/her departure will be recorded as an absence. If the Student returns to Peloton College in compliance with the dress code, the student may return to class with the instructor or staff member's approval. Peloton College staff and instructors will observe all students for compliance with the dress code.

Peloton College encourages students to bring only those personal items necessary for course work (writing instruments, paper, binders, books, reference material, school issued equipment, etc.) Students are discouraged from bringing unnecessary items (CD/DVD's; CD/DVD players; personal laptop computers; cellular telephones; handheld computers, etc.) to College as Peloton College assumes no liability for their use, damage, loss, or theft or any type, kind, or manner.

### **Non-Smoking Facility**

Peloton College is a non-smoking facility. No smoking is allowed in restrooms, break areas, or public areas of the building. Electronic cigarettes are included in these restrictions. There are designated smoking areas outside the building.

### **Cell Phone Use**

Cellular phones are to be turned off or set to vibrate during attendance in the classroom. Breaks are allowed for students to go to a public area to use their cell phones. Do not make phone calls from the building restrooms. There are phones available at the front desk for emergency use only. Students may not receive calls through the front desk telephone. If there is an emergency call for the student, a staff member will notify the student in person.

### **Emergency Procedures**

Buildings where the campuses are located are equipped with emergency alert systems that meet or exceed local building code requirements. Systems may include but are not limited to audio/visual fire alarms, voice communication in each fire alarm zone, fire suppression systems and the monitoring and inspection by facility managers of these devices as well as manual control of elevators.

If an alarm is sounded, security or management personnel will make an announcement via the PA system giving instructions to the occupants on the affected floor or throughout the building. Exit lights flash upon activation of an alarm. Stairwell doors automatically unlock upon activation of an alarm.

Exit doors and stairwells are well-marked for the event of an evacuation. Students and employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by building security.

### **Constitution Day**

Peloton College celebrates Constitution Day on or near September 17<sup>th</sup> of each year as required (see [www.constitutionday.com](http://www.constitutionday.com) for more information).

### **Voter Registration**

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: [www.sos.state.tx.us](http://www.sos.state.tx.us).

## **Copyright and Computer Use Policy**

The College supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The College requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the college supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

### **Administrative Rule**

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than them. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission, and College publications.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The College considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair-use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the institution's information technology system.
7. The only software programs, other than students' projects, to be used on systems in the College are those products for which the College owns a valid license or the College may legally use. Copying the College's software from the computer system is considered theft and is a serious offense. Copying or modifying College software from the computer system is considered theft and is a serious offense. Copying or modifying College software from the labs is not permitted. If you have a question, please see the system administrator.

### **Fair Use**

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The College encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application College constituents and the College avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" per Sections 107 and 504c of United States Code title 17.

### **Unauthorized Distribution of Copyrighted Materials**

Faculty and staff does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty and staff to civil and criminal liabilities. Students, faculty or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines and imprisonment.

Peloton College is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties.

Peloton College takes steps to detect and punish users who illegally distribute copyrighted materials. Peloton College reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities. Alternatives to Illegal Downloading Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that you can use without violating copyright law. In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the school is the CFO.

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **College Disciplinary Actions**

Disciplinary action may be taken if the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary per the situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

### **Internet Guidelines**

Internet access is available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The College's internal network enables access to the Internet. Students and instructors and staff may have access to:

- Email
- Information and news

- Course software
- Opportunity to research topics related to courses
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the College setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The College firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the College.

### **Privileges**

Use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The College may request that the system administrator to deny, revoke, or suspend specific user accounts.

### **Users' Obligations**

Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.

- College related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyright material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the College's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

### **Netiquette**

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

## **Cybersecurity**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log into the network as a system administrator will result in cancellation of user privileges.

## **Vandalism**

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

## **Accounts and Account Passwords**

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.** Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.
- You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

## **Grievance Policy**

Student grievances should be handled promptly and in the following manner:

1. Discuss the problem with the appropriate instructor or staff member.
2. If unsatisfied, the student may appeal to the College President.
3. If unsatisfied after Steps 1 and 2, the student can appeal to the Board of Directors or a member of the Board of Directors.

All appeals must be in writing. If all appeals have been exhausted, the student may contact:

**Texas Workforce Commission  
Career Schools and Colleges  
101 East 15<sup>th</sup> Street  
Austin, TX 78778  
(512) 936-3100**

**Council on Occupational Education  
7840 Roswell Rd., Bldg. 300, Ste. 325  
Atlanta, GA 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)**

## **Texas Higher Education Coordinating Board (THECB) Complaint Process for Degree Seeking Students**

While most student concerns can be resolved through Peloton College's grievance policy process, there may be instances where a satisfactory resolution is not determined. In such cases, after a degree seeking student has exhausted the options for resolution of their concern through the school's grievance resolution process, students may file a complaint with THECB (certain restrictions apply). More information about THECB's rules and procedures for filing complaints is available at their website, [www.thecb.state.tx.us](http://www.thecb.state.tx.us). All required submission documents required by THECB can be submitted through THECB's "Contact Us" link found on their website; or emailed to [studentcomplaints@thecb.state.tx.us](mailto:studentcomplaints@thecb.state.tx.us); or mailed to Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Rules for the THECB's Student Complaint Procedure can be found under TAC, Sections 1.110 – 1.120.

### **Student Rights During Grievance Process**

Students have the following rights at all stages of the Complaint/Grievance Procedure:

1. The right to appeal
2. The right to an impartial decision-maker
3. The right to relevant information unless it is otherwise confidential
4. The right to be free from retaliation for pursuing a grievance or complaint
5. The right to present evidence and witnesses
6. The right to representation
7. The right to keep the proceedings as confidential as possible

### **Resolution of Disputes**

The institution recognizes that any dispute that may arise between a student and the institution should be resolved as quickly and as amicably as possible. Accordingly, the following procedure shall apply to the resolution of any dispute arising out of or in any way related to the enrollment agreement, any amendments or addenda hereto, the catalog, or the subject matter hereof, including any tort or contract claim (individually and collectively the dispute):

1. The parties shall make an initial attempt, in good faith, to resolve the dispute in accordance with the Grievance Procedure as stated in the institution's catalog.
2. If the dispute cannot be resolved through the Grievance Procedure, then the dispute shall be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determination and is designed for a quick, practical, and inexpensive resolution of claims. The arbitration between the student and the Institution will be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association and, to the extent not inconsistent with such rules, the Federal Arbitration Act, subject to the following modifications:
  - a. The arbitration shall be conducted before a single arbitrator who shall be experienced in the resolution of commercial disputes.
  - b. The site of the arbitration shall be the city in which the institution is located.
  - c. The substantive law, which shall govern the interpretation of this agreement and the resolution of any dispute, will be the law of the state where the College is located.

