



Main Campus - 8150 N Central Expressway M 2240, Dallas, TX 75206  
214-777-6433 Fax: 214-764-9773

Branch Campus - 1200 E. Copeland Road, Suite 200, Arlington, TX 76011  
214-777-6433 Fax: 214-764-9773

*Great Education. Better Life!*

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Notes:

## **MESSAGE FROM THE BOARD**

We offer superior job training where the jobs are. We train for careers in Information Technology, Paralegal Studies, Medical Assistant, Medical Assisting and Electronic Health Records. These are programs that lead to entry-level jobs. We offer both a Diploma Program in Paralegal Studies, Information Technology Support Professional, Electronic Health Records Technician and Medical Assistant. We offer Associate of Applied Science Degree in Paralegal Studies, Information Technology Support Professional, Electronic Health Records Technician and Medical Assisting.

Our programs consist of intense learning courses 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 student.
- 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 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 Medical Records, Medical Assisting, Paralegal Studies, and Information Technology Support Professional; and in 2014 the College was approved to offer Associate of Applied Science degrees.

In 2016, Peloton College added a branch campus in Arlington, Texas. The additional campus adds a convenient location for those students in the Irving, Grand Prairie, Hurst, Fort Worth, and Arlington sections of the Dallas/Fort Worth Metroplex.

## **Campuses and Facilities**

### **Peloton College - Dallas Main Campus**

Peloton College – Dallas is in the Campbell Center at 8150 N Central Expressway, Suite M2240, Dallas, Texas, close to downtown Dallas. The surrounding area encompasses city courts, medical facilities, and IT facilities as well. Peloton College is located on a 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 Campbell Center, 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 Campbell Center 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 1200 E. Copeland Road, Suite 200, 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 Jobe, Vice President and Treasurer; and Tom Stewart, Vice President, Dr. Arthur Johnson, 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 Accrediting Council for Independent Colleges and Schools to award diplomas and Associate of Applied Science degrees. 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 and/or a Home School Completion Certificate/Diploma. If a student does not have a High School diploma or GED, the student must take and pass the ATB test to enroll in the Diploma Programs only.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) or an ATB approved student 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, to be eligible for Title IV, HEA student assistance through one of the ability-to-benefit (ATB) alternatives, but only if the student is 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, an eligible career pathway program 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. Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.
2. Submit proof of age, and High School diploma or GED or as of July 1, 2015, submit ATB approval.
3. Complete the Enrollment Agreement 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. All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration.

3. The student has no previous Title IV student loan default.
4. The student has not exceeded annual or aggregate loan limits to date.
5. A student with a state or a federal drug conviction must meet the following requirements to be eligible for student aid conviction for possession or sale of illegal drugs:
  - A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the School will only confirm if receive conflicting information. A conviction that was reversed, set aside, or removed from the student's record, received when the student was a juvenile, unless she/he was tried as an adult is not considered. All other convictions for sale (includes convictions for conspiring to sell drugs) and/or possession is subject to the following:

	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If both offenses apply, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program.

Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

1. Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
2. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
3. Be administered or recognized by a federal, a state, or a local govern government agency or court.
4. Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

### **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 have Excused Absences for the dates prior to enrollment. These excused absences are part of and not in addition to those outlined in the Attendance Policy.

## Reasonable Accommodations

Reasonable accommodations will be made 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, except in the Medical Assisting program. All students are strongly encouraged to obtain them 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  
Friday

9:00 a.m. – 5:30 p. m.  
by Appointment

Day Classes: Online classes held weekly on Friday. The Distance Education option is not available for Veterans going to College in a Diploma program and using Veterans benefits. Veterans are required to attend all classes on campus unless they are enrolled in an AAS program.

Evening Classes: Online classes Thursday the Distance Education option is not available for Veterans going to College in a Diploma program and using Veterans benefits. Veterans are required to attend all classes on campus unless they are enrolled in an AAS program.

Programs	Day Schedule	Evening Schedule	Online Schedule
Paralegal Studies	Monday – Wednesday  9 a.m. – 2:30 p.m.	Monday – Wednesday 5:30 p.m. – 9:30 p.m.	Thursday/Friday
Electronic Health Records Technician			
Medical Assistant			
Information Technology Support Professional			

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

Programs	Day Schedule	Evening Schedule	Online
Applied Associate of Science Degree of Paralegal Studies	Monday – Wednesday  9 a.m. – 2:30 p.m..	Monday – Wednesday 5:30 p.m. – 9:30 p.m.	Thursday/Friday General Education Courses Hybrid
Applied Associate of Science Degree Electronic Health Records Technician			
Applied Associate of Science Degree Medical Assisting			
Applied Associate of Science Degree Information Technology Support Professional			

# ACADEMICS – DIPLOMA PROGRAMS

## Paralegal Studies

(900 Total Contact Hours) (81 Quarter Credit Hours)

Acceptance into this diploma program 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 and/or a Home School Completion Certificate/Diploma. As of (July 1, 2015) a student can take and must pass the ATB exam for Career Pathways Program to enroll in the certificate/diploma program ONLY.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) or an ATB approved student can enroll in our program with written permission from a parent or guardian.

Program Objective: The Paralegal Studies program is designed to prepare graduates to work under the supervision of attorneys and perform a variety of legal tasks in law firms, corporate legal departments, business entities, or government agencies. To meet this objective graduates will (1) use practical legal and business procedure that enables them to prepare legal documents in a computerized office environment; (2) produce contracts, wills, deeds, and other business/legal documents using word processing and spreadsheet software applications; (3) describe the personal and the professional qualities of competent paralegals, given the ethical considerations, rules, and supervisory requirements currently governing the practice of the profession; (4) conduct effective legal research; and (5) gather facts and evidence.

Program Length: — Main Campus 36 weeks Day/45 weeks Evening – Branch Campus 36 weeks Day/Evening

Distance Education: In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home. ***The Distance Education option is not available for Veterans going to College using Veterans benefits. Veterans are required to attend all classes on campus.***

### PROGRAM CURRICULUM\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Total In-Class Contact Hours	Quarter Credit Hours
BCIS 100	Microsoft Word	20.0	20.0	40.0	3.0
BCIS 102	Excel	10.0	10.0	20.0	1.5
BUSI 100	Business English	40.0	0.0	40.0	4.0
BUSI 201	Organizational Behavior	10.0	10.0	20.0	1.5
BUSI 240	Proofreading and Editing	10.0	10.0	20.0	1.5
LEGL 100	Document Processing for the Law Office	20.0	20.0	40.0	3.0
LEGL 105	The Paralegal Profession	40.0	0.0	40.0	4.0
LEGL 110	Criminal Law	40.0	0.0	40.0	4.0
LEGL 115	Tort Law	40.0	0.0	40.0	4.0
LEGL 120	Civil Litigation/Bankruptcy	40.0	40.0	80.0	6.0
LEGL 125	Ethics for Paralegals	40.0	0.0	40.0	4.0
LEGL 130	Law Office Technology	20.0	20.0	40.0	3.0
LEGL 135	Commercial Law	40.0	0.0	40.0	4.0
LEGL 140	Real Estate Law	40.0	0.0	40.0	4.0
LEGL 245	Business Organizations	40.0	0.0	40.0	4.0
LEGL 250	Employment Law	40.0	0.0	40.0	4.0
LEGL 255	Intellectual Property Law	40.0	0.0	40.0	4.0

LEGL 260	Legal Research and Writing	20.0	20.0	40.0	3.0
LEGL 265	Fact Gathering and Evidence	30.0	10.0	40.0	3.5
LEGL 270	Legal Document Preparation for Paralegals	20.0	20.0	40.0	3.0
LEGL 275	Wills, Trusts, and Estates	40.0	0.0	40.0	4.0
LEGL 280	Family Law for Paralegals	40.0	0.0	40.0	4.0
LPCD 290	Career Development for Paralegals	40.0	0.0	40.0	4.0
	<b>Program Total</b>	<b>720.0</b>	<b>180.0</b>	<b>900.0</b>	<b>81.0</b>

\*Sequencing of courses may vary if prerequisites are followed.

### 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 per 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.

### Distance Education:

In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home.

### Course Descriptions:

#### **BCIS 100 Microsoft Word (20 Lec./20 Lab/40 Total 3 Credits)**

This course focuses on increasing MS Word skills by lab practice and project assignments. 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. 10 hours of out-of-class assignments. No Prerequisite

#### **BCIS 102 Excel (10 Lec./10 Lab/20 Total 1.5 Credits)**

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. No Prerequisite

**BUSI 100 Business English (40 Lec./0 Lab/40 Total 4 Credits)** This course provides a study of language structure, grammar, punctuation, and an update of recent changes in the English language. Emphasis is placed on the fundamentals of writing and editing for business. 10 hours of out-of-class assignments. No Prerequisite

#### **BUSI 201 Organizational Behavior (10 Lec./10 Lab/20 Total 1.5 Credits)**

This course focuses on the foundations of the history, the theory, and the application of organizational behavior including personality, stress, motivation, job design, goal setting, learning theory, behavior modification, group behavior, power, leadership, organizational structure, decision-making, and control. 5 hours of out-of-class assignments. No Prerequisite

#### **BUSI 240 Proofreading and Editing (10 Lec./10 Lab/20 Total 1.5 Credits)**

This course focuses on proofreading and editing skills for accuracy in business and legal documents. Topics include applying proofreading techniques and proofreaders' marks to documents; proper content, clarity and conciseness in documents; and business and legal document formatting. 5 hours of out-of-class assignments. No Prerequisite

#### **LEGL 100 Document Processing for the Law Office (20 Lec./20 Lab/40 Total 3 Credits)**

This course focuses on efficient production of commonly used forms and templates for the accurate production of legal documents. 10 hours of out-of-class assignments. No Prerequisite

#### **LEGL 105 The Paralegal Profession (40 Lec./0 Lab/40 Total 4 Credits)**

This course is an overview of the paralegal field and explains the relationships among paralegals, attorneys, legal administrative assistants, and other legal professionals. Emphasis is on the basic skills needed to perform paralegal duties. 10 hours of out-of-class assignments. No Prerequisite

#### **LEGL 110 Criminal Law (40 Lec./0 Lab/40 Total 4 Credits)**

This course presents the elements of criminal offenses, conspiracy, arrest and bail procedure, indictment, plea and trial of

criminal cases, overview of arrest, Miranda rights, search, indictment, and constitutional safeguards. This course will identify functions in criminal law practice that may be performed by a paralegal. 10 hours of out-of-class assignments. No

**LEGL 115 Tort Law (40 Lec./0 Lab/40 Total 4 Credits)**

This course is an overview of the concept of redress for private wrong or injury as opposed to criminal or contract injury, intentional torts, product liability, premises liability, comparative negligence, and physical and non-physical damages. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 120 Civil Litigation/Bankruptcy (40 Lec./40 Lab/80 Total 6 Credits)**

This course is an introduction to basic trial practice including citation and notice, petition and answer, motions, exceptions, and venue and jurisdiction of courts. This course includes fundamentals of discovery methods, requirements for verified pleading, and jury selection techniques. This course explains bankruptcy as related to other aspects of financial condition

and summarizes forms of debtor relief and various section of the bankruptcy code. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 125 Ethics for Paralegals (40 Lec./0 Lab/40 Total 4 Credits)**

This course focuses on professional responsibility, ethical practices, and the duty to protect client confidences and the role and practice of paralegals. Emphasis will be placed on the ability to identify conflicts, the unauthorized practice of law, licenses and certifications, and the code of ethics. The course provides the student with classical and contemporary theories concerning human conduct in society and moral and ethical standards. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 130 Law Office Technology (20 Lec./20 Lab/40 Total 3 Credits)**

This course focuses on the electronic management of records and litigation support processes. Emphasis is placed on a variety of litigation support applications such as databases, scanning, imaging, and trial presentation software. Electronic filing of court cases will be covered. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 135 Commercial Law (40 Lec./0 Lab/40 Total 4 Credits)**

This course focuses on various contractual relationships, elements of a contract, remedies for breach, damages, and specific performance. Emphasis is placed on introducing the student to the regulation of commercial practices through the Uniform Commercial Code. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 140 Real Estate Law (40 Lec./0 Lab/40 Total 4 Credits)**

This course focuses on civil procedure, pleadings, evidence, motions, damages, and appeals as related to real estate. Ownership issues related to condominiums, cooperatives and time-shares; landlord and tenant issues; real estate contracts; closing procedures are covered. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 245 Business Organizations (40 Lec./0 Lab/40 Total 4 Credits)**

This course examines the legal relationship and the responsibilities attendant upon the several systems in which modern business is transacted including agencies, partnerships, joint ventures, and corporations. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 250 Employment Law (40 Lec./0 Lab/40 Total 4 Credits)**

This course focuses on cases related to employment rights, employment claims, workplace employers' rights, workplace employees' rights, employee benefits, disputes, and compensations and wages. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 255 Intellectual Property Law (40 Lec./0 Lab/40 Total 4 Credits)**