- d. The arbitration shall not include any party other than the institution and the student and shall not be joined or consolidated with any other arbitration.
- e. In determining the appropriate relief to be awarded, the arbitrator shall not have jurisdiction to award (i) consequential or punitive damages to any party in the arbitration or (ii) either party its costs, expert witness or attorney's fees; provided that, if either restriction on jurisdiction conflicts with the substantive law applicable to the arbitration, the substantive law with respect to such restriction shall control. If attorney's fees are awardable under the substantive law pertaining to the arbitration, then the prevailing party shall be entitled to recover its reasonable attorney's fees. The maximum amount of such fees shall not exceed the ratio of the recovery awarded the prevailing party to the total recovery sought by the prevailing party. (For example, if a party were awarded one-half of the recovery it sought, then the maximum amount of attorney's fees to which it would be entitled would be one-half of its actual fees.)
- f. The prevailing party in any of the following matters (without regard to Paragraph (e)) shall be entitled to recover its reasonable attorney's fees incurred in connection with such matters: (i) any motion which any party is required to make in the courts to compel arbitration of a dispute; or (ii) any appeal of an arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying, or correcting the award.

All aspects of the arbitration proceeding, and any ruling, decision, or award by the arbitrator, shall be strictly confidential. The parties shall have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.

### **Limitation of Action**

All arbitration claims must be filed within 12 months after the date in which the incident giving rise to the dispute occurred if the substantive law applicable to the arbitration prohibits the parties from agreeing to this limitation period, then the limitation period under the applicable substantive law shall control. The failure of a party to file an arbitration claim within the applicable limitation period shall constitute a waiver by that party of its right to bring such a claim, and the arbitrator shall have no jurisdiction to hear any claim not filed within such period.

### **Non-Civil Right Complaints**

The faculty and staff of the institution recognize that at times problems and complaints may arise. The institution is committed to keeping the lines of communication open with all students, graduates, and other parties who have an interest in the actions of the College. Therefore, the institution has established a complaint policy to help resolve these situations. The complaint procedure will be discussed in orientation for new students and is posted in an area accessible to all students. In addition, a copy of the policy may be obtained from the College President.

A student having an academic complaint should first discuss it with the instructor and then the College President if it cannot be resolved. If the College President cannot satisfactorily resolve the complaint, the student may request the matter be referred to the Institution's President. The President will hear the complaint and make a recommendation for a solution. The decision of the President shall be final.

If a student does not feel that the Institution has adequately addressed a complaint or concern, the student may consider contacting the Texas Workforce Commission (TWC). Any complaint considered by TWC must be in written form with permission from the complainant for TWC to forward a copy of the complaint to the institution for a response. TWC will keep the complainant informed on the status of

the complaint as well as the final resolution. Please direct all inquiries to:

Texas Workforce Commission  
Career Colleges and Colleges Division  
101 E. 15<sup>th</sup> Street  
Austin, TX 78778-0001  
(512) 936-3100 FAX (512) 936-3111



## **TRUE AND CORRECT STATEMENT**

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

Larry Van Loon  
President

## SUPPLEMENT I - PELOTON COLLEGE STAFF AND FACULTY

### DALLAS - MAIN CAMPUS

Name	Title	Credentials
Shakeitha Sims	Campus President	BS Accounting, Univ. of Phoenix; MBA Univ. of Phoenix; Graduate - Project Management, Univ. of Phoenix; CHEP
Kori Thomas	Financial Aid Officer	HS Diploma, Pasadena, CA, 7+ years Related experience
Victor Benavides	Admissions Representative	AAS Business Administration and Management, University of South Florida, Tampa, Florida, 20+ yrs. related experience.
Ricki Davis	Career/Student Services Coordinator	MBA, Louisiana State University; BA Business Administration, Dillard University, 5 yrs. Related experience
Cheronda Dunn	Student/Career Services Coordinator	HS Diploma, Irving HS, Irving, TX, 5+ yrs. related experience
Jennifer Samaga	DE Career Services Coordinator	Associate of Art Degree, Pierce College, Lakewood, WA, 2+ yrs. related experience

PART-TIME FACULTY-Name	Program	Credentials
Jeremy Williams	AAS in Cybersecurity	AS Computer Information Technology, Delgado Community College, Application Programming Certificate
Luigi Allen	AAS in Cybersecurity	M.S. Information Technology, Kaplan University; B.S. Information Science/Bus., N. Caribbean Univ., Certifications: PMP, MCSA, MCP
Destini Williams	AAS in Cybersecurity	M.S. Cybersecurity, University of Dallas; CompTIA Security+, Microsoft Certified Security, Compliance, and Identity Fundamentals, Microsoft Certified Azure Fundamentals, Microsoft Certified Power Platform, Microsoft Certified Power Platform, Microsoft Certified Dynamics 365 Fundamentals (CRM), Leading Ethical Change, International Business Management Institute Change Management Certified, SAFe 5 Product Owner/Product Manager, Prosci Certified Change Practitioner.
Ebony Lovingood	Medical Assistant/Medical Billing and Coding / Externship Coordinator	Medical Assistant Certificate, Concorde Career College, Kansas City, MO, AAS Medical Assistant, Brightwood College, Dallas, TX, NRCMA, BLS Instructor
Anita Giddens	Medical Billing and Coding (Distance)	BBA Healthcare Management, American Intercontinental University; Certified Professional Coder (CPC) and Certified Outpatient Coder (COC) American Academy of Professional Coders (AAPC)
Tazzie Johnson	Medical Billing and Coding (Hybrid)	Master of Art in Health Science Management, 20+ years of Related experience
Nicole Rawls	Lead Medical Assistant	AAS Medical Assisting, Peloton College, Dallas, TX; MA Diploma, ATI Career Inst., CHEP, 8 years of Medical Assistant experience, NRCMA, CPR
Charles Darden	Medical Assistant	Medical Assistant Diploma, CCMA, Sanford Brown, Dallas, Texas, 18+ years of Related Experience
Cherie McGuire	General Education (Adjunct-College Math)	MA in Mathematics Curriculum and Technology Design in Mathematics, Governor's State University. BS in Mathematics, St. Ambrose Davenport Iowa.
Donna Trone	General Education (Adjunct-Speech)	MA in Speech Communication, Southern Illinois Univ Edwardsville, BS in Psychology/minor in Speech Communication, Southern Illinois Univ. Edwardsville, Edwardsville, IL.
Jana Lacey Merrifield	General Education (Adjunct-Environmental Science)	MS Curriculum and Instruction, Science Ed, UT Arlington, Arlington, TX, BS in Exercise and Sport Studies, Tarleton State Univ., Stephenville, TX
Janaye Arroyo	General Education (Adjunct-American History)	MEd Curriculum & Instruction, Houston Baptist Univ.; BS History, Texas Southern, University, Houston, TX, CHEP
Laneka Smith	General Education (Adjunct – English)	MA in English, Mississippi State Univ., Starkville, MS; BA in English, Mississippi Valley State Univ., Itta Bena, MS
Laneka Smith	General Education (Adjunct-Psychology)	MA in English, Mississippi State Univ., Starkville, MS; BA in English, Mississippi Valley State Univ., Itta Bena, MS