This course focuses on intellectual property with an emphasis on related rights, patents, trademarks, geographical indications, industrial design, plant breeders' rights, unfair competition, international registration systems, and Intellectual Property and Development. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 260 Legal Research and Writing****(20 Lec./20 Lab/40 Total 3 Credits)**

The course is designed to develop a working knowledge of the sources of the law. The course presents problems of legal research oriented to Texas and federal law and provides time for assigned research problems and the preparation of appropriate documents. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 265 Fact Gathering and Evidence****(30 Lec./10 Lab/40 Total 3.5 Credits)**

This course focuses on the fundamental rules governing the use of evidence at trial, exhibits, expert witnesses, the hearsay rule, presumptions, judicial notice, and circumstantial evidence. Emphasis is placed on how fact gathering is an essential task for paralegals. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 270 Legal Document Preparation for Paralegals****(20 Lec./20 Lab/40 Total 3 Credits)**

This course focuses on the assembly of court and client documents using word processing software. Documents are prepared for federal and state civil litigation, discovery, appellate, family law, criminal law, real estate, contracts, probate, bankruptcy, and business organizations. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 275 Wills, Trust, and Estates****(40 Lec./0 Lab/40 Total 4 Credits)**

This course is designed to present a distinction between estate and intestate succession, preparation of wills, and the participation of a paralegal in the probate process. 10 hours of out-of-class assignments. No Prerequisite

**LEGL 280 Family Law for the Paralegals****(40 Lec./0 Lab/40 Total 4 Credits)**

This course examines the several legal relationships encountered within the scope of family law and identifies the role of the paralegal in family law practice. The relationship between attorney-client and the paralegal-client is explored in addition to the responsibilities of the paralegal in working with witnesses, clients, court clerks, coordinator, opposing counsel, and other paralegals. 10 hours of out-of-class assignments. No Prerequisite

**LPCD 290 Career Development for Paralegals****(40 Lec./0 Lab/40 Total 4 Credits)**

This course prepares the paralegal 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. No Prerequisite

**Books and Supplies:**

Textbooks are distributed prior to each course. All books are subject to change; supplies vary with individual course requirements.

**Tuition and Fees:**

<b>Paralegal Studies—81.0 Quarter Credit Hours</b>	
Tuition	\$12,900.00
Registration Fee	\$100.00
Textbook, Supplies and Resource Fee	\$635.00
Lab Fee	\$65.00
<b>Total Cost of the Program</b>	<b>\$13,700.00</b>

**Information Technology Support Professional**

(720 In-Class Hours + 180 Out-of-Class Hours = 900 Total Contact Hours) (56 Quarter Credit Hours)

Acceptance into this diploma program 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 and/or a Home School Completion Certificate/Diploma. As of (July 1, 2015) a student can take and must pass the ATB exam for Career Pathways Program to enroll in the certificate/diploma program ONLY.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) or an ATB approved student can attend our program with written



permission from a parent or guardian.

**Objective:** The Information Technology Support Professional program is designed to prepare students for entry-level employment in implementing and managing IP traffic and a variety of security protocols for a Local Area Network (LAN). To meet this objective, students will be exposed to PC architecture; operating systems; and hardware. Additional emphasis will be placed on network operating systems (NOS) and proprietary Cisco routers and switches.

Students are encouraged to take the following certification exams at an approved Sylvan Prometric testing center within two weeks of the program's completion:

- CWNA
- Network +
- A +
- CCNA
- Comp Security +
- ITIL

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

1. Apply knowledge of computing and mathematics appropriate to the discipline.
2. Analyze a problem and identify and define the computing requirements appropriate to the solution.
3. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
4. Function effectively on teams to accomplish a common goal.
5. Communicate effectively with a range of audiences.
6. Analyze the local and the global impact of computing on individuals, organizations, and society.
7. Recognize the need for and possess the abilities to engage in continuing professional development.
8. Use current techniques, skills, and tools necessary for computing practice.
9. Use and apply current technical concepts and practices in the core information technologies.
10. Identify and analyze user needs and take them into account in the selection, the creation, the evaluation, and the administration of computer-based systems.
11. Effectively integrate IT-based solutions into the user environment.
12. Assist in the creation of an effective project plan.

**Program Length:** — Main Campus 30 weeks Day/45 weeks Evening – Branch Campus 30 weeks Day/Evening

**Out-of-school Assignments:** Students will be expected to complete a minimum of 180 hours of homework or out-of-class assignments to meet the learning objectives of the program.

**Distance Education:** In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home.

#### PROGRAM CURRICULUM\*

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Outside Clock Hours	Total Contact Hours	Quarter Credit Hours
BCIS 120	CWNA Training	60.0	40.0	25.0	100.0	8.0
BCIS 130	Network+ Training	70.0	50.0	30.0	120.0	9.5
BCIS 140	A+ Training	70.0	50.0	30.0	120.0	9.5
BCIS 150	CCNA Training	140.0	70.0	55.0	210.0	15.5
BCIS 235	CompTIA Security +	60.0	50.0	25.0	110.0	8.5
BCIS 211	ITIL Foundation Level	40.0	20.0	15.0	60.0	5.0
	<b>Program Total</b>	<b>440.0</b>	<b>280.0</b>	<b>180.0</b>	<b>720.0</b>	<b>56.0</b>

\*Sequencing of courses may vary if the prerequisites are followed.

*The Distance Education option is not available for Veterans going to College using Veterans benefits. Veterans are required to attend all classes on campus.*

**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.

**Distance Education:**

In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home.

**Course Descriptions:**

**BCIS 120 CWNA Training (Lec/Lab/Tot/Qtr. Cr. Hr.) (60/40/100/8.0)**

CWNA measures a candidate's ability to understand the fundamentals of RF behavior and to describe the features and functions of WLAN components. Also covered are the skills needed to install, configure, and troubleshoot WLAN hardware peripherals and protocols. The skills and knowledge covered in the CWNA objectives are derived from a survey of wireless networking experts and professionals. The results of this survey were used in weighing the subject areas and ensuring that the weighting is representative of the relative importance of the content. 25 hours of out-of-class assignments. No Prerequisite

**BCIS 130 Network+ Training (Lec/Lab/Tot/Qtr. Cr. Hr.) (70/50/120/9.5)**

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. 30 hours of out-of-class assignments. No Prerequisite

**BCIS 140 A+ Training (Lec/Lab/Tot/Qtr. Cr. Hr.) (70/50/120/9.5)**

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. 30 hours of out-of-class assignments. No Prerequisite

**BCIS 150 CCNA Training (Lec/Lab/Tot/Qtr.Cr.Hr.)140/70/210/15.5)**

CCNA validates the ability to install, configure, operate, and troubleshoot medium-size route and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. 55 hours of out-of-class assignments. Prerequisite: No Prerequisite

**BCIS 235 CompTIA Security + (Lec/Lab/Tot/Qtr. Cr.Hr.)(60/40/100/8.5)**

CompTIA Security + validates technician-level knowledge and skills required to secure networks. With a CompTIA Security A+ Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The A+ Security curriculum emphasizes vendor neutral core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. 25 hours of out-of-class assignments. No Prerequisite

**BCIS 211 ITIL Foundation Level (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/20/60/5.0)**

This course focuses on the terminology used in the IT Infrastructure Library. The common terminology is the language used among IT professionals, support services, and throughout the IT community. 15 hours of out-of-class assignments. Prerequisite: None

**\*New Students cannot start during Module with Course Number BCIS 235.**

<b>Information Technology Support Professional</b>	
<b>56.0 Quarter Credit Hours</b>	
Tuition	\$12,900.00
Registration Fee	\$100.00
Textbooks, Resource and Examination Fees	\$635.00
Lab Fee	\$65.00
<b>Total Cost of the Program</b>	<b>\$13,700.00</b>

## **Electronic Health Records**

(720 In-Class Hours + 180 Out-of-Class Work Hours = 900 Total Contact Hours) (56 Quarter Credit Hours)

Acceptance into this diploma program 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 and/or a Home School Completion Certificate/Diploma. As of (July 1, 2015) a student can take and must pass the ATB exam for Career Pathways Program to enroll in the certificate/diploma program ONLY.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) or an ATB approved student can attend our program with written permission from a parent or guardian.

Program Objective: The Administrative Medical Coding and Billing 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 setting. 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: — Main Campus 30 weeks Day/45 weeks Evening – Branch Campus 30 weeks Day/Evening

Distance Education: In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home. ***The Distance Education option is not available for Veterans going to College using Veterans benefits. Veterans are required to attend all classes on campus.***

Course Number		Course Name	Lecture Contact Hours	Lab Contact Hours	Outside Clock Hours	Total Contact Hours	Quarter Credit Hours
BCIS	107	Excel	10.0	10.0	5.00	20.0	1.5
BCIS	103	Microsoft PowerPoint	10.0	10.0	5.00	20.0	1.5
BCIS	104	Microsoft Outlook	10.0	10.0	5.00	20.0	1.5
BCIS	108	Microsoft Word	10.0	10.0	5.00	20.0	1.5
BPCD	100	Career Development	20.0	0.0	5.00	20.0	2.0
EHRP	101	Electronic Health Records Theory	100.0	0.0	25.00	100.0	10.0
EHRP	102	Electronic Health Records Applications	0.0	100.0	25.00	100.0	5.0
EHRP	203	Principles of Health Insurance	100.0	0.0	25.00	100.0	10.0
EHRP	204	Understanding Health Insurance Claims	0.0	100.0	25.00	100.0	5.0
EHRP	205	Electronic Health Records Simulations and Case Studies	30.0	30.0	15.00	60.0	4.5
KEYB	100	Computerized Keyboarding	20.0	20.0	10.00	40.0	3.0
KEYB	150	Computerized Keyboarding Applications	10.0	30.0	10.00	40.0	2.5
MEDI	100	Introduction to Medical Terminology	20.0	0.0	5.00	20.0	2.0
MEDI	107	Medical Terminology	20.0	0.0	5.00	20.0	2.0
MEDI	108	Anatomy and Physiology for Electronic Health Records	40.0	0.0	10.00	40.0	4.0
<b>Program Totals</b>			<b>400.0</b>	<b>320.0</b>	<b>180.00</b>	<b>720.00</b>	<b>56.0</b>

\*Sequence of courses may vary if prerequisites are met.

### 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.

### Distance Education:

In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home.

### Course Descriptions:

#### BCIS 107 Excel

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

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. No Prerequisites.

#### BCIS 103 Microsoft PowerPoint

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

This course focuses on creating a basic presentation using the toolbars, screen layouts, view, and text functions. Emphasis will be placed on inserting clipart, creating slide transitions, creating handouts, and creating fliers. 5 hours of out-of-class assignments. No Prerequisites.

#### BCIS 104 Microsoft Outlook

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

This course focuses on setting up contracts, calendars, creating folders, send and receive email, set up appointments, and management features of task organization. 5 hours of out-of-class assignments. No Prerequisites.

#### BCIS 108 Microsoft Word

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

This course focuses on increasing MS Word skills by lab practice and project assignments with Microsoft 360. 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. No Prerequisite.

#### BPCD 100 Career Development

(Lec/Lab/Tot/Qtr.Cr.Hr.) (20/0/20/2)

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. 5 hours of out-of-class assignments. No Prerequisites.

**EHRP 101 Electronic Health Records Theory (Lec/Lab/Tot/Qtr.Cr.Hr.) (100/0/100/10)**

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. Prerequisite: MEDI 100.

**EHRP 102 Electronic Health Records Applications (Lec/Lab/Tot/Qtr.Cr.Hr.) (0/100/100/5)**

This course is designed to introduce the student to the application of electronic health records with a focus on the practical application of EHR procedures and policies. 25 hours of out-of-class assignments. Prerequisite: MEDI 100.

**EHRP 203 Principles of Health Insurance (Lec/Lab/Tot/Qtr.Cr.Hr.) (100/0/100/10)**

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. Prerequisite: MEDI 100.

**EHRP 204 Understanding Health Insurance Claims (Lec/Lab/Tot/Qtr.Cr.Hr.) (0/100/100/5)**

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. Prerequisite: MEDI 100.

**EHRP 205 Electronic Health Records Simulations and Case Studies (Lec/Lab/Tot/Qtr.Cr.Hr.) (30/30/60/4.5)**

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. Prerequisite: MEDI 100.

**KEYB 100 Computerized Keyboarding (Lec/Lab/Tot/Qtr.Cr.Hr.) (20/20/40/3)**

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. No Prerequisite

**KEYB 150 Computerized Keyboarding Applications (Lec/Lab/Tot/Qtr.Cr.Hr.) (10/30/40/2.5)**

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. No Prerequisite.

**MEDI 100 Introduction to Medical Terminology (Lec/Lab/Tot/Qtr.Cr.Hr.) (20/0/20/2)**

This course focuses on introducing the student to basic medical terminology including anatomy and medical procedures. 5 hours of out-of-class assignments. No Prerequisite.

**MEDI 107 Medical Terminology (Lec/Lab/Tot/Qtr.Cr.Hr.) (20/0/20/2)**

This course focuses on advanced medical terminology. 5 hours of out-of-class assignments. Prerequisite: MEDI 100.

**MEDI 108 Anatomy & Physiology for Electronic Health Records (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

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 electronic health records field. 10 hours of out-of-class assignments. Prerequisite:

MEDI 100.

<b>Electronic Health Records</b>	
<b>56 quarter credit hours</b>	
Tuition:	\$12,900.00
Registration Fee:	\$100.00
Textbooks and Resource Fee	\$475.00

Exam	\$225.00
<b>Total Cost of the Program:</b>	<b>\$13,700.00</b>

## Medical Assistant

(720 In-Class Hours + 180 Out-of-Class Work Hours = 900 Total Contact Hours) (51.5 Quarter Credit Hours)

Acceptance into this diploma program 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 and/or a Home School Completion Certificate/Diploma. As of (July 1, 2015) a student can take and must pass the ATB exam for Career Pathways Program to enroll in the certificate/diploma program ONLY.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) or an ATB approved student can attend our program with written permission from a parent or guardian.

Program 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, receptionist, lab assistant, X-ray technician, or medical records clerk.

Program Length: — Main Campus 30 weeks Day/45 weeks Evening – Branch Campus 30 weeks Day/Evening

Out-of-school Assignments: Students will be expected to complete a minimum of 180 hours of homework or out-of-class assignments to meet the learning objectives of the program.

Distance Education: In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home. ***The Distance Education option is not available for Veterans going to College using Veterans benefits. Veterans are required to attend all classes on campus.***

### PROGRAM CURRICULUM\*

New Course Number	Course Name	Lecture Contact Hours	Lab Hours	Extern Hours	Total Contact Hours	Total Quarter Credit Hours
MAPD 201	Career Development	50.0	0.0	0.0	50.0	5.0
MEDI 105	Medical Terminology for Medical Assistants	25.0	0.0	0.0	25.0	2.5
MEDI 102	Anatomy and Physiology for Medical Assistants I	50.0	0.0	0.0	50.0	5.0
MEDI 103	Anatomy and Physiology for Medical Assistants II	25.0	0.0	0.0	25.0	2.5
MEDI 110	Electrocardiography	10.0	40.0	0.0	50.0	3.0
MEDI 115	Hematology/Phlebotomy	10.0	40.0	0.0	50.0	3.0
MEDI 120	Medical Insurance and Billing	30.0	20.0	0.0	50.0	4.0
MEDI 125	Medical Law and Ethics	25.0	0.0	0.0	25.0	2.5
MEDI 140	Microsoft Word and Medical Software	10.0	40.0	0.0	50.0	3.0
MEDI 145	Pharmacology and Administration of Medications	30.0	20.0	0.0	50.0	4.0
MEDI 150	Vital Signs/Emergencies/Aseptic Procedures	20.0	30.0	0.0	50.0	3.5
MEDI 230	Medical Office Procedures	15.0	10.0	0.0	25.0	2.0
MEDI 260	Externship	0.0	0.0	120.0	120.0	4.0
RADI 200	Limited Radiology	30.0	20.0	0.0	50.0	4.0
RADI 205	Practical Radiology	20.0	30.0	0.0	50.0	3.5
<b>Program Totals</b>		<b>350.0</b>	<b>250.0</b>	<b>120.0</b>	<b>720.0</b>	<b>51.5</b>

\*Sequencing of courses may vary as along as the prerequisites are followed.

## Course Descriptions:

### **MAPD 201 Career Development**

**(50 Lec./0 Lab/50 Total 5 Credits)**

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. 12.5 hours of out-of-class assignments. No Prerequisite

### **MEDI 103 Medical Terminology for Medical Assistants**

**(25 Lec./0 Lab/25 Total 2.5 Credits)**

This course focuses on building the student's knowledge of medical terminology including anatomy and medical procedures. Additional topics include medical terms used in clinics, medical offices, hospitals, and related medical facilities. 6.25 hours of out-of-class assignments. No Prerequisite

### **MEDI 102 Anatomy and Physiology for Medical Assistants I**

**(50 Lec/0Lab/50Total 5 Credits)**

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: integumentary, skeletal, and muscular. 12.5 hours of out-of-class assignments. No Prerequisite

### **MEDI 103 Anatomy and Physiology for Medical Assistants II**

**(25 Lec/0Lab/25Total 2.5 Credits)**

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: nervous, and endocrine. Emphasis is also placed on homeostasis. 6.25 hours of out-of-class assignments. No Prerequisite:

### **MEDI 110 Electrocardiography**

**(10 Lec/40Lab/50Total 3 Credits)**

This course prepares individuals, under the supervision of physicians and nurses, to administer EKG and ECG diagnostic examinations and report results to the treatment team. Included in this course are preparing and monitoring the patient during a treadmill stress test. 12.5 hours of out-of-class assignments. No Prerequisite

### **MEDI 115 Hematology/Phlebotomy**

**(10 Lec/40Lab/50Total = 3 Credits)**

Hematology/phlebotomy focuses on 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. Students will learn to perform venipuncture professionally. 12.5 hours of out-of-class assignments. No Prerequisite

### **M120 Medical Insurance and Billing**

**(30 Lec/20Lab/50Total 4 Credits)**

Students will learn the administrative areas of medical assisting that are related to processing insurance claims. 12.5 hours of out-of-class assignments. No Prerequisite

### **MEDI 125 Medical Law and Ethics**

**(25 Lec/0Lab/25Total 2.5 Credits)**

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. 6.25 hours of out-of-class assignments. No Prerequisite

### **MEDI 140 Microsoft Word and Medical Software**

**(10 Lec/40Lab/50Total 3 Credits)**

This course focuses on increasing MS Word skills by lab practice and project assignments. Emphasis is placed on creating, editing, and manipulating documents to produce projects. Included in this course is an introduction to commonly used medical software. 12.5 hours of out-of-class assignments. No Prerequisite

### **MEDI 145 Pharmacology and Administration of Medications**

**(30 Lec/20Lab/50Total 4 Credits)**

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. 12.5 hours of out-of-class assignments. No Prerequisite

**MEDI 150 Vital Signs/Emergencies/Aseptic Procedures****(20 Lec/30 Lab/50Total 3.5 Credits)**

This course introduces students to patient-centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. 12.5 hours of out-of-class assignments. No Prerequisite

**MEDI 230 Medical Office Procedures****(15 Lec/10 Lab/25Total 2 Credits)**

This course introduces administrative medical assisting competencies, 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. 6.25 hours of out-of-class assignments. No Prerequisite

**MEDI 260 Externship****(0 Lec/0 Lab/120 Extern Total 4 Credits)**

Upon completion of the Medical Assistant courses, students will be able to perform administrative office and receptionist duties at an entry-level position. Representative courses included in the curriculum are: Anatomy and Physiology for Medical Assistants, Vital Signs/Emergencies/Aseptic Procedures, Electrocardiography, Hematology/Phlebotomy, Medical Insurance and Billing, Medical Law and Ethics, Medical Office Procedures, Medical Terminology, Microsoft Word and Medical Software, Pharmacology and Administration of Medications, Professional Development, and Career Development. The program is designed to develop skills to enable graduates to find entry-level employment in a medical environment. 30 hours of out-of-class assignments. Prerequisites: Satisfactory completion of all courses

**RADI 200 Limited Radiology****(30 Lec/20 Lab/50Total 4 Credits)**

The course focuses on the study of equipment, radiation physics, and technical aspects of radiography, imaging equipment, film exposure, and film processing. 12.5 hours of out-of-class assignments. No Prerequisite

**RADI 205 Practical Radiology****(20 Lec/30 Lab/50Total 3.5 Credits)**

This course focuses on radiation protection, patient-care management, positioning of bones for both upper and lower extremities and chest. Included in the course are exposure factors, charts, and films. 12.5 hours of out-of-class assignments. No Prerequisite

<b>Medical Assistant</b>	
<b>51.5 quarter credit hours</b>	
Tuition:	\$12,900.00
Registration Fee:	\$100.00
Textbooks and Resource Fee:	\$475.00
Exam Fee:	\$225.00
<b>Total Cost of the Program:</b>	<b>\$13,700.00</b>



# ACADEMICS – ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) PROGRAMS

## Associate of Applied Science Degree - Paralegal Studies

Acceptance into this degree program 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 and/or a Home School Completion Certificate/Diploma.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) can attend our program with written permission from a parent or guardian.

Program Objective: The AAS Degree in Paralegal Studies is designed to prepare graduates to work under the supervision of attorneys and perform a variety of legal tasks in law firms, corporate legal departments, business entities, or government agencies. To meet this objective graduates will (1) use practical legal and business procedure that enables them to prepare legal documents in a computerized office environment; (2) produce contracts, wills, deeds, and other business/legal documents using word processing and spreadsheet software applications; (3) describe the personal and the professional qualities of competent paralegals, given the ethical considerations, rules, and supervisory requirements currently governing the practice of the profession; (4) conduct effective legal research; and (5) gather facts and evidence. The associate’s degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary in today’s legal and corporate environment.

Program Length: — Main Campus 60 weeks Day/90 weeks Evening – Branch Campus 60 weeks Day/Evening

### PROGRAM CURRICULUM\*

Course Number	Course Name	Lecture Hours	Lab Hours	Total Hours	Total Quarter Credit Hours
<b>First Term</b>					
BCIS 100	Microsoft Word	20	20	40	3.0
BCIS 102	Excel	10	10	20	1.5
LEGL 105	The Paralegal Profession	40	0	40	4.0
LEGL 110	Criminal Law	40	0	40	4.0
SPCH 100	Essentials of Public Speaking	40	0	40	4.0
<b>Total</b>		<b>150</b>	<b>30</b>	<b>180</b>	<b>16.5</b>
<b>Second Term</b>					
BUSI 100	Business English	40	0	40	4.0
LEGL 115	Tort Law	40	0	40	4.0
LEGL 120	Civil Litigation/Bankruptcy	40	40	80	6.0
PSYC 100	General Psychology	40	0	40	4.0
<b>Total</b>		<b>160</b>	<b>40</b>	<b>200</b>	<b>18.0</b>
<b>Third Term</b>					
BUSI 240	Proofreading and Editing	10	10	20	1.5
LEGL 125	Ethics for Paralegals	40	0	40	4.0
LEGL 130	Law Office Technology	20	20	40	3.0
LEGL 135	Commercial Law	40	0	40	4.0
ENGL 100	English Composition	40	0	40	4.0
<b>Total</b>		<b>150</b>	<b>30</b>	<b>180</b>	<b>16.5</b>

		<b>Fourth Term</b>				
LEGL	100	Document Processing for the Law Office	20	20	40	3.0
LEGL	140	Real Estate Law	40	0	40	4.0
LEGL	245	Business Organizations	40	0	40	4.0
LEGL	250	Employment Law	40	0	40	4.0
ENVR	200	Global Environmental Change	40	0	40	4.0
<b>Total</b>			<b>180</b>	<b>20</b>	<b>200</b>	<b>19.0</b>
		<b>Fifth Term</b>				
BUSI	201	Organizational Behavior	10	10	20	1.5
LEGL	255	Intellectual Property Law	40	0	40	4.0
LEGL	260	Legal Research and Writing	20	20	40	3.0
LEGL	265	Fact Gathering and Evidence	30	10	40	3.5
LEGL	270	Legal Document Preparation for Paralegals	20	20	40	3.0
HIST	200	American History Since World War II	40	0	40	4.0
<b>Total</b>			<b>160</b>	<b>60</b>	<b>220</b>	<b>19.0</b>
		<b>Sixth Term</b>				
LEGL	275	Wills, Trusts, and Estates	40	0	40	4.0
LEGL	280	Family Law for Paralegals	40	0	40	4.0
LPCD	290	Career Development for Paralegals	40	0	40	4.0
MATH	200	College Mathematics	40	0	40	4.0
<b>Total</b>			<b>160</b>	<b>0</b>	<b>160</b>	<b>16.0</b>
<b>Program Total</b>			<b>960</b>	<b>180</b>	<b>1140</b>	<b>105.0</b>

\*Sequencing of courses may vary if prerequisites are followed.