## ARLINGTON - BRANCH CAMPUS

STAFF - Name	Title	Credentials
Suzann McDowell	Campus President	BS Bus. Administration - Purdue University Global
Kori Thomas	Senior Financial Aid Officer	HS Diploma, Pasadena, CA, 7+ years Related experience
Sharilyn Tucker	Admissions Representative	HS Diploma, Eisenhower HS, Rialto, CA
Ricki Davis	Career/Student Services Coordinator	MBA, Louisiana State University; BA Business Administration, Dillard University, 6+ yrs. Related experience
Cheronda Dunn	Student/Career Services Coordinator	HS Diploma, Irving HS, Irving, TX, 5+ yrs. related experience

Jennifer Samaga	DE Career Services Coordinator	Associate of Art Degree, Pierce College, Lakewood, WA, 2+ yrs. related experience
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FULL-TIME FACULTY-Name	Program	Credentials
Nicole Rawls	Lead Medical Assistant/Externship Coordinator	AAS Medical Assisting, Peloton College, Dallas, TX; MA Diploma, ATI Career Inst., CHEP, 8 years of Medical Assistant experience, NRCMA, CPR
Lavada Spangler	Medical Assistant	MA Diploma, Eton Technical Institute, Everett, WA, CMA, CPR
PART-TIME FACULTY-Name	Program	Credentials
Anita Giddens	Medical Billing and Coding (Hybrid)	BBA Healthcare Management, American Intercontinental University; Certified Professional Coder (CPC) and Certified Outpatient Coder (COC) American Academy of Professional Coders (AAPC)
Tazzie Johnson	Medical Billing and Coding (Hybrid)	Masters of Art in Health Science Management, 20+ years of Related experience
Jamekia Mitchell Lewis	Career Development Courses	MA Diploma, Virginia College, Jackson, MS
Gaeyla McCrory	Career Development Courses	BS in Criminal Justice, Purdue Univ. Global (f.k.a. Kaplan University), Indianapolis, IN.
Chad Jones	Electronic Systems Technician (Adjunct)*	HS Equivalency, TX Ed. Agency, TX, 20+ yrs. related experience

\*Program is currently not enrolling.

### TRUE AND CORRECT STATEMENT

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

Larry Van Loon

# SUPPLEMENT II--SCHEDULED BREAKS and START DATES

2025 - MASTER START SCHEDULE - DALLAS - MAIN CAMPUS										
		Program	Start Date*	Est. Grad Date*	SCHOOL BREAKS			Program	Start Date*	Est. Grad Date*
JANUARY	DAY	MA - Day	1/13/2025	10/23/2025	Winter Break 12/23/2024 thru 1/6/2025  MLK Day 1/20/2025  Spring Break 3/10/25 thru 3/14/2025	JULY	DAY	MA - Day	7/28/2025	5/14/2026
		MBC - Day	1/27/2025	11/3/2025						
	NIGHT	MA - Night	1/13/2025	10/23/2025			NIGHT	Cyber - Night	7/21/2025	11/12/2026
		MBC - Night	1/27/2025	11/3/2025				MA - Night	7/28/2025	5/14/2026
		Cyber - Night	1/27/2025	5/22/2026						
FEBRUARY	DAY	MA - Day	2/17/2025	11/27/2025	Memorial Day 5/26/2025  Independence Day 7/4/2025  Labor Day 9/1/2025  Thanksgiving Break 11/26/25 thru 11/28/2025  Christmas Break 12/22/25 thru 1/5/2026	AUGUST	DAY	MBC - Day	8/4/2025	5/26/2026
								MA - Day	8/25/2025	6/18/2026
	NIGHT	MA - Night	2/17/2025	11/27/2025			NIGHT	MBC - Night	8/4/2025	5/26/2026
								MA - Night	8/25/2025	6/18/2026
MARCH	DAY	MBC - Day	3/3/2025	12/11/2025		SEPTEMBER	DAY	MBC - Day	9/8/2025	6/30/2026
		MA - Day	3/31/2025	1/8/2026						
	NIGHT	MBC - Night	3/3/2025	12/11/2025			NIGHT	MBC - Night	9/8/2025	6/30/2026
		MA - Night	3/31/2025	1/8/2026				Cyber - Night	9/15/2025	1/22/2027
		Cyber - Night	3/31/2025	7/16/2026						
APRIL	DAY	MBC - Day	4/14/2025	2/2/2026		OCTOBER	DAY	MA - Day	10/6/2025	7/23/2026
								MBC - Day	10/13/2025	8/4/2026
	NIGHT	MBC - Night	4/14/2025	2/2/2026			NIGHT	MA - Night	10/6/2025	7/23/2026
								MBC - Night	10/13/2025	8/4/2026
MAY	DAY	MA - Day	5/12/2025	2/26/2026		NOVEMBER	DAY	MA - Day	11/10/2025	8/27/2026
		MBC - Day	5/19/2025	3/16/2026				MBC - Day	11/17/2025	9/16/2026
	NIGHT	MA - Night	5/12/2025	2/26/2026			NIGHT	MA - Night	11/10/2025	8/27/2026
		MBC - Night	5/19/2025	3/16/2026				Cyber - Night	11/10/2025	3/25/2027
		Cyber - Night	5/19/2025	9/11/2026				MBC - Night	11/17/2025	9/16/2026
JUNE	DAY	MA - Day	6/16/2025	4/9/2026	rev10/21/24	DECEMBER	DAY			
		MBC - Day	6/30/2025	4/20/2026						
	NIGHT	MA - Night	6/16/2025	4/9/2026			NIGHT			
		MBC - Night	6/30/2025	4/20/2026						