### Course Descriptions:

#### **BCIS 100 Microsoft Word**

**(20 Lec./20 Lab/40 Total = 3 Credits)**

This course focuses on increasing MS Word skills by lab practice and project assignments. 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. 10 hours of out-of-class assignments. No Prerequisite

#### **BCIS 102 Excel**

**(10 Lec./10 Lab/20 Total = 1.5 Credits)**

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. No Prerequisite

#### **BUSI 100 Business English**

**(40 Lec./0 Lab/40 Total = 4 Credits)**

This course provides a study of language structure, grammar, punctuation, and an update of recent changes in the English language. Emphasis is placed on the fundamentals of writing and editing for business. No Prerequisite

#### **BUSI 201 Organizational Behavior**

**(10 Lec./10 Lab/20 Total = 1.5 Credits)**

This course focuses on the foundations of the history, the theory, and the application of organizational behavior including personality, stress, motivation, job design, goal setting, learning theory, behavior modification, group behavior, power, leadership, organizational structure, decision-making, and control. No Prerequisite

#### **BUSI 240 Proofreading and Editing**

**(10 Lec./10 Lab/20 Total = 1.5 Credits)**

This course focuses on proofreading and editing skills for accuracy in business and legal documents. Topics include applying proofreading techniques and proofreaders' marks to documents; proper content, clarity and conciseness in documents; and business and legal document formatting. No Prerequisite

#### **LEGL 100 Document Processing for the Law Office**

**(20 Lec./20 Lab/40 Total = 3 Credits)**

This course focuses on efficient production of commonly used forms and templates for the accurate production of legal documents. No Prerequisite

#### **LEGL 105 The Paralegal Profession**

**(40 Lec./0 Lab/40 Total = 4 Credits)**

This course is an overview of the paralegal field and explains the relationships among paralegals, attorneys, legal administrative assistants, and other legal professionals. Emphasis is on the basic skills needed to perform paralegal duties.

No Prerequisite

**LEGL 110 Criminal Law (40 Lec./0 Lab/40 Total = 4 Credits)**

This course presents the elements of criminal offenses, conspiracy, arrest and bail procedure, indictment, plea and trial of criminal cases, overview of arrest, Miranda rights, search, indictment, and constitutional safeguards. This course will identify functions in criminal law practice that may be performed by a paralegal. No Prerequisite

**LEGL 115 Tort Law (40 Lec./0 Lab/40 Total = 4 Credits)**

This course is an overview of the concept of redress for private wrong or injury as opposed to criminal or contract injury, intentional torts, product liability, premises liability, comparative negligence, and physical and non-physical damages. No Prerequisite

**LEGL 120 Civil Litigation/Bankruptcy (40 Lec./40 Lab/80 Total = 6 Credits)**

This course is an introduction to basic trial practice including citation and notice, petition and answer, motions, exceptions, and venue and jurisdiction of courts. This course includes fundamentals of discovery methods, requirements for verified pleading, and jury selection techniques. This course explains bankruptcy as related to other aspects of financial condition and summarizes forms of debtor relief and various section of the bankruptcy code. No Prerequisite

**LEGL 125 Ethics for Paralegals (40 Lec./0 Lab/40 Total = 4 Credits)**

This course focuses on professional responsibility, ethical practices, and the duty to protect client confidences and the role and practice of paralegals. Emphasis will be placed on the ability to identify conflicts, the unauthorized practice of law, licenses and certifications, and the code of ethics. The course provides the student with classical and contemporary theories concerning human conduct in society and moral and ethical standards. No Prerequisite

**LEGL 130 Law Office Technology (20 Lec./20 Lab/40 Total = 3 Credits)**

This course focuses on the electronic management of records and litigation support processes. Emphasis is placed on a variety of litigation support applications such as databases, scanning, imaging, and trial presentation software. Electronic filing of court cases will be covered. No Prerequisite

**LEGL 135 Commercial Law (40 Lec./0 Lab/40 Total = 4 Credits)**

This course focuses on various contractual relationships, elements of a contract, remedies for breach, damages, and specific performance. Emphasis is placed on introducing the student to the regulation of commercial practices through the Uniform Commercial Code. No Prerequisite

**LEGL 140 Real Estate Law (40 Lec./0 Lab/40 Total = 4 Credits)**

This course focuses on civil procedure, pleadings, evidence, motions, damages, and appeals as related to real estate. Ownership issues related to condominiums, cooperatives and time-shares; landlord and tenant issues; real estate contracts; closing procedures are covered. No Prerequisite

**LEGL 245 Business Organizations (40 Lec./0 Lab/40 Total = 4 Credits)**

This course examines the legal relationship and the responsibilities attendant upon the several systems in which modern business is transacted including agencies, partnerships, joint ventures, and corporations. No Prerequisite

**LEGL 250 Employment Law (40 Lec./0 Lab/40 Total = 4 Credits)**

This course focuses on cases related to employment rights, employment claims, workplace employers' rights, workplace employees' rights, employee benefits, disputes, and compensations and wages. No Prerequisite

**LEGL 255 Intellectual Property Law (40 Lec./0 Lab/40 Total = 4 Credits)**

This course focuses on intellectual property with an emphasis on related rights, patents, trademarks, geographical indications, industrial design, plant breeders' rights, unfair competition, international registration systems, and Intellectual Property and Development. No Prerequisite

**LEGL 260 Legal Research and Writing (20 Lec./20 Lab/40 Total = 3 Credits)**

The course is designed to develop a working knowledge of the sources of the law. The course presents problems of legal

research oriented to Texas and federal law and provides time for assigned research problems and the preparation of appropriate documents. No Prerequisite

**LEGL 265 Fact Gathering and Evidence (30 Lec./10 Lab/40 Total = 3.5 Credits)**

This course focuses on the fundamental rules governing the use of evidence at trial, exhibits, expert witnesses, the hearsay rule, presumptions, judicial notice, and circumstantial evidence. Emphasis is placed on how fact gathering is an essential task for paralegals. No Prerequisite

**LEGL 270 Legal Document Preparation for Paralegals (20 Lec./20 Lab/40 Total = 3 Credits)**

This course focuses on the assembly of court and client documents using word processing software. Documents are prepared for federal and state civil litigation, discovery, appellate, family law, criminal law, real estate, contracts, probate, bankruptcy, and business organizations. No Prerequisite

**LEGL 275 Wills, Trusts, and Estates (40 Lec./0 Lab/40 Total = 4 Credits)**

This course is designed to present a distinction between estate and intestate succession, preparation of wills, and the participation of a paralegal in the probate process. No Prerequisite

**LEGL 280 Family Law for the Paralegals (40 Lec./0 Lab/40 Total = 4 Credits)**

This course examines the several legal relationships encountered within the scope of family law and identifies the role of the paralegal in family law practice. The relationship between attorney-client and the paralegal-client is explored in addition to the responsibilities of the paralegal in working with witnesses, clients, court clerks, coordinator, opposing counsel, and other paralegals. No Prerequisite

**LPCD 290 Career Development for Paralegals (40 Lec./0 Lab/40 Total = 4 Credits)**

This course prepares the paralegal 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. No Prerequisite

**General Education Course Descriptions:**

**ENGL 100 English Composition (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course focuses on the principles and techniques of written composition, textual analysis, and critical thinking. No Prerequisite.

**ENVR 200 Global Environment Change (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite.

**HIST 200 American History Since World War II (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course covers the major events in American history since World War II with emphasis on the economic, political, and social development of our country. No Prerequisite.

**MATH 200 College Mathematics (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course focuses on modern algebra and geometry. Topics include the treatment of whole numbers, fractions, mixed numbers, decimals, ratio, rate, proportions, percentages, measurements and the introduction to probability and statistics. No Prerequisite.

**PSYC 100 General Psychology (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite.

**SPCH 100 Essentials of Public Speaking****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite

<b>AAS Degree Paralegal Studies</b>	
<b>105 Quarter Credit Hours</b>	
Tuition	\$24,800.00
Registration Fee:	\$100.00
Textbooks and Resource Fee:	\$900.00
<b>Total Cost of the Program:</b>	<b>\$25,800.00</b>

## Associate of Applied Science Degree - Information Technology Support Professional

Acceptance into this degree program 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 and/or a Home School Completion Certificate/Diploma.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) can attend our program with written permission from a parent or guardian.

Program Objective: The Associate of Applied Science Degree - Information Technology Support Professional is designed to prepare students for entry-level employment in implementing and managing IP traffic and a variety of security protocols for a Local Area Network (LAN). To meet this objective, students will be exposed to PC architecture; operating systems; and hardware. Additional emphasis will be placed on network operating systems (NOS) and proprietary Cisco routers and switches. The Associate of Applied Science degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary in today's computerized office environment.

Students are encouraged to take the following certification exams at an approved Sylvan Prometric testing center within two weeks of the program's completion:

- CWNA
- Network +
- A +
- CCNA
- CompTIA Security +
- ITIL Foundation Level

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

1. Apply knowledge of computing and mathematics appropriate to the discipline.
2. Analyze a problem and identify and define the computing requirements appropriate to the solution.
3. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
4. Function effectively on teams to accomplish a common goal.
5. Communicate effectively with a range of audiences.
6. Analyze the local and the global impact of computing on individuals, organizations, and society.

7. Recognize the need for and possess the abilities to engage in continuing professional development.
8. Use current techniques, skills, and tools necessary for computing practice.
9. Use and apply current technical concepts and practices in the core information technologies.
10. Identify and analyze user needs and take them into account in the selection, the creation, the evaluation, and the administration of computer-based systems.
11. Effectively integrate IT-based solutions into the user environment.
12. Assist in the creation of an effective project plan.

**Program Length:** — Main Campus 60 weeks Day/90 weeks Evening – Branch Campus 60 weeks Day/Evening

**PROGRAM CURRICULUM\***

Course Number		Course Name	Lecture Contact Hours	Lab Contact Hours	Total In-Class Contact Hours	Quarter Credit Hours
<b>First Term</b>						
BCIS	120	CWNA Training	60.0	40.0	100.0	8.0
BCIS	121	Test Preparation for CWNA		25.0	25.0	1.0
KEYB	100	Computerized Keyboarding	20.0	20.0	40.0	3.0
ENGL	100	English Composition	40.0	0.0	40.0	4.0
<b>Total</b>			<b>120.0</b>	<b>85.0</b>	<b>205.0</b>	<b>16.0</b>
<b>Second Term</b>						
BCIS	130	Network+ Training	70.0	50.0	120.0	9.5
BCIS	131	Test Preparation for Network +		25.0	25.0	1.0
SPCH	100	Essentials of Public Speaking	40.0	0.0	40.0	4.0
<b>Total</b>			<b>110.0</b>	<b>75.0</b>	<b>185.0</b>	<b>14.5</b>
<b>Third Term</b>						
BCIS	140	A+ Training	70.0	50.0	120.0	9.5
BCIS	141	Test Preparation for A+		25.0	25.0	1.0
PSYC	100	General Psychology	40.0		40.0	4.0
<b>Total</b>			<b>110.0</b>	<b>75.0</b>	<b>185.0</b>	<b>14.5</b>
<b>Fourth Term</b>						
BCIS	150	CCNA Training	140.0	70.0	210.0	15.5
BCIS	151	Test Preparation for CCNA Training		25.0	25.0	2.0
<b>Total</b>			<b>140.0</b>	<b>95.0</b>	<b>235.0</b>	<b>17.5</b>
<b>Fifth Term</b>						
BCIS	211	ITIL Foundation Level	40.0	20.0	60.0	5.0
ENVR	200	Global Environmental Change	40.0	0.0	40.0	4.0
BCIS	260	Copyright Law Applications for Software	0.0	20.0	20.0	2.0
HIST	200	American History Since World War II	40.0	0.0	40.0	4.0
<b>Total</b>			<b>120.0</b>	<b>40.0</b>	<b>160.0</b>	<b>15.0</b>
<b>Sixth Term</b>						
BCIS	235	CompTIA Security +	60.0	50.0	110.0	8.5
BCIS	236	Test Preparation for Security + Training		20.0	20.0	1.0
BPCD	240	Career Development	40.0	0.0	40.0	4.0
MATH	200	College Mathematics	40.0	0.0	40.0	4.0
<b>Total</b>			<b>140.0</b>	<b>70.0</b>	<b>210.0</b>	<b>17.5</b>
<b>Program Totals</b>			<b>740.0</b>	<b>440.0</b>	<b>1180.0</b>	<b>95.0</b>

\*Sequencing of courses may vary if the prerequisites are followed.

**Course Descriptions:**

**BCIS 120 CWNA Training (Lec/Lab/Tot/Qtr. Cr. Hr.) (60/40/100/8.0)**

CWNA measures a candidate’s ability to understand the fundamentals of RF behavior and to describe the features and functions of WLAN components. Also covered are the skills needed to install, configure, and troubleshoot WLAN hardware peripherals and protocols. The skills and knowledge covered in the CWNA objectives are derived from a survey of wireless networking experts and professionals. The results of this survey were used in weighing the subject areas and ensuring that the weighting is representative of the relative importance of the content. No Prerequisite

**BCIS 121 Test Preparation for CWNA****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/25/25/1)**

This course reviews BCIS 120 and prepares the student to take the certification exam if desired. Prerequisite: BCIS 120

**BCIS 130 Network+ Training****(Lec/Lab/Tot/Qtr. Cr. Hr.) (70/50/120/9.5)**

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.