\*Start and Graduation Dates are subject to change

2025 - MASTER START SCHEDULE - ARLINGTON - BRANCH CAMPUS										
		Program	Start Date*	Est. Grad Date*	SCHOOL BREAKS			Program	Start Date*	Est. Grad Date*
JANUARY	DAY	MA - Day	1/13/2025	10/23/2025	Winter Break 12/23/2024 thru 1/6/2025	JULY	DAY	MA - Day	7/28/2025	5/14/2026
		MA - Day Off	1/27/2025	10/30/2025						
		MBC - Day	1/27/2025	11/3/2025						
	NIGHT	MA - Day	1/13/2025	10/23/2025	MLK Day 1/20/2025	NIGHT	MA - Night	7/28/2025	5/14/2026	
		MBC - Night	1/27/2025	11/3/2025						
FEBRUARY	DAY	MA - Day	2/17/2025	11/27/2025	Memorial Day 5/26/2025	AUGUST	DAY	MA - Day Off	8/4/2025	5/21/2026
								MBC - Day	8/4/2025	5/26/2026
								MA - Day	8/25/2025	6/18/2026
	NIGHT	MA - Night	2/17/2025	11/27/2026	Independence Day 7/4/2025	NIGHT	MBC - Night	8/4/2025	5/26/2026	
							MA - Night	8/25/2025	6/18/2026	
MARCH	DAY	MA - Day Off	3/3/2025	12/11/2025	Labor Day 9/1/2025	SEPTEMBER	DAY	MA - Day Off	9/8/2025	6/25/2026
		MBC - Day	3/3/2025	12/11/2025				MBC - Day	9/8/2025	6/30/2026
		MA - Day	3/31/2025	1/8/2026						
	NIGHT	MBC - Night	3/3/2025	12/11/2025	Thanksgiving Break 11/26/25 thru 11/28/2025	NIGHT	MBC - Night	9/8/2025	6/30/2026	
		MA - Night	3/31/2025	1/8/2026						
APRIL	DAY	MA - Day Off	4/14/2025	1/29/2026	Christmas Break 12/22/25 thru 1/5/2026	OCTOBER	DAY	MA - Day	10/6/2025	7/23/2026
		MBC - Day	4/14/2025	2/2/2026				MA - Day Off	10/13/2025	7/30/2026
								MBC - Day	10/13/2025	8/4/2026
	NIGHT	MBC - Night	4/14/2025	2/2/2026		NIGHT	MA - Night	10/6/2025	7/23/2026	
							MBC - Night	10/13/2025	8/4/2026	
MAY	DAY	MA - Day	5/12/2025	2/26/2026		NOVEMBER	DAY	MA - Day	11/10/2025	8/27/2026
		MA - Day Off	5/19/2025	3/5/2026				MA - Day Off	11/17/2025	9/17/2026
		MBC - Day	5/19/2025	3/16/2026				MBC - Day	11/17/2025	9/16/2026
	NIGHT	MA - Night	5/12/2025	2/26/2026		NIGHT	MA - Night	11/10/2025	8/27/2026	
		MBC - Night	5/19/2025	3/16/2026			MBC - Night	11/17/2025	9/16/2026	
JUNE	DAY	MA - Day	6/16/2025	4/9/2026	rev10/7/23	DECEMBER	DAY			
		MA - Day Off	6/30/2025	4/16/2026						
		MBC - Day	6/30/2025	4/20/2026						
	NIGHT	MA - Night	6/16/2025	4/9/2026			NIGHT			
		MBC - Night	6/30/2025	4/20/2026						

\*Start and Graduation Dates are subject to change

## TRUE AND CORRECT STATEMENT

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

Larry Van Loon  
President

## **SUPPLEMENT III – CAMPUS SECURITY, DRUG, ALCOHOL AND SEXUAL ASSAULT POLICIES/ANNUAL CLERY CRIME REPORT**

### **The PELOTON COLLEGE**

## **CAMPUS SECURITY, DRUG, ALCOHOL AND SEXUAL ASSAULT POLICIES/ANNUAL CLERY CRIME REPORT**

**The Texas (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the institution also includes its last reported crime statistics for the latest required 3-year reporting period as required the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). Building Security is also available and located in the lobby of the Dallas campus building and can be contacted at 214-363-8350. The College President may reach at 214-777-6433 for the Dallas or Arlington campuses. The College operational hours are Monday – Thursday 9:00 a.m. – 7:00 p.m. and Friday 9:00 a.m. – 5:00 p.m.; outside of these hours a Security Access Card issued by the Building Management Office is required to enter the facility.
2. All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing a staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An “Incident Report” should be completed by a staff member for any instance of crime or emergency within the physical walls of the Campbell Center, outside parking areas and parking garages.
3. Current policies concerning campus law enforcement are as follows:
  - a) Institution’s officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). Individual discretion must be used, as undue risk should not be taken as when to call Campbell Center Security.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
4. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the College premises.
  - d) If you are waiting for a ride, wait within sight of other people
5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot/garages) will be **available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours**, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in

force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. In order to promote the safety of employees and company visitors, as well as the security of its facilities, Peloton College may conduct video surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms, dressing rooms, and the like, and that video cameras will be positioned in appropriate places within and around the campus and used in order to help promote the safety and security of people, property and monitor general campus activity.
7. More information regarding campus safety and security is outlined in the school's Annual Campus Safety and Security Report (ACSSR). The ACSSR is available for review on the school website at <https://pelotoncollege.edu/student-information/>, or a printed copy may be obtained upon request to the school director.

## **Peloton College's Drug and Alcohol Abuse Prevention Program for Drug-Free Schools and Campuses/Workplace**

In compliance with federal government Drug and Alcohol Abuse Prevention regulations for a Drug-Free Schools and Campuses/Workplace for students and employees, Peloton College (herein referred to as the "College" or "school") has made a commitment to eliminate illegal drug use from the College and maintain a drug-free environment for all persons when on school property or participating in school activities. This policy is incorporated in the school catalog and is supplemental to the staff and faculty handbook for written distribution to each employee and student on at least an annual basis. The policy is also available on the school website at [www.pelotoncollege.edu/student-information](http://www.pelotoncollege.edu/student-information).

### **A. Standards of Conduct and Disciplinary Sanctions**

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances by students and employees on the Peloton College property or at any site associated with the school or school related activities.

A violation of this policy is considered a major offense and will result in Peloton College imposing disciplinary sanctions on students and/or employees (consistent with local, State, and Federal law) which may include:

1. requirement for satisfactory participation in a drug or alcohol rehabilitation program;
2. immediate disciplinary action up to and including expulsion from Peloton College for students, or termination from employment for employees;
3. referral for criminal prosecution to appropriate agencies

Employees: Peloton College reserves the right to conduct testing on employees for illegal drugs, alcohol, or other controlled substances. Testing may be required as part of employment screening, reasonable suspicion of an employee using illegal substances, or after the occurrence of a work-related accident. Individuals who test positive or refuse to submit to testing will be subject to disciplinary action up to and including termination. Where a positive test or refusal of testing occurs as part of employment screening, the candidate will not be eligible for employment with the College.

Students: Peloton College reserves the right to conduct searches of student personal belongings, lockers, tool bags, book bags and the like on school property if conditions warrant such action. Violation of this policy with respect to illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances will result in Peloton College imposing disciplinary action of immediate suspension for the day for a first offense, suspension for 2 days plus probation status for the remainder of the time in school for a second offense, and expulsion from school for a third offense. Peloton College reserves the right to move to immediate expulsion from school in extreme violations of this policy.