No Prerequisite

**BCIS 131 Test Preparation for Network+****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/25/25/1)**

This course reviews BCIS 130 and prepares the student to take the certification exam if desired. Prerequisite: BCIS 130.

**BCIS 140 A+ Training****(Lec/Lab/Tot/Qtr. Cr. Hr.) (70/50/120/9.5)**

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. No Prerequisite

**BCIS 141 Test Preparation for A+****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/25/25/1)**

This course reviews BCIS 140 and prepares the student to take the certification exam if desired. Prerequisite: BCIS 140.

**BCIS 150 CCNA Training****(Lec/Lab/Tot/Qtr.Cr.Hr.)(140/70/210/15.5)**

CCNA validates the ability to install, configure, operate, and troubleshoot medium-size route and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. The curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs). Prerequisite: None

**BCIS 151 Test Preparation for CCNA Training****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/25/25/2)**

This course reviews BCIS 150 and prepares the student to take the certification exam if desired. Prerequisite: BCIS 150.

**BCIS 211 ITIL Foundation Level****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/20/60/5)**

This course focuses on the terminology used in the IT Infrastructure Library. The common terminology is the language used among IT professionals, support services, and throughout the IT community. Prerequisite: None

**BCIS 235 CompTIA Security +****(Lec/Lab/Tot/Qtr. Cr.Hr.) (60/50/110/8.5)**

CCNA Security Training validates technician-level knowledge and skills required to secure networks. With an A+ Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The A+ Security curriculum emphasizes vendor neutral core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Prerequisite: None

**BCIS 236 Test Preparation CompTIA Security +****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/20/20/1)**

This course reviews BCIS 235 and prepares the student to take the certification exam if desired. Prerequisite: BCIS 235.

**BCIS 260 Copyright Law Applications for Software****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/20/20/2)**

This course introduces students to the concept of intellectual property and the laws that govern ownership and distribution of software. The emphasis is on the ethical conduct required of information technology professionals. No Prerequisite.

**BPCD 240 Career Development****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This subject is designed to assist the student in obtaining a job after graduation. The student will learn how to create a resume, prepare for a successful job interview, and dress appropriately for the information technology field. No Prerequisite.

**KEYB 100 Computerized Keyboarding****(Lec/Lab/Tot/Qtr.Cr.Hr.) (20/20/40/3)**

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. (No Prerequisite)

**General Education Course Descriptions:****ENGL 100 English Composition****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course focuses on the principles and techniques of written composition, textual analysis, and critical thinking. Prerequisite.

**ENVR 200 Global Environmental Change****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite.

**HIST 100 American History Since World War II****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course covers the major events in American history since World War II with emphasis on the economic, political, and social development of our country. No Prerequisite.

**MATH 200 College Mathematics****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course focuses on modern algebra and geometry. Topics include the treatment of whole numbers, fractions, mixed numbers, decimals, ratio, rate, proportions, percentages, measurements and the introduction to probability and statistics. No Prerequisite.

**PSYC 100 General Psychology****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite.

**SPCH 100 Essentials of Public Speaking****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite.

<b>AAS Degree Information Technology Support Professional</b>	
<b>95 Quarter Credit Hours</b>	
Tuition	24,800.00
Registration Fee	100.00
Textbooks, Resource and Exams Fees	1932.00
Lab Fees	0.00
<b>Total Cost of the Program</b>	<b>26,832.00</b>

## **Associate of Applied Science Degree– Electronic Health Records Technician**

Acceptance into this degree program 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 and/or a Home School Completion Certificate/Diploma.
3. Must not be enrolled at a primary or secondary institution;
4. \*A high school graduate (under the age of 18) can attend our program with written permission from a parent or guardian.



**Program Objective:** The Applied Associate of Science Degree of Electronic Health Records Technician 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 setting. Additionally, students will gain a solid understanding of the legal aspects of patient confidentiality and disclosure of medical records. The associate degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary to today's medical environment.

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:** — Main Campus 60 weeks Day/90 weeks Evening – Branch Campus 60 weeks Day/Evening

**PROGRAM CURRICULUM\***

Course Number		Course Name	Lecture Contact Hours	Lab Contact Hours	Total In-Class Contact Hours	Quarter Credit Hours
		<b>First Term</b>				
BCIS	108	Microsoft Word	10.0	10.0	20.0	1.5
BCIS	107	Excel	10.0	10.0	20.0	1.5
KEYB	100	Computerized Keyboarding	20.0	20.0	40.0	3.0
MEDI	100	Introduction to Medical Terminology	20.0	0.0	40.0	2.0
MEDI	107	Medical Terminology	20.0	0.0	20.0	2.0
MEDI	108	Anatomy and Physiology for Electronic Health Records	40.0	0.0	40.0	4.0
PSYC	100	General Psychology	40.0	0.0	40.0	4.0
		<b>Total</b>	<b>160.0</b>	<b>40.0</b>	<b>200.0</b>	<b>18.0</b>
		<b>Second Term</b>				
BCIS	103	Microsoft PowerPoint	10.0	10.0	20.0	1.5
BCIS	104	Microsoft Outlook	10.0	10.0	20.0	1.5
BEPD	200	Professional Development	40.0	0.0	40.0	4.0
BUSI	100	Business English	40.0	0.0	40.0	4.0
EHRP	250	Basic Accounting and Record Keeping	20.0	20.0	40.0	3.0
SPCH	100	Essentials of Public Speaking	40.0	0.0	40.0	4.0
		<b>Total</b>	<b>160.0</b>	<b>40.0</b>	<b>200.0</b>	<b>18.0</b>
		<b>Third Term</b>				
EHRP	101	Electronic Health Records Theory	100.0	0.0	100.0	10.0
EHRP	102	Electronic Health Records Applications	0.0	100.0	100.0	5.0
		<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>200.0</b>	<b>15.0</b>
		<b>Fourth Term</b>				
EHRP	203	Principles of Health Insurance	100.0	0.0	100.0	10.0
EHRP	204	Understanding Health Insurance Claims	0.0	100.0	100.0	5.0
		<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>200.0</b>	<b>15.0</b>
		<b>Fifth Term</b>				

EHRP	205	Electronic Health Records Simulations and Case Studies	30.0	30.0	60.0	4.5
ENGL	100	English Composition	40.0	0.0	40.0	4.0
ENVR	200	Global Environmental Change	40.0	0.0	40.0	4.0
KEYB	150	Computerized Keyboarding Applications	10.0	30.0	40.0	2.5
		<b>Total</b>	<b>120.0</b>	<b>60.0</b>	<b>180.0</b>	<b>15.0</b>
		<b>Sixth Term</b>				
BPCD	200	Career Development	40.0	0.0	40.0	4.0
EHRP	190	Medical Law and Ethics for Medical Records	40.0	0.0	40.0	4.0
HIST	200	American History Since World War II	40.0	0.0	40.0	4.0
MATH	200	College Mathematics	40.0	0.0	40.0	4.0
		<b>Total</b>	<b>160.0</b>	<b>0.0</b>	<b>160.0</b>	<b>16.0</b>
		<b>Program Totals</b>	<b>800.0</b>	<b>340.0</b>	<b>1140.0</b>	<b>97.0</b>

\*Sequence of courses may vary if prerequisites are met.

## Course Descriptions:

### BCIS 108 Microsoft Word

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

This course focuses on increasing MS Word skills by lab practice and project assignments. 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. No Prerequisite.

### BCIS 107 Excel

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

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. No Prerequisites.

### BCIS 103 Microsoft PowerPoint

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

This course focuses on creating a basic presentation using the toolbars, screen layouts, view, and text functions. Emphasis will be placed on inserting clipart, creating slide transitions, creating handouts, and creating fliers. No Prerequisites.

### BCIS 104 Microsoft Outlook

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

This course focuses on setting up contracts, calendars, creating folders, send and receive email, set up appointments, and management features of task organization. No Prerequisites.

### BEPD 200 Professional Development

(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/10/20/1.5)

This course focuses on the work culture of today's health care environment, its challenges, and the role of professional associations. Emphasis is placed on the variety of career professions and making choices about one's own career direction. Additional topics include conducting a meeting, developing an agenda, introducing guest speakers, and writing appropriate follow-up letters. No Prerequisites.

### BPCD 200 Career Development

(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)

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 interview, class discussions, and role playing. No Prerequisites.

### BUSI 100 Business English

(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)

This course provides a study of language structure, grammar, punctuation, and an update of recent changes in the English language. Emphasis is placed on the fundamentals of writing and editing for business. No Prerequisite.

### EHRP 101 Electronic Health Records Theory

(Lec/Lab/Tot/Qtr.Cr.Hr.) (100/0/100/10)

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. Prerequisite: MEDI 100.

**EHRP 102 Electronic Health Records Applications****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/100/100/5)**

This course is designed to introduce the student to the application of electronic health records with a focus on the practical application of EHR procedures and policies. Prerequisite: MEDI 100.

**EHRP 190 Medical Law and Ethics for Medical Records****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course focuses on the legal and ethical responsibilities of healthcare workers and healthcare institutions. The students will demonstrate an understanding of how health-related laws and regulations are developed and implemented. No Prerequisite.

**EHRP 203 Principles of Health Insurance****(Lec/Lab/Tot/Qtr.Cr.Hr.) (100/0/100/10)**

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. Prerequisite: MEDI 100.

**EHRP 204 Understanding Health Insurance Claims****(Lec/Lab/Tot/Qtr.Cr.Hr.) (0/100/100/5)**

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. Prerequisite: MEDI 100.

**EHRP 205 Electronic Health Records Simulations and Case Studies****(Lec/Lab/Tot/Qtr.Cr.Hr.) (30/30/60/4.5)**

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. Prerequisite: MEDI 100.

**EHRP 250 Basic Accounting and Record Keeping****(Lec/Lab/Tot/Qtr.Cr.Hr.) (20/20/40/3)**

This course focuses on the basic accounting procedures for medical and insurance billing purposes. No prerequisite

**KEYB 100 Computerized Keyboarding****(Lec/Lab/Tot/Qtr.Cr.Hr.) (20/20/40/3)**

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. No Prerequisite

**KEYB 150 Computerized Keyboarding Applications****(Lec/Lab/Tot/Qtr.Cr.Hr.) (10/30/40/2.5)**

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. No Prerequisite.

**MEDI 100 Introduction to Medical Terminology****(Lec/Lab/Tot/Qtr.Cr.Hr.) (20/0/20/2)**

This course focuses on introducing the student to basic medical terminology including anatomy and medical procedures. No Prerequisite.

**MEDI 107 Medical Terminology****(Lec/Lab/Tot/Qtr.Cr.Hr.) (20/0/20/2)** This

course focuses on advanced medical terminology. Prerequisite: MEDI 100

**MEDI 108 Anatomy & Physiology for Electronic Health Records****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

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 electronic health records field. Prerequisite: MEDI

**General Education Course Descriptions:****ENGL 100 English Composition****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course focuses on the principles and techniques of written composition, textual analysis, and critical thinking. No Prerequisite.

**ENVR 200 Global Environmental Change****(Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite

**HIST 200 American History Since World War II (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course covers the major events in American history since World War II with emphasis on the economic, political, and social development of our country. No Prerequisite

**MATH 200 College Mathematics (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This course focuses on modern algebra and geometry. Topics include the treatment of whole numbers, fractions, mixed numbers, decimals, ratio, rate, proportions, percentages, measurements and the introduction to probability and statistics. No Prerequisite

**PSYC 100 General Psychology (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite

**SPCH 100 Essentials of Public Speaking (Lec/Lab/Tot/Qtr.Cr.Hr.) (40/0/40/4)**

This 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. No Prerequisite

<b>AAS Degree Electronic Health Records Technician</b>	
<b>97.0 Quarter Credit Hours</b>	
Tuition	\$24,800.00
Registration Fee	\$100.00
Textbooks and Resource Fees:	\$900.00
Lan Fees	0.00
<b>Total Cost of the Program:</b>	<b>\$25,800.00</b>

## Associate of Applied Science - Medical Assisting Program

Acceptance into this degree program 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 and/or a Home School Completion Certificate/Diploma.
3. Must not be enrolled at a primary or secondary institution;
4. A high school graduate (under the age of 18) can attend our program with written permission from a parent or guardian.

Program Objective the AAS Degree in Medical Assisting 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, receptionist, lab assistant, X-ray technician, or medical records clerk. The associate's degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today's health care environment.

Program Length: — Main Campus 60 weeks Day/90 weeks Evening – Branch Campus 60 weeks Day/Evening

**PROGRAM CURRICULUM\***

Course Number		Course Name	Lecture Contact Hours	Lab Contact Hours	Extern Hours	Total Contact Hours	Total Quarter Credit Hours
<b>First Term</b>							
BCIS	103	Microsoft PowerPoint	10.00	10.00		20.00	1.5
BCIS	104	Microsoft Outlook	10.00	10.00		20.00	1.5
KEYB	100	Computerized Keyboarding	20.00	20.00		40.00	3.0
MEDI	101	Medical Terminology	40.00	0.00		40.00	4.0
MEDI	102	Anatomy and Physiology for Medical Assistants I	50.00	0.00		50.00	5.0
PSYC	100	General Psychology	40.00	0.00		40.00	4.0
<b>Total</b>			<b>170.00</b>	<b>40.0</b>		<b>210.0</b>	<b>19.0</b>
<b>Second Term</b>							
BUSI	100	Business English	40.00	0.00		40.00	4.0
MEDI	103	Anatomy and Physiology for Medical Assistants II	25.00	0.00		25.00	2.5
MEDI	125	Medical Law and Ethics	25.00	0.00		25.00	2.5
MEDI	150	Vital Signs/Emergencies/Aseptic Procedures	20.00	30.00		50.00	3.5
SPCH	100	Essentials of Public Speaking	40.00	0.00		40.00	4.0
ENGL	100	English Composition	40.00	0.00		40.00	4.0
<b>Total</b>			<b>190.00</b>	<b>30.00</b>		<b>220.00</b>	<b>20.5</b>
<b>Third Term</b>							
MEDI	115	Hematology/Phlebotomy	10.00	40.00		50.00	3.0
MEDI	231	Medical Office Procedures	40.00	10.00		50.00	4.5
EHRP	250	Basic Accounting and Record Keeping	20.00	20.00		40.00	3.0
HIST	200	American History Since World War II	40.00	0.00		40.00	4.0
<b>Total</b>			<b>110.00</b>	<b>70.00</b>		<b>180.00</b>	<b>14.5</b>
<b>Fourth Term</b>							
ENVR	200	Global Environmental Change	40.00	0.00		40.00	4.0
MEDI	110	Electrocardiography	10.00	40.00		50.00	3.0
MEDI	120	Medical Insurance and Billing	30.00	20.00		50.00	4.0
MEDI	140	Microsoft Word and Medical Software	10.00	40.00		50.00	3.0
<b>Total</b>			<b>90.00</b>	<b>100.00</b>		<b>190.00</b>	<b>14.0</b>
<b>Fifth Term</b>							
MEDI	145	Pharmacology and Administration of Medications	30.00	20.00		50.00	4.0
RADI	200	Limited Radiology	30.00	20.00		50.00	4.0
RADI	205	Practical Radiology	20.00	30.00		50.00	3.5
MAT H	200	College Mathematics	40.00	0.00		40.00	4.0
<b>Total</b>			<b>120.00</b>	<b>70.00</b>		<b>190.00</b>	<b>15.5</b>
<b>Sixth Term</b>							
MAPD	200	Professional Development	40.00	0.00		40.00	4.0
MAPD	202	Career Development	40.00	0.00		40.00	4.0
MEDI	260	Externship	0.00	0.00	120.00	120.00	4.0
<b>Total</b>			<b>80.00</b>	<b>0.00</b>	<b>120.00</b>	<b>200.00</b>	<b>12.0</b>
<b>Program Totals</b>			<b>760.00</b>	<b>310.00</b>	<b>120.00</b>	<b>1190.00</b>	<b>95.5</b>

\*Sequencing of courses may vary as long as the prerequisites are followed.

## Course Descriptions:

### **BCIS 103 Microsoft PowerPoint**

**(10 Lec./10 Lab/20 Total 1.5 Credits)**

This course focuses on creating a basic presentation using the toolbars, screen layouts, view, and text functions. Emphasis will be placed on inserting clipart, creating slide transitions, creating handouts, and creating fliers. No Prerequisite

### **BCIS 104 Microsoft Outlook**

**(10 Lec./10 Lab/20 Total 1.5 Credits)**

This course focuses on setting up contracts, calendars, creating folders, send and receive email, set up appointments, and management features of task organization. No Prerequisite

### **BUSI 100 Business English**

**(40 Lec./0 Lab/40 Total 4 Credits)**

This course provides a study of language structure, grammar, punctuation, and an update of recent changes in the English language. Emphasis is placed on the fundamentals of writing and editing for business. No Prerequisite

### **EHRP 250 Basic Accounting and Record Keeping**

**(20 Lec/20 Lab/40 Total 3 Credits)**

This course focuses on the basic accounting procedures for medical and insurance billing purposes. No Prerequisite

### **KEYB 100 Computerized Keyboarding**

**(20 Lec./20 Lab/40 Total 3 Credits)**

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. No Prerequisite

### **MAPD 200 Professional Development**

**(40 Lec./0 Lab/40 Total 4 Credits)**

This course focuses on the work culture of today's office environment, its challenges, and the role of professional associations. Emphasis is placed on the variety of career professions and making choices about one's own career direction. Additional topics include conducting a meeting, developing an agenda, introducing guest speakers, and writing appropriate follow-up letters. No Prerequisite

### **MAPD 202 Career Development**

**(40 Lec./0 Lab/40 Total 4 Credits)**

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. No Prerequisite

### **MEDI 101 Medical Terminology**

**(40 Lec./0 Lab/40 Total 4 Credits)**

This course focuses on building the student's knowledge of medical terminology including anatomy and medical procedures. Additional topics include medical terms used in legal documents and procedures. No Prerequisite

### **MEDI 102 Anatomy and Physiology for Medical Assistants I**

**(50 Lec/0Lab/50Total 5 Credits)**

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: integumentary, skeletal, and muscular. Prerequisite: MEDI 101

### **MEDI 103 Anatomy and Physiology for Medical Assistants II**

**(25 Lec/0Lab/25Total 2.5 Credits)**

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: nervous, and endocrine. Emphasis is also placed on homeostasis. Prerequisite: MEDI 101

### **MEDI 110 Electrocardiography**

**(10 Lec/40Lab/50Total 3 Credits)**

This course prepares individuals, under the supervision of physicians and nurses, to administer EKG and ECG diagnostic examinations and report results to the treatment team. Included in this course are preparing and monitoring the patient during a treadmill stress test. Prerequisite: MEDI 101

### **MEDI 115 Hematology/Phlebotomy**

**(10 Lec/40Lab/50Total 3 Credits)**

Hematology/phlebotomy focuses on 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. Students will learn to perform venipuncture professionally.  
Prerequisite: MEDI 101

**MEDI 120 Medical Insurance and Billing (30 Lec/20Lab/50Total 4 Credits)**

Students will learn the administrative areas of medical assisting that are related to processing insurance claims.  
Prerequisite: MEDI 101

**MEDI 125 Medical Law and Ethics (25 Lec/0Lab/25Total 2.5 Credits)**

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.

**MEDI 140 Microsoft Word and Medical Software (10 Lec/40Lab/50Total 3 Credits)**

This course focuses on increasing MS Word skills by lab practice and project assignments. Emphasis is placed on creating, editing, and manipulating documents to produce projects. Included in this course is an introduction to commonly used medical software. No Prerequisite

**MEDI 145 Pharmacology and Administration of Medications (30 Lec/20Lab/50Total 4 Credits)**

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. No Prerequisite

**MEDI 150 Vital Signs/Emergencies/Aseptic Procedures (20 Lec/30 Lab/50Total 3.5 Credits)**

This course introduces students to patient-centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. No Prerequisite

**MEDI 231 Medical Office Procedures (15 Lec/10 Lab/25Total 2 Credits)**

This course introduces administrative medical assisting competencies, 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.  
No Prerequisite

**MEDI 260 Externship (0Lec/0 Lab/120 Extern Total 4 Credits)**

Upon completion of the Medical Assistant courses, students will be able to perform administrative office and receptionist duties at an entry-level position. Representative courses included in the curriculum are: Anatomy and Physiology for Medical Assistants, Vital Signs/Emergencies/Aseptic Procedures, Electrocardiography, Hematology/Phlebotomy, Medical Insurance and Billing, Medical Law and Ethics, Medical Office Procedures, Medical Terminology, Microsoft Word and Medical Software, Pharmacology and Administration of Medications, Professional Development, and Career Development. The program is designed to develop skills to enable graduates to find entry-level employment in a medical environment. Prerequisites: Satisfactory completion of all courses

**RADI 200 Limited Radiology (30 Lec/20 Lab/50Total 4 Credits)**

The course focuses on the study of equipment, radiation physics, technical aspects of radiography, imaging equipment, film exposure, and file processing. No Prerequisite

**RADI 205 Practical Radiology (20 Lec/30 Lab/50Total 3.5 Credits)**

This course focuses on radiation protection, patient-care management, positioning of bones for both upper and lower extremities and chest. Included in the course are exposure factors, charts, and films.  
No Prerequisite

**General Education Course Descriptions:**

**ENGL 100 English Composition****(40 Lec./0Lab/40 Total 4 Credits)**

This course focuses on the principles and techniques of written composition, textual analysis, and critical thinking. No Prerequisite

**ENVR 200 Global Environmental Change****(40 Lec./0Lab/40 Total 4 Credits)**

This 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. No Prerequisite

**HIST 200 American History Since World War II****(40 Lec./0Lab/40 Total 4 Credits)**

This course covers the major events in American history since World War II with emphasis on the economic, political, and social development of our country. No Prerequisite.

**MATH 200 College Mathematics****(40 Lec./0Lab/40 Total 4 Credits)**

This course focuses on modern algebra and geometry. Topics include the treatment of whole numbers, fractions, mixed numbers, decimals, ratio, rate, proportions, percentages, measurements and the introduction to probability and statistics. No Prerequisite

**PSYC 100 General Psychology****(40 Lec./0Lab/40 Total 4 Credits)**

This 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. No Prerequisite

**SPCH 100 Essentials of Public Speaking****(40 Lec./0Lab/40 Total 4 Credits)**

This 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. No Prerequisite

<b>AAS Degree Medical Assisting</b>	
<b>Quarter Credit Hours 95.5</b>	
Tuition	\$24,800.00
Registration Fee	100.00
Textbooks and Resource Fees:	*900.00
<b>Total Cost of the Program</b>	<b>\$25,800.00</b>

## ACADEMIC INFORMATION FOR DIPLOMA AND DEGREE PROGRAMS

### 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. For every 20 hours of class time, students will be required to complete five hours of homework or out-of-class assignments. Homework may include reading assignment, projects, workbook assignment, research, and 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 Diploma Programs

In a blended manner, students will take one class per week via distance learning. Numerous locations have high-speed internet availability if a student does not have access at home. *The Distance Education option is not available for Veterans going to College using Veterans benefits for participation in Diploma Programs. Veterans are required to*



*attend all classes on campus when attending Diploma Programs.*

### **Distance Education for AAS Degree Programs**

In a blended manner, students will take one class per week via distance learning. 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.

### **Learning Resource Center**

Students will be required to utilize the Peloton College Learning Resource Center for assigned projects. Students may also access the Dallas 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 Director; and
3. The student schedules tutoring sessions on campus at a time when class is not otherwise scheduled.

The College Director 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 Director 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 College Director 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 College's Director that the credit is consistent with the College's course objectives, course by course. The College Director will evaluate an official copy of the prior transcript for any possible transfer of credits into Peloton College. In addition to compatibility of prior courses, accreditation and other pertinent factors are taken into consideration. The College may accept up to a maximum of 25 percent of the required contact hours for graduation.

Peloton College (Peloton College) does not offer credit for advanced placement or experiential learning.

### **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 Peloton College credits. It is the student's responsibility to research the requirements of that selected College.

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

Students may transfer credits from one program to another at Peloton College provided the courses are the same credits, the same content, were completed with a "C", and were taken with the past five years.

### **Transcripts**

Current or former students 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.

### **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 20 percent 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 10 consecutive days will be Withdrawn from the program. Absences are calculated by using the last day of regular 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 Withdrawn due to lack of attendance may be readmitted one time only at the discretion of the College Director and no sooner than the next grading period.
6. Students may appeal to the College’s Director if they feel an error has been made in their attendance calculation.

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 at least 50 percent of any scheduled class will be considered absent from 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	--
T	Test Out	--
TR	Transfer	--
U	Unsatisfactory	--
W	Withdrawal	--
WF	Withdrawal Failing	0.0

### **Timed Keyboarding Grading**

\*P (Pass)—This designation is given to students who fulfill the keyboarding speed requirements of each term of the program.

\*F (Fail)—This grade is given for those who have not achieved the goals of each term. P and F grades for Keyboarding courses do not affect 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*) 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 Director 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 Director.

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

If a student withdraws 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, the student receives a “WF” and receives zero points for the course. A “WF” is included in the GPA. Transfer of credit courses does not affect the GPA.

### **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 Director.

### **Remedial Work**

There are no remedial courses.

### **Grading Procedures**

Grade reports are distributed to students at the mid-point of each month. 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. To successfully complete each course, a student must achieve a minimum grade of 70 percent or better.

### **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. Return all property belonging to the College.
3. Complete an exit interview.