Students convicted for any offense, during a period enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

### **B. Applicable Legal Sanctions under Local, State, or Federal Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

The unlawful possession or distribution of illicit drugs in the local geographic areas associated with each Peloton College campus could result in legal sanctions that align with those imposed by the State of Texas and/or Federal laws. These legal sanctions are described below:

## Offenses and Sanctions for Alcohol and Drug Related Crimes – State of Texas

The Texas Health and Safety Code sets the possession law, dividing controlled substances into penalty groups, plus a marijuana category. It is illegal to manufacture, deliver, or possess with intent to deliver a controlled substance. While some substances are legal, it is illegal to possess them without a prescription, and the Health and Safety Code establishes the punishments for illegal possession.

### Offense: Manufactures, delivers, or possesses with intent to deliver a controlled substance.

A person commits an offense if a person knowingly manufactures, delivers, or possesses with intent to deliver a controlled substance in the following penalty groups:

- a.) Penalty Group 1 – Examples include opiates, cocaine, heroin, methamphetamines, GHB, ketamine, oxycodone, hydrocodone, and similar exceedingly dangerous drugs.
- b.) Penalty Group 1A – Examples include LSD
- c.) Penalty Group 1B – Examples include fentanyl, alpha-methy fentanyl, other derivative of fentanyl.
- d.) Penalty Group 2 – Examples include Ecstasy, PCP, Hashish, Marijuana Oil, Mescaline, and similar drugs.
- e.) Penalty Group 2A – Examples include synthetic cannabinoids (also known as K2, Spice, Synthetic Marijuana).
- f.) Penalty Group 3 – Examples include Valium, Xanax, and Ritalin.
- g.) Penalty Group 4 – Examples include compounds containing Dionine, Motofen, Buprenorphine, or Pyrovalerone.

### Penalty Group 1

Aggregate Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
4 grams or more, but less than 200 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000

Note: Per Sec. 481.1122, Title 6.C.481.A of Health and Safety Code, “If it is shown during the punishment phase of a trial for the manufacture of a controlled substance listed in Penalty Group 1 that when the offense was committed a child younger than 18 years of age was present on the premises where the offense was committed:

- (1) The punishments specified by Sections 481.112(b) (State jail felony) and (c) (Second-degree felony) are increased by one degree;
- (2) The minimum term of imprisonment specified by section 481.112(e) (First-degree felony, 200 – 400 grams), is increased to 15 years and the maximum fine specified by that section is increased to \$150,000; and
- (3) The minimum term of imprisonment specified by Section 481.112(f) (400 grams or more) is increased to 20 years and the maximum fine specified by that section is increased to \$300,000.

### Penalty Group 1A

Number of Abuse Units	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000



80 units or more, but less than 4,000 units	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
4,000 units or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000

#### Penalty Group 1B

Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
More than 4 grams, less than 200 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$20,000
200 grams or more but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$200,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 20 years and a fine not to exceed \$500,000

#### Penalty Group 2 and 2A

Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
More than 4 grams, less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

#### Penalty Groups 3 and 4

Weight	Classification	Penalty
Less than 28 grams	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
28 grams or more, but less than 200 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000

400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000
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**Offense: Possession of a controlled substance.**

A person commits an offense if a person knowingly or intentionally possesses a controlled substance (unless the person obtained the substance directly from or under a valid prescription or order of a practitioner acting in the course of professional practice) in the following penalty groups:

- a.) Penalty Group 1 – Examples include opiates, cocaine, heroin, methamphetamines, GHB, ketamine, oxycodone, hydrocodone, and similar exceedingly dangerous drugs.
- b.) Penalty Group 1A – Examples include LSD
- c.) Penalty Group 2 – Examples include Ecstasy, PCP, Hashish, Marijuana Oil, Mescaline, and similar drugs.
- d.) Penalty Group 2A – Examples include synthetic cannabinoids (also known as K2, Spice, Synthetic Marijuana).
- e.) Penalty Group 3 – Examples include Valium, Xanax, and Ritalin.
- f.) Penalty Group 4 – Examples include compounds containing Dionine, Motofen, Buprenorphine, or Pyrovalerone.

**Penalty Group 1 or 1B**

Aggregate Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

**Penalty Group 1A**

Number of Abuse Units	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
4000 units or more, but less than 8,000 units	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000
8,000 units or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000

**Penalty Group 2**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more but less than 4 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
4 grams or more but less than 400 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Penalty Group 2A**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Two ounces or less	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
4 ounces or less but more than 2 ounces	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
5 pounds or less but more than 4 ounces	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
50 pounds or less but more than 5 pounds	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
2000 pounds or less but more than 50 pounds	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
More than 2000 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Penalty Groups 3**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than 28 grams	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
28 grams or more, but less than 200 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Penalty Group 4**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
Less than 28 grams	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
28 grams or more, but less than 200 grams	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
400 grams or more	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

**Marihuana – Delivery**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
.25 ounce or less without remuneration	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
.25 ounce or less with remuneration	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
5 pounds or less but more than .25 ounces	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
50 pounds or less but more than 5 pounds	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
2,000 pounds or less but more than 50 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000
More than 2,000 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

**Marihuana – Possession**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
2 ounce or less	Class B misdemeanor	Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
4 ounces or less but more than 2 ounces	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000
5 pounds or less but more than 4 ounces	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
50 pounds or less but more than 5 pounds	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
2,000 pounds or less but more than 50 pounds	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000

More than 2,000 pounds	First-degree felony	Imprisonment for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000
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**Offense: Possession of a controlled substance or Marijuana to a Child.**

A person commits an offense if a person knowingly delivers a controlled substance or knowingly delivers marihuana and the person delivers the controlled substance or marijuana to a person: (1) who is a child; (2) who is enrolled in a public or private primary or secondary school; or (3) who the actor knows or believes intends to deliver the controlled substance or marijuana to a person described subdivision (1) or (2). An offense under this section is a Second-degree felony (punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000). An offense under this section that is also deemed as on offense in another section may subject the offender to prosecution under either section or both.

The Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don’t have to be convicted for the state to try to take your property. Drug possession penalties are complicated and depend on the classification of the substance and the quantity.

**Offense: Possession or transport of certain chemicals with intent to manufacture controlled substance.**

A person commits an offense if, with intent to unlawfully manufacture a controlled substance, the person possesses or transports: (1) anhydrous ammonia; (2) an immediate precursor; or (3) a chemical precursor or an additional chemical substance named as a precursor by the director under Section 481.077(b)(1). An offense under this section is:

<b>Offense involving:</b>	<b>Classification</b>	<b>Penalty</b>
Penalty Group 1, 1-A, or 1-B	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000
Penalty Group 2	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
Penalty Group 3 or 4	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
Schedule by action of the commissioner but not in a penalty group	Class A misdemeanor	Confinement of not more than 1 year in jail and/or a fine of not more than \$4000

**Possession of Drug Paraphernalia**

Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.002 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs. Simple possession of drug paraphernalia is a Class C Misdemeanor, which carries a penalty of fines up to \$500. Distribution or possession with intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail if the person was previously convicted under this section. Second offense penalties will result in mandatory jail time. If the person intended to receive the drug paraphernalia is under 18 years old and at least 3 years younger than the actor, the offense is a state jail felony.

### Alcohol Related Offenses and Sanctions in Texas

Offense	Classification	Penalty
<b>Public Intoxication</b> – if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.	Class C misdemeanor	Fine not to exceed \$500 unless the person is under 21 in which case Alcohol Beverage Code 106.071 applies which incorporates a fine of not less than \$250 or more than \$2000, confinement in jail not to exceed 180 days or both fine and confinement for a minor who is not a child and who has been previously convicted at least twice of an offense under this section. In addition, community service between 12 – 40 hours, and suspension or denial of a driver's license or permit for 30 – 180 days, and education about or prevention of misuse of alcohol.
<b>Possession of alcohol beverage in motor vehicle</b> - if the person knowingly possesses an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked.	Class C misdemeanor	Fine not to exceed \$500 unless the person is under 21 in which case Alcohol Beverage Code 106.071 applies which incorporates a fine of not less than \$250 or more than \$2000, confinement in jail not to exceed 180 days or both fine and confinement for a minor who is not a child and who has been previously convicted at least twice of an offense under this section. In addition, community service between 12 – 40 hours, and suspension or denial of a driver's license or permit for 30 – 180 days, and education about or prevention of misuse of alcohol.
<b>Driving while intoxicated</b> - if the person is intoxicated while operating a motor vehicle in a public place.	Class B misdemeanor	Minimum term of confinement of 72 hours. If found with open container of alcohol in motor vehicle at time of offense, a minimum of term of confinement of 6 days will be imposed. If it is shown on the trial of an offense under this section that an analysis of a specimen of the person's blood, breath, or urine showed an alcohol concentration level of 0.15 or more at the time the analysis was performed, the offense is a Class A misdemeanor. Confinement of not more than 180 days in jail and/or a fine of not more than \$2000
<b>Driving while intoxicated with child passenger</b> – if the person is intoxicated while operating a motor vehicle in a public place; and the vehicle being operated by the person is occupied by a passenger who is younger than 15 years of age.	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
<b>Flying while intoxicated</b> – if the person is intoxicated while operating an aircraft	Class B misdemeanor	Minimum term of confinement of 72 hours.

<b>Boating while intoxicated</b> – if the person is intoxicated while operating a watercraft	Class B misdemeanor	Minimum term of confinement of 72 hours.
<b>Assembling or operating an amusement ride while intoxicated</b> – if the person is intoxicated while assembling or operating an amusement ride	Class B misdemeanor	Minimum term of confinement of 72 hours. If it is shown on the trial of an offense under this section that at the time of the offense the person operating the amusement ride or assembling the mobile amusement ride had an open container of alcohol in the person's immediate possession, the offense is a Class B misdemeanor with a minimum term of confinement of six days.
<b>Intoxication Assault</b> – if the person is intoxicated while operating an aircraft, watercraft, or operating a motor vehicle in a public place while intoxicated, or assembling or operating an amusement ride and causes serious bodily injury to another by reason of the intoxication.	Third-degree felony	Imprisonment for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000
<b>Intoxication Manslaughter</b> – if the person is intoxicated while operating an aircraft, watercraft, or operating a motor vehicle in a public place while intoxicated, or assembling or operating an amusement ride and causes the death by accident or mistake of another by reason of the intoxication.	Second-degree felony	Imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000

Enhanced offenses and penalties may result if it is shown the person has been previously convicted of an alcohol related offense in which case the offense may result in an enhanced classification up to a felony in the first degree.

### Offenses and Sanctions for Alcohol and Drug Related Crimes – Federal

Under this section, the term ‘controlled substance’ refers to illegal drugs, counterfeit drugs, and similar substances. Drugs and other substances that are considered controlled substances under the Controlled Substances Act (CSA) are divided into five schedules. An updated and complete list of the schedules is published annually in Title 21 Code of Federal Regulations (C.F.R.) §§1308.11 through 1308.15. Substances are placed in their respective schedules based on whether they have a currently accepted medical use in treatment in the United States, their relative abuse potential, and likelihood of causing dependence when abused. Some examples of the drugs in each schedule are listed below.

**Schedule I Controlled Substances** – Substances in this schedule have no currently accepted medical use in the United States, a lack of accepted safety for use under medical supervision, and a high potential for abuse. Some examples of substances listed in Schedule I are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3,4-methylenedioxymethamphetamine ("Ecstasy").

**Schedule II/IIN Controlled Substances (2/2N)** – Substances in this schedule have a high potential for abuse which may lead to severe psychological or physical dependence. Examples of Schedule II narcotics include: hydromorphone (Dilaudid®), methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®, Percocet®), and fentanyl (Sublimaze®, Duragesic®). Other Schedule II narcotics include: morphine, opium, codeine, and hydrocodone. Examples of Schedule IIN stimulants include: amphetamine (Dexedrine®, Adderall®), methamphetamine (Desoxyn®), and methylphenidate (Ritalin®). Other Schedule II substances include: amobarbital, glutethimide, and pentobarbital.

**Schedule III/IIIN Controlled Substances (3/3N)** – Substances in this schedule have a potential for abuse less than substances in Schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence. Examples of Schedule III narcotics include: products containing not more than 90 milligrams of codeine per dosage unit (Tylenol with Codeine®), and buprenorphine (Suboxone®). Examples of Schedule IIIN non-narcotics include: benzphetamine (Didrex®), phendimetrazine, ketamine, and anabolic steroids such as Depo®-Testosterone.

Schedule IV Controlled Substances – Substances in this schedule have a low potential for abuse relative to substances in Schedule III. Examples of Schedule IV substances include: alprazolam (Xanax®), carisoprodol (Soma®), clonazepam (Klonopin®), clorazepate (Tranxene®), diazepam (Valium®), lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

Schedule V Controlled Substances – Substances in this schedule have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics. Examples of Schedule V substances include: cough preparations containing not more than 200 milligrams of codeine per 100 milliliters or per 100 grams (Robitussin AC®, Phenergan with Codeine®), and ezogabine.

Federal sanctions and penalties imposed vary and are based on the category, severity (typically determined by quantity of controlled substance involved), and number of repeat offenses. Minimum and maximum sanctions are outlined as follows:

### Federal Sanctions

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.*	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year, and a fine of at least \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

\*For specific federal trafficking penalties by drug/schedule, visit the U.S. Drug Enforcement Agency's website at <https://www.dea.gov/drug-policy-information>.

The federal regulation of the sale of alcoholic beverages has been turned over to state and local authorities. The federal government formally defines an alcoholic beverage as any beverage containing over 0.05 percent alcohol, and most states honor this limit; however, there may be some variability within certain states and localities.