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

### **Repeating a Course**

Students must repeat courses in which they have received an “F” or “I” grade or from which they withdraw. The new grade will be averaged with the original grade for purposes of achieving the grade-point average. Classes in which students have received a grade of “C” may be repeated; however, in this case the highest grade that can be achieved is a “B” when the two grades are averaged. There will be a charge of an additional \$100 for each course repeated.

### **Make-Up Assignments**

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. 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.

If a student misses more than 80 percent of a course and has passing grades (2.0), the College Director may allow the student to make up the missing hours outside of class. The make-up hours will be monitored and structured and will be approved only under mitigating circumstances. The decision to allow make-up hours is entirely up to the College Director’s discretion. No more than 5 percent of the total clock hours of the program may be restored by the make-up assignments.

## **SATISFACTORY ACADEMIC PROGRESS FOR DIPLOMA PROGRAMS**

The following policy is applicable to all students enrolled in a diploma program:

SAP will be measured at 10-week intervals. Students not meeting SAP at their 10-week evaluation are automatically placed on warning for the following 10-week period. Failure to achieve SAP for two consecutive periods will result in probation. Course incompletes, transfer credits, and the initial course grade(s) of courses that have been repeated have no effect on SAP. Non-punitive grades (Pass, Fail, or Withdraw) have no effect on SAP. PELOTON COLLEGE does not offer non-credit or remedial courses.

Changing diploma programs at Peloton College will have no effect on SAP because a new transcript will be generated for each individual program.

## **SATISFACTORY ACADEMIC PROGRESS FOR DEGREE PROGRAMS**

The following policy is applicable to all students enrolled in a degree program:

SAP will be measured at 15-week intervals. Students not meeting SAP at their first evaluation are placed on warning for the following 15-week period. Failure to achieve SAP for two consecutive periods will result in probation. Course incompletes, transfer credits, and the initial course grade(s) of courses that have been repeated have no effect on SAP. Non-punitive grades (Pass, Fail, or Withdraw) have no effect on SAP. PELOTON COLLEGE does not offer non-credit or remedial courses.

Changing from a diploma program to the same-field degree program at the College may affect SAP if the student’s transcript contains grades from common courses that carry over from the diploma program to the same-field degree program.

Changing from a diploma program to a new-field degree program at the College may affect SAP if the student's transcript contains grades from common courses that carry over from the diploma to the new-field degree program.

Changing from a degree program to a new-field degree program at the College may affect SAP if the student's transcript contains grades from common courses that carry over from the degree program to the new-field degree program.

Changing from a degree program to the same-field diploma program at the College may affect SAP if the student's transcript contains grades from common courses that carry over from the degree program to the same-field diploma program.

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 quarterly GPA must be a minimum of 2.0 to avoid warning and or probation.

The guidelines for Satisfactory Academic Progress follow:

- After the initial grading period, the student must achieve a CGPA of at least 1.0.
- After the second grading period, the student must achieve a CGPA of at least 1.2.
- After the third grading period and until program midpoint, the student must achieve a CGPA of at least 1.5.
- A minimum CGPA of 2.0 is required by the program midpoint and for every subsequent grading period thereafter.
- A minimum CGPA of 2.0 as well as a passing grade in all subjects is required for graduation.

If a student's CGPA is unsatisfactory at the end of any grading period:

- The student will be placed on academic warning for the next grading period. At the end of the warning grading period, the student's academic progress will be evaluated and one of the following actions will occur:
- The student will be removed from academic warning if the CGPA is satisfactory.
- The student will be placed on probation if the he/she has not achieved satisfactory progress for the grading period (2.0 GPA or higher),
- The student will be placed on probation even if he/she has achieved satisfactory progress for the grading period (a 2.0 GPA or higher) but the CGPA remains unsatisfactory.

If a second probationary grading period is required:

- The student's academic progress will once again be evaluated at the end of the probationary period and one of the following actions will occur:
- The student will be removed from probation if the CGPA is satisfactory.
- The student's enrollment will be terminated if CGPA is unsatisfactory.

### **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 finish their program beyond the MTF will not be eligible to receive any additional financial assistance.

### **Satisfactory Academic Progress Policy for Veterans (and other eligible persons under Section 3675, Title 38, United States Code) RE: 900-hour programs:**

For 900-hour programs, the reporting period will be at the end of each section of the course. Example: CCNA (Cisco Certified Network Associate) will be evaluated at the end of this section of the entire course or at the end of 150 hours. If SAP is not met, the student will be warned. The SAP report will be placed in the student file. Example: VOIP (Voice Over Internet Protocol) would be evaluated at the end of this section of the entire course, or in this case, after 120 hours. If a student does not meet SAP at the end of any two sections 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 he/she raises his academic average to the required 70% and re-attains SAP, he/she can be certified for benefits again beginning with the next reporting period.

### Qualitative Requirements for Diploma and Degree Programs:

1. Maintain a cumulative academic average of 2.0 (70%) 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

2. Students enrolled in an educational program of more than two academic years must have a CGPA of a 2.0/70%/C or higher and the ability to graduate to receive Title IV Funds.

### Quantitative Requirements:

1. All students must attend 80% of the scheduled clock hours of attendance in a clock-hour program; therefore, PELOTON COLLEGE allows no more than 20% of the clock hours per payment period to be missed and considered as excused absences.
2. 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.

<b>Diploma Programs</b>	<b>Minimum Hours/Weeks</b>	<b>Maximum Hours/Weeks (Dallas Main Campus)</b>
Day	900/30	900/45.0
Evening	900/45	900/67.5

<b>AAS Programs</b>	<b>Minimum Weeks</b>	<b>Maximum Weeks (Dallas Main Campus)</b>
Day	60	90
Evening	90	135

<b>Diploma Programs</b>	<b>Minimum Hours/Weeks</b>	<b>Maximum Hours/Weeks (Arlington Branch Campus)</b>
Day/Evening	900/30	900/45.0

<b>AAS Programs</b>	<b>Minimum Weeks</b>	<b>Maximum Weeks (Arlington Branch Campus)</b>
Day/Evening	60	90

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

### Losing and Regaining Eligibility

#### Warning Status

A student not making SAP at the reporting period will be automatically placed on 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 reporting period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP at the next reporting period will be placed on probation.

#### Probation Status

A student not making SAP at the reporting period will be placed on probation. Students placed on probation must have one of the following to receive Title IV funds during probation: an Academic Improvement Plan, an Accepted Probation Status Appeal, or regained SAP. Students who are making SAP at the next reporting period are considered as meeting

SAP and have regained full 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.

### **Appeal Process**

A student, who wishes to appeal his/her probation status, must submit a written request to the College Director 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. Any student who prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

### **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.

## **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 the diploma or degree due to unforeseen circumstance such as medical, family, or other personal situation. A student who wishes to temporarily interrupt his/her progress must submit a request for a leave of absence (LOA) in writing. A LOA is granted on a case-by-case basis by the College Director. 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 Director 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. A 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 a 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.

## OFFICIAL WITHDRAWAL FROM COLLEGE

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

## FINANCIAL SERVICES

### Financial Assistance

Financial Assistance is available to those who qualify through the Financial Aid Office, [finaid@Peloton College.com](mailto:finaid@Peloton College.com) or 214.777.6433.

### Possible Finance or Payment Information for Students

PELTON COLLEGE is an Approved Training Provider for the Texas Workforce Commission. [www.twc.state.tx.us](http://www.twc.state.tx.us)  
PELTON 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)  
PELTON COLLEGE sometimes accepts personal payment plans. Please see the College Director.

### Availability of Employees for Information Dissemination Purposes

Requests for information by students about PELTON COLLEGE should be directed to Charles Johnson, College Director, 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 of Office of College Director.

### 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 <http://nces.ed.gov/ipeds/glossary/index.asp?id=625>

### 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, when a student must start repaying.
- Deferment of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance.
- Provide written information on student’s 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 a 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 sign.
- 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

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 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.

Due to a class size of fewer than 50 students, PELOTON COLLEGE does not release the gender and ethnicity of enrolled, full-time students who are enrolled or receive Title IV; 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.nsls.ed.gov](http://www.nsls.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.

## CANCELLATION POLICY

The registration fee is refundable within 72 hours or 3 business days of a facility and equipment tour and signing the Enrollment Agreement by notifying the College Director.

**If tuition and fees are collected in advance of entrance and if, after the 72-hour cancellation privilege the student does not enter, then the College will retain not more than \$100.**

**Note: Refund and Cancellation Policy for Students Receiving State of Texas Funding**

Funding Programs under State Guidelines Include: **W.I.A., T.A.A., and S.N.A.P. and PELOTON COLLEGE follow any special refund requirements.**

## **REFUND POLICY**

1. Refund computations will be based on scheduled clock hours of classes through the last documented day of attendance. Leaves of absence, suspensions, and College holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The date of termination, if the student is terminated by the College;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten College 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 College, not more than \$100 in nonrefundable administrative fees shall be by the College for the entire resident program.
4. If the student enters a residence or a synchronous distance education program and withdraws or is otherwise terminated, the College may retain not more than \$100 in nonrefundable administrative fees 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.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refunds of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the College can withhold costs for these types of items from the refund if 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.
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 College;
  - (b) If the course of instruction is discontinued by the College and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representative of the College.

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

All refunds due will be made within 60 days of the student's effective withdrawal date.

### **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 Director 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

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 Called to Active Military Service**

A student who withdraws from the College because of 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:

1. 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;
2. 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
3. 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:
  - (a) Satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (b) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

**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.

PELTON 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.

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

PELTON 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 during the period.

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

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

#### **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.

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.

$\frac{18 \text{ (scheduled days)}}{118 \text{ (scheduled days)}} = 15.3\%$  (% of completed calendar days within the payment period)

118 (scheduled days)

2. Calculate the dollar amount of Title IV aid earned by the student.

$15.3\% \times \$2,805.00 = \$429.17$  (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.

PELTON 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 PELTON COLLEGE, the student must initiate the withdrawal process by contacting the College Director. 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.

### **PELTON 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.

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 PELTON 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 Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at [www.ed.gov/policy/gen/guid/fpc/](http://www.ed.gov/policy/gen/guid/fpc/)

### **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.

### **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 should be worn while at College. In situations where "appropriate business casual attire" cannot be clearly defined, your College Director shall be responsible for communicating acceptable standards of dress.

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      Probation 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     Suspension 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 Director, it is determined that the student has resolved his/her problem and has a reasonable chance of succeeding.
- Level 4     Dismissal 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 special one-on-one instruction.

### **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 or 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 equates to 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 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.

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

### **Non-Smoking Facility**

The Campbell Center is a non-smoking building. 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 on 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**

The Campbell Center complex is equipped with fire alarms, voice communication in each fire alarm zone, and constant monitoring of sprinkler systems, alarm devices, and 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**

PELTON COLLEGE celebrates Constitution Day on or near September 17 of each year as required.

[www.constitutionday.com](http://www.constitutionday.com)

### **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.

### **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 network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to:

- Electronic mail
- Information and news
- 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.

### **Security**

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 Director.
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**

**Accrediting Council for Independent Colleges and Schools**  
**750 First Street, NE**  
**Suite 980**  
**Washington, DC 20002-4223**  
**(202) 336-6780**

**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 Director.

A student having an academic complaint should first discuss it with the instructor and then the College Director if it cannot be resolved. If the College Director 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

## **PELTON COLLEGE STAFF AND FACULTY**

**President** Larry Van Loon

### **DALLAS – MAIN CAMPUS**

**Campus President**

E. Jean Jones, MBA, MACS,  
MMPL

**Admissions**

Arletha T. Lowe

**Financial Aid Director**

Shakeitha Blanton

**Career Services Director  
Career Pathway Instructor**

Pat Robertson

**Program Instructors:**

E. Jean Pemberton Jones, MBA, Prairie  
View A & M; MA, Criswell College; BS,  
Dallas Christian College

**Distance Education Administrator**

**Paralegal Studies**

Pamela D. Milliner, BS, Criminal Justice,  
University of North Texas, Denton; AAS in  
Paralegal, El Centro Community College,  
Dallas

**Information Technology Support Professional**

Colin Holobowicz, BA, Economics, University of  
Dallas; Cisco CCNA Certified; Juniper JNCIA Certified;  
Meru Certified Engineer

**Electronic Health Records**

Dwayla Walker, M.S. HEd., Texas A&M University,  
B.S. in Psychology, AA, Richland College, MA  
Certificate, Remington College

**Medical Assistant**

Nicole Rawls, MA Certificate, ATI, 8 years of Medical  
Assistant experience

### **ARLINGTON – BRANCH CAMPUS**

**Campus President**

Valerie Johnson, MBA, CEHR

**Admissions**

Suzann McDowell

**Director of Financial Aid**

Christine Hart

**Director of Career Services**

Patricia Robertson

**Program Instructors  
Distance Education Administrator**

Valerie Johnson, MBA, University of Phoenix, BA  
Oklahoma City University

**Medical Assistant & Electronic Health Records**

Michelle C. Dewberry, MS, Grand Canyon University;  
BA, Texas Women University; AS, Northland  
Community College; Certification: Medical Assistant,  
Sanford Brown College

**Career Pathway Instructor**

Brenda Land, Associate Degree, Mountain View College

## **TRUE AND CORRECT STATEMENT**

Larry Van Loon  
President

01/01/2017  
Date

## 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 following reflects this institution's crime statistics for the period between 1/1/2013 and 12/31/2015.