\*For specific DEA drug trafficking penalties: <https://www.dea.gov/drug-policy-information>

### C. Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 67,300 Americans died from drug overdose in 2018 (source: National Institute on Drug Abuse, <https://www.drugabuse.gov/related-topics/trends-statistics/overdose-death-rates>). With many drugs, it is possible that users become more tolerant and dependent over time leading to possible psychological and physical dangers to the user or others in the presence of the user. The general categories of drugs and their effects:

Alcohol: produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.): speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids: seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.



Barbiturates/Depressants: (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack: stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens: (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis: (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation, and may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics: (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Designer Drugs: can be hundreds of times stronger than the drugs that they are designed to imitate. Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs.

Tobacco/nicotine: causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

#### **D. Referral and Hotline Information for Drug or Alcohol Counseling, Treatment, or Rehabilitation or Re-entry Programs**

Peloton College does not offer professional counseling services, treatment, or rehabilitation programs. However, the following is a list of national and local resources that may be available for assistance. It is important for students and employees to know that confidentiality is important when referring someone to these resources:

<b>National Resources</b>	<b>Contact</b>
National Institute on Drug Abuse	1-800-662-HELP (4357)
National Drug Helpline	1-844-289-0879
Crisis Text Line	Text HOME to 741741
Specific Drug Helplines:	
Cocaine	1-800-COCAINE (262-2463)
Heroin	1-800-9-HEROIN (943-7646)
Marijuana	1-888-MARIJUA
National Council on Alcoholism and Drug Dependence Hope Line	<a href="https://ncadd.us/">https://ncadd.us/</a> or 1-800-NCA-CALL(622-2255)
Alcohol Hotline Number	1-800-356-9996
Drug and Alcohol Abuse Helpline	1-888-506-0699
Alcohol Abuse and Crisis Intervention	1-800-234-0246
Alcoholics Anonymous local resources near you	<a href="https://aa.org/pages/en_US">https://aa.org/pages/en_US</a>
Substance Abuse and Mental Health Services Administration – confidential facilities locator	<a href="https://findtreatment.gov/">https://findtreatment.gov/</a> or 1-800-662-HELP (4357)
<b>Local Resources</b>	<b>Contact</b>
Burning Tree Programs	(866) 287-2877
Homeward Bound Inc.	(214) 941-3500
The Magdalen House	(214) 324-9261
Nexus Recovery	(214) 321-0156
Phoenix House Dallas	(844) 748-3927
Real Deal Sober Living	(469) 599-2162
Turtle Creek Recovery Center	(214) 871-2483 or (214) 935-2287

## **Sexual Misconduct Prevention and Response Policy**

A new provision of the Student Right to Know Act states that Colleges must notify students on where they can obtain information regarding sex offenders who must register with the state. Students may obtain this information by contacting their local Police Departments or the Texas Sex Offenders Database at <https://publicsite.dps.texas.gov/SexOffenderRegistry>.

Peloton College will not tolerate any form of sexual harassment, assault or violence, whether committed by a stranger or an acquaintance. This policy is intended to promote a community free of sexual misconduct, and to offer a process for reporting and addressing violations of the policy.

Sexual harassment is unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter and refer it to the College President. Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from College.

If you believe you have been sexually assaulted, your priority should be to get to a place of safety. Peloton College strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to the local police and College President. Upon request, College President will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. During Peloton College' investigation of sexual assault allegations, both accused and accuser have the right to have others present during proceedings and to be informed of the outcome of disciplinary proceedings. If a final determination is made that any student of Peloton College is found to be committing acts of sexual misconduct in violation of the law on Peloton College property or at Peloton College events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from College. Peloton College imposed sanctions are additional to any legal actions taken by local, state, or federal authorities. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

The Office of the College President in conjunction with outside organization and agency assistance are available to assist with carrying out the provisions of the state and federal requirements.

### **US Department of Justice**

<http://www.nsopw.gov/en>

### **Megan's Law**

<https://www.meganslaw.com>

Like racial, religious, or ethnic intimidation, sexual harassment in an educational environment creates a psychologically harmful atmosphere. Failure to comply with these policies will result in dismissal, termination, and/or prosecution. The President handles conduct that violates these standards. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault. See Texas Penal Code § 22.011 for details on sexual assault.

Students, faculty, and staff are strongly encouraged to report sexual assaults to the Dallas Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. If the assault occurs off campus, the College will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred.

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. The hospital staff conducts a medical examination specifically tailored for sexual assault victims. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides after to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

The College will work with local law enforcement to investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Texas state law and the Dallas County District Attorney's Office.

In accordance with the Texas Code of Criminal Procedure Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges; however, preferring charges is encouraged.

**If you have been sexually assaulted:**

1. Call 9-1-1 on campus from a cell phone or off-campus phone line,
2. DO NOT shower, bathe, or douche.
3. Have a trusted friend take you to a medical center that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic.
4. Obtain counseling services recommendations from the hospital or law enforcement.
5. Remember it is not your fault.

**How to file a sexual assault complaint:**

If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the College President. Disciplinary actions assessed in a case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions can include the following:

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript, or degree
- Bar against readmission or drop from current enrollment
- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

**Campus Sexual Assault Victims' Bill of Rights**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement
- Survivors shall be notified of counseling services.

The State of Texas Sex Offender Website is available at: [https://records.txdps.state.tx.us/DPS\\_WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx)

**Peloton College Security Policies and Crime Statistics**

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 (formally the Crime Awareness and Campus Security Act of 1990) the following information is provided in addition to the Annual Campus Safety and Security Report issued to all students, faculty, and staff:

**Campus crimes are defined as occurrences of:**

- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses, Forcible
- Sex Offenses, Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes (*if any of the above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability*)
- Arrests or Disciplinary Referrals for Illegal Weapons Possession and Substance Law Violations
  - Illegal weapons possession

- Drug law violations
- Liquor law violations

### **Geographic Areas Associated with the Clery Act**

**On-Campus** – any property owned or controlled (leased) by an institution within the same reasonably adjoining geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. *Any on-campus buildings would be the Peloton College itself.*

**Non-Campus** – *Peloton College does not have any non-campus buildings, so this would not apply.*

**Public Property** – all public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

### **Procedure for Reporting a Crime**

Immediately notify a faculty, staff member, or College President of Peloton College and call 911 (Police Department) to file a report.

### **Programs Designed to Inform Students and Employees about Campus Security Procedures**

Campus security procedures and crime prevention awareness information is distributed to new students and staff during enrollment, new hire process, or during orientation as applicable and is available on an on-going basis from the College and/or on the College website at <https://pelotoncollege.edu/student-information>.

### **Monitoring of Crime Activity Engaged in by Students at Off-Campus Events**

All off-campus College sponsored events and functions are required to have a College advisor present.

## **Campus Security Policies**

**Campus Security Authorities and Jurisdiction** – Campus Security Authorities include the College President, Director, Staff and Faculty. Each of these individuals have the authority to question all persons on College property to determine their legitimate presence and to escort unauthorized persons to the proper office or off College property, control the actions of persons violating College rules or local, state or federal laws, and cooperate with local, state or federal law officers should that become necessary. Criminal incidents are referred to local police who have jurisdiction on the Peloton College campus; Campus Security Authorities do not possess arrest power. Peloton College maintains a highly professional working relationship with local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security Authorities and the appropriate police agency. All reports will be investigated.

**Campus Access** - During business hours, Peloton College will be open to students, staff and faculty. Admittance is permitted only at the designated front entrance. Peloton College has no facilities for on-campus residences.

**Reporting Crime and Other Emergencies** – Peloton College encourages students, staff and faculty to voluntarily report crimes and other emergencies to Campus Security Authorities and local police in a timely manner. Peloton College is limited in its ability to hold reports of crime in confidence as all reports are available for public examination. In case of emergency at Peloton College, dial 911. The non-emergency number for the Dallas Police Department is 214-670-4415, or the Arlington Police Department is 817-274-4444.

**Emergency Response and Evacuation** – Students will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to their health or safety. Campus Security Authorities and/or local authorities will, without delay, confirm when a significant emergency exists, determine who to notify, determine the content and means of the notification and initiate the notification system.

In the event the emergency requires persons within the College to evacuate, everyone should proceed calmly to the nearest exit and rendezvous at the College’s designated evacuation area. Evacuation plans are posted in each classroom and the College break room. In the event the emergency requires persons within the College to seek shelter, everyone should proceed calmly to the College’s designated shelter area. Everyone must remain in the shelter area until released to leave by Campus Security Authorities. Peloton College periodically conducts evacuation and shelter drills to test emergency response and evacuation readiness.

**Timely Warning** – If a situation arises, either on or off campus, that, in the judgment of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus-wide warning will be issued to all students, faculty and staff through e-mail announcements, the posting of flyers, in-class announcements, or other appropriate means.

**Security Awareness Programs** – Students are provided an electronic College catalog containing campus security procedures and practices. Active students and staff receive update campus crime data and information on campus security procedures and practices annually as part of the College’s annual security report and campus crime disclosure.

**Crime Prevention Programs** – For information on crime prevention programs and tips, contact the local Dallas Police Department’s Crime Prevention Unit. Peloton College does not offer on-campus crime prevention programs.

**Monitoring of Off-Campus Student Organizations** – Peloton College does not officially recognize any off-campus student organizations.

**Preparing Annual Security Report** – Peloton College Security Survey Administrator reports campus crime statistics for the campus to the Department of Education for the three most recent completed years. This report is prepared in cooperation with the local police departments and Campus Security Authorities and is updated annually by October 1<sup>st</sup>.

**Sexual Offender Registration** – The State of Texas provides that sex offenders be registered in the county that they presently reside. Pursuant to Texas Code of Criminal Procedure Article 62.005, the Texas Department of Public Safety (DPS) establishes the website <https://publicsite.dps.texas.gov/SexOffenderRegistry> as the official internet public access to the DPS sex offender registration computerized central database. Pursuant to Texas Code of Criminal Procedure Article 62.301 and judicial orders, not all offenders are available on the public access sex offender database. Anyone who uses any information on this website to injure, harass, or for any other unlawful purpose may be subject to criminal prosecution or civil liability.

### **Crime Statistics**

A copy of the Annual Campus Safety and Security Report for each applicable campus (main and branch) is made available to active students, faculty and staff. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, off-campus, or on public property. The report also includes institutional policies concerning campus security, including those related to sexual assault and other matters. Reported crime data in accordance with the Jeanne Clery Act for the last 3-year reporting period is provided for each Peloton College campus on the following pages.

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## Campus Crime Statistics

### Crimes Reported on Campus – Peloton College, Dallas Campus

Criminal Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurrence On Campus.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	0
Burglary	0	0	1
Motor vehicle theft	0	0	0
Arson	0	0	0
Arrests – On Campus			
Reflects the number of Arrests for each of the following crimes that occurred On Campus			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions – On Campus			
Reflects the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – On Campus			
Reflects the number of Hate Crimes that were reported to have occurred On Campus. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race	Religion		
Sexual Orientation	Gender		
Gender Identity	Disability		
Ethnicity	National Origin		

VAWA Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurrence On Campus for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## Campus Crime Statistics

### Crimes Reported on Public Property – Peloton College, Dallas Campus

Criminal Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on Public Property.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	1	0
Aggravated assault	0	0	1
Burglary	0	0	0
Motor vehicle theft	0	1	0
Arson	0	0	0
Arrests – Public Property			
Reflects the number of Arrests for each of the following crimes that occurred on Public Property			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	0
Disciplinary Actions – Public Property			
Reflects the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – Public Property			
Reflects the number of Hate Crimes that were reported to have occurred on Public Property. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race		Religion	
Sexual Orientation		Gender	
Gender Identity		Disability	
Ethnicity		National Origin	

VAWA Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on public property for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0



## Campus Crime Statistics

### Crimes Reported on Campus – Peloton College, Arlington Campus

Criminal Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurred On Campus.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Arrests – On Campus			
Reflects the number of Arrests for each of the following crimes that occurred On Campus			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions – On Campus			
Reflects the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – On Campus			
Reflects the number of Hate Crimes that were reported to have occurred On Campus. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race		Religion	
Sexual Orientation		Gender	
Gender Identity		Disability	
Ethnicity		National Origin	

VAWA Offenses – On Campus			
Reflects the number of criminal offenses reported to have occurred On Campus for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0



## Campus Crime Statistics

### Crimes Reported on Public Property – Peloton College, Arlington Campus

Criminal Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on Public Property.			
Criminal Offense	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	1	0
Arson	0	0	0
Arrests – Public Property			
Reflects the number of Arrests for each of the following crimes that occurred on Public Property			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions – Public Property			
Reflects the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.			
Crime	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Of the crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Non-campus property or buildings, and on Public Property, the number that were unfounded (found to be false or baseless).			
	2021	2022	2023
Total unfounded crimes	0	0	0

Hate Crimes – Public Property			
Reflects the number of Hate Crimes that were reported to have occurred on Public Property. Where a hate crime is reported, it will be identified by bias category.			
Crime	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Bias Categories			
Race	Religion		
Sexual Orientation	Gender		
Gender Identity	Disability		
Ethnicity	National Origin		

VAWA Offenses – Public Property			
Reflects the number of criminal offenses reported to have occurrence on public property for the following Violence Against Women Act (VAWA) crime categories.			
Crime	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## **TRUE AND CORRECT STATEMENT**

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

. Larry Van Loon  
President

Notes