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 building and can be contacted at 214-363-8350. The College Director may reach at 214-777-6433. The College operational hours are Monday – Friday 8:30 – 2:30 and Monday – Thursday 6:00 – 9:30; 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.

## **Peloton College Policy on a Drug-Free Workplace**

### **Facts About Drugs and Alcohol**

In compliance with federal government regulations for a drug-free workplace for students and employees, Peloton College has made a commitment to eliminate illegal drug use from the College, and we observe this commitment by the following these guidelines: Any student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. 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.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all College sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the College. 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.

The following is information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Colleges and Communities Act Amendments of 1989 (P.L. 101-226). The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on Peloton College property or as a part of any Peloton College activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should so inform College Director.

### **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 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence.

### **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.

### **Punishment for Alcohol and Drug Related Crimes State of Texas**

The Texas Health and Safety Code sets the possession law, dividing controlled substances into five penalty

groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

<b>Penalty Group</b>	<b>Examples of Drugs/Controlled Substances</b>
1	Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone.
1A	LSD
2	Ecstasy, PCP and mescaline.
3	Valium, Xanax and Ritalin.
4	Compounds containing Dionne, Moto fen, Buprenorphine or Pryovalerone

**Penalty Group 1**

<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, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

**Penalty Group 1A**

<b>Weight</b>	<b>Classification</b>	<b>Penalty</b>
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	2 to 10 years in a state prison and/or a fine of not more than \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
4,000 units or more, but less than 8,000 units	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
8,000 units or more	Enhanced first-degree felony	15 to 99 years in a state prison and a fine of not more than \$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
More than 1 gram, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
More than 4 grams, less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

### Penalty Groups 3 and 4

Weight	Classification	Penalty
Less than 28 grams	Class A misdemeanor	Not more than 1 year in a county jail and/or a fine of not more than \$4,000
28 grams or more, but less than 200 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

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.

### 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. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

### Federal Law

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 \$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.



## Referral and Hotline Information

The College does not offer professional counseling services but offers the following recourse information:

National Institution on Drug Abuse (M – F, 8:30 a.m. – 4:40 p.m.)	1-800-HELP
National Alcohol and Drug Abuse Hotline	1-800-234-0420
Cocaine Hotline	1-800-COCAINE
Reach-Out Hotline (alcohol, drug crisis, intervention, mental health referral)	1-800-522-9054

## 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://records.exdps.state.tx>

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 Director. 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 report 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 Director. Upon request, College Director 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's 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 Director 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/Core/Portal.aspx>

### 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:

#### **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 Director 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 orientation, and available on an on-going basis in the College catalog and on the College website at [www.PelotonCollege.com](http://www.PelotonCollege.com)

## **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 214-744-4444.

**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 Dallas Police Department 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://records.txdps.state.tx.us/dps\\_web/sornew/index.aspx](https://records.txdps.state.tx.us/dps_web/sornew/index.aspx) 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 Employee/Student Drug-Free Workplace and College Drug Prevention Policy Statement and Campus Crime Report 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 public property. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. There were no reported hate crimes, either on-campus or off-campus at Peloton College during this reporting period.

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**Campus Crime Statistics**  
Crimes reported on campus

CATEGORY	2013	2014	2015
<b>Criminal Homicide:</b>			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
<b>Sex Offenses:</b>			
Forcible	0	0	0
Non-forcible	0	0	0
<b>Assault:</b>			
**Simple Assault	0	0	0
Aggravated assault	0	0	0
<b>Robbery:</b>			
**Larceny Theft:			
Ruglary:	0	0	0
**Vandalism:			
Motor Vehicle Theft:	0	0	3
**Intimidation:			
<b>Arson:</b>			
<b>Arrest for:</b>			
Liquor Law Violation # of campus violators	0	0	0
Type of sanctions for violations # of arrests	0	0	0
# of fatalities	0	0	0
<b>Drug Related Violations</b>			
# of campus violations	0	0	0
Type of sanctions for violations	0	0	0
# of arrests	0	0	0
# of fatalities	0	0	0
Weapons Possessions	0	0	0
<b>Disciplinary Referrals:</b>			
Liquor law Violations			
# of campus violators	0	0	0
Type of sanctions for violations	0	0	0
<b>Drug Related Violations</b>			
# of campus violations	0	0	0
Type of sanctions for violations	0	0	0
Weapons Possessions	0	0	0

**Hate Crimes**  
Should a hate crime be reported, it will be identified by the bias category

CATEGORY	2013	2014	2015
<b>Criminal Homicide</b>			
Murder and Non-Negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
<b>Sex Offenses:</b>			
Forcible	0	0	0
Non-forcible	0	0	0
<b>Assault:</b>			
Simple Assault	0	0	0
Aggravated Assault	0	0	0
<b>Robbery:</b>			
Larceny Theft:	0	0	0
Ruglary:	0	0	0
Vandalism:	0	0	0
Motor Vehicle Theft:	0	0	0
<b>Theft:</b>			
Intimidation:	0	0	0
<b>Arson:</b>			

**Bias Categories**  
Race                      Gender  
Religion                Disability  
Ethnicity                National Origin  
Sexual Orientation    Gender Identity

\*\*\* Crimes that occurred on campus not motivated by bias

**Violence Against Women Reauthorization Act**

CATEGORY	2014	2015
Domestic Violence:	0	0
Dating Violence:	0	0
Sexual Assault:	0	0
Stalking:	0	0

## APPENDIX I--SCHEDULED BREAKS and START DATES

FEBRUARY	<b>PELTON COLLEGE 2017 MASTER START SCHEDULE DALLAS - MAIN CAMPUS</b>	
2/14 MA – DAY 2/14 EHR – DAY 2/14 PARA - DAY 2/21 MA- EVE 2/21 EHR – EVE 2/23 PARA - EVE	Spring Break 3/13 – 3/17    Memorial Day 5/29 Independence Day 7/4        Labor Day 9/4 Thanksgiving 11/22-24        Christmas Break 12/25 – 1/05	
MARCH	APRIL	MAY
<ul style="list-style-type: none"> <li>• 3/7 MA – EVE</li> <li>• 3/7 EHR – EVE</li> <li>• 3/7 IT- EVE</li> <li>• 3/8 Paralegal DAY/EVE</li> <li>• 3/20 MA/EHR – DAY</li> <li>• 3/29 Paralegal DAY/EVE</li> </ul>	<ul style="list-style-type: none"> <li>• 4/5 Paralegal DAY/EVE</li> <li>• 4/18 IT - EVE</li> <li>• 4/19 PARA – DAY</li> <li>• 4/19 PARA - EVE</li> <li>• 4/24 EHR – DAY</li> <li>• 4/24 MA – DAY</li> </ul>	<ul style="list-style-type: none"> <li>• 5/2 MA - EVE</li> <li>• 5/2 EHR – EVE</li> <li>• 5/2 IT - EVE</li> <li>• 5/3 Paralegal – DAY/EVE</li> <li>• 5/17 Paralegal – DAY/EVE</li> <li>• 5/30 EHR – DAY</li> <li>• 5/30 MA – DAY</li> <li>• 5/31 IT - EVE</li> </ul>
JUNE	JULY	AUGUST
<ul style="list-style-type: none"> <li>• 6/1 Paralegal DAY/EVE</li> <li>• 6/15 Paralegal DAY/EVE</li> <li>• 6/21 MA – EVE</li> <li>• 6/21 EHR-EVE</li> <li>• 6/29 Paralegal DAY/EVE</li> </ul>	<ul style="list-style-type: none"> <li>• 7/5 EHR - DAY</li> <li>• 7/5 MA - DAY</li> <li>• 7/17 Paralegal DAY/EVE</li> <li>• 7/31 Paralegal DAY/EVE</li> </ul>	<ul style="list-style-type: none"> <li>• 8/9 EHR - DAY</li> <li>• 8/9 MA - DAY</li> <li>• 8/10 MA - EVE</li> <li>• 8/10 EHR - EVE</li> <li>• 8/14 Paralegal- DAY/EVE</li> <li>• 8/17 IT - EVE</li> <li>• 8/28 Paralegal – DAY/EVE</li> </ul>
SEPTEMBER	OCTOBER	NOVEMBER
<ul style="list-style-type: none"> <li>• 9/12 Paralegal DAY/EVE</li> <li>• 9/14 MA DAY</li> <li>• 9/14 EHR - DAY</li> <li>• 9/26 Paralegal DAY/EVE</li> </ul>	<ul style="list-style-type: none"> <li>• 10/2 MA EVE</li> <li>• 10/2 -EHR – EVE</li> <li>• 10/2 IT - EVE</li> <li>• 10/10 Paralegal DAY/EVE</li> <li>• 10/19 EHR – DAY</li> <li>• 10/19 MA - DAY</li> <li>• 10/24 Paralegal DAY/EVE</li> </ul>	<ul style="list-style-type: none"> <li>• 11/7 Paralegal DAY/EVE</li> <li>• 11/13 IT EVE</li> <li>• 11/20 EHR – DAY</li> <li>• 11/20 MA - DAY</li> <li>• 11/20 MA - EVE</li> <li>• 11/20 EHR - EVE</li> <li>• 11/21 Paralegal DAY/EVE</li> </ul>
DECEMBER	JANUARY 2018	FEBRUARY 2018
<ul style="list-style-type: none"> <li>• 12/2 Paralegal DAY/EVE</li> <li>• 12/7 MA - DAY</li> <li>• 12/7 EHR - DAY</li> </ul>	<ul style="list-style-type: none"> <li>• 1/8 Paralegal DAY/EVE</li> <li>• 1/11 MA DAY/EVE</li> <li>• 1/11 EHR DAY/EVE</li> <li>• 1/22 IT EVE</li> </ul>	

**PELTON COLLEGE 2017 MASTER START SCHEDULE  
BRANCH**

Spring Break 3/13 – 3/17    Memorial Day 5/29  
Independence Day 7/4    Labor Day 9/4  
Thanksgiving 11/23-24    Christmas Break 12/25 – 1/05

MARCH	APRIL	MAY
<ul style="list-style-type: none"> <li>• 3/7 MA – EVE</li> <li>• 3/7 EHR – EVE</li> <li>• 3/20 MA – DAY</li> <li>• 3/20 EHR – DAY</li> </ul>	<ul style="list-style-type: none"> <li>• 4/18 MA – EVE</li> <li>• 4/18 EHR – EVE</li> <li>• 4/25 MA – DAY</li> <li>• 4/25 EHR - DAY</li> </ul>	<ul style="list-style-type: none"> <li>• 5/23 MA -EVE</li> <li>• 5/23 EHR – EVE</li> <li>• 5/31 MA - DAY</li> <li>• 5/31 EHR- DAY</li> </ul>
JUNE	JULY	AUGUST
<ul style="list-style-type: none"> <li>• 6/28 MA – EVE</li> <li>• 6/28 EHR – EVE</li> </ul>	<ul style="list-style-type: none"> <li>• 7/5 MA – DAY</li> <li>• 7/5 EHR - DAY</li> </ul>	<ul style="list-style-type: none"> <li>• 8/7 MA – EVE</li> <li>• 8/7 EHR – EVE</li> <li>• 8/10 MA – DAY</li> <li>• 8/10 EHR – DAY</li> </ul>
SEPTEMBER	OCTOBER	NOVEMBER
<ul style="list-style-type: none"> <li>• 9/11 MA – EVE</li> <li>• 9/11 EHR – EVE</li> <li>• 9/18 MA- DAY</li> <li>• 9/18 EHR – DAY</li> </ul>	<ul style="list-style-type: none"> <li>• 10/16 MA- EVE</li> <li>• 10/16 EHR – EVE</li> <li>• 10/23 MA- DAY</li> <li>• 10/23 EHR – DAY</li> </ul>	<ul style="list-style-type: none"> <li>• 11/20 MA EVE</li> <li>• 11/20 EHR EVE</li> <li>• 11/29 MA -EVE</li> <li>• 11/29 EHR – EVE</li> </ul>
DECEMBER	JANUARY 2018	
<ul style="list-style-type: none"> <li>• 12/19 MA EVE</li> <li>• 12/19 EHR EVE</li> </ul>	<ul style="list-style-type: none"> <li>• 1/23 MA EVE</li> <li>• 1/23 EHR EVE</li> <li>• 1/8 MA DAY</li> <li>• 1/8 EHR DAY</li> </ul>	