We Change Lives...
One Person At A Time.
Mission

We Change Lives...One Person At A Time.

Purpose

• To stress to all students the importance of a sound general educational background in which students can broaden their understanding of society and the complexities which affect that society.
• To provide education and training to students on a group and an individual basis, helping students realize their full potential with specialized knowledge and skills.
• To help students reach a level of social maturity that will be respected in the community as well as in the business world.
• To assist graduates in securing meaningful and satisfying entry-level employment through career and job placement services.

Vision

Our vision is to provide a warm, friendly, nurturing atmosphere where people can learn the skills required, to obtain the careers they need, to have the lives they want.

Regulatory Information

Daymar College is a junior college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), located at 750 First Street NE, Suite 980, Washington, D.C. 20002-4223.

Daymar College is authorized to confer the diploma, the Associate of Applied Business, and the Associate of Applied Science with the Ohio State Board of Career Colleges and Schools at 30 East Broad Street, Suite 2481, Columbus, Ohio 43215. Registration Numbers: Daymar - Chillicothe 08-01-1851T; Daymar - Jackson 08-01-1852T; Daymar - Lancaster 08-01-1853T; Daymar - New Boston 08-01-1854T.

Certificate of Authorization received from Ohio Board of Regents.

Some of the programs offered by Daymar College have been approved by the Ohio Approving Agency for Veterans Education for the enrollment of persons eligible to receive VA educational benefits.

All campuses of Daymar College have been designated by the United States Department of Education as eligible to participate in Title IV, Part A Postsecondary Education Federal Assistance Programs under the Higher Education Act of 1965, as Amended (HEA).

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Please contact the admissions department for an up-to-date catalog addendum, if applicable.
# Academic Calendar

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<table>
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This Academic Calendar is subject to change at the discretion of the College. Exams are typically held the last day of class unless specified otherwise.
<table>
<thead>
<tr>
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<td>Graduation Preview - Winter Full Start</td>
<td>January 8</td>
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<tr>
<td>Winter Full Start - First Day of Classes</td>
<td>January 12</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 19</td>
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<tr>
<td>Last Day to Drop/Add</td>
<td>January 20</td>
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<tr>
<td>Graduation Preview - Winter Mid Start</td>
<td>February 19</td>
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<tr>
<td>Winter Mid Start - First Day of Classes</td>
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<td>Last Day to Drop/Add</td>
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<tr>
<td>Session 1: 1/12 - 2/20</td>
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<tr>
<td>Session 2: 2/23 - 3/30</td>
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</tbody>
</table>

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Welcome!

Our faculty and staff are dedicated to providing a warm, friendly, nurturing atmosphere for every student who joins the Daymar family. We have a personal interest in every student’s success. Respect and integrity are core values that shape our relationship with each student. This caring atmosphere and value-based approach, combined with relevant programs and computer technology, can provide a solid foundation for developing career-focused skills and behaviors to meet the needs of today’s employers.

Our goals are to provide students with quality career training, help them develop a sense of personal responsibility and help instill a genuine desire to learn. We also provide opportunities for developing the effective behaviors and emotional maturity that are critical for success in any field.

Our experienced faculty and staff are here to answer questions and address concerns that may arise during your educational journey – so please let us know how we can help. We’re here for you every step of the way!

We Change Lives…One Person At A Time.
History of Daymar College

The four Ohio campuses of Daymar College (“the College”) were acquired by Daymar Learning of Ohio, Inc. from another institution in 2008. The Chillicothe and New Boston campuses had been in operation since 1976. The Jackson campus had been operating since 1980, and the Lancaster campus had opened in 1994.

The four campuses have flourished as part of the Daymar family. The Lancaster campus has relocated to a convenient location along one of the city’s major business routes. To make room for its rapidly growing student population, the Jackson campus moved in July of 2010 to a new, larger location – with more classrooms and room for additional expansion.

The Ohio campuses strive to be positive contributors in the communities they serve. Students, faculty, and staff participate in local events, help raise funds for charitable causes, and collaborate with other local organizations on initiatives that help change lives. In 2011 alone, the campuses spearheaded numerous projects to help their respective communities prosper – including GED preparation classes for adults, outreach to help military veterans, and reading events at elementary schools.

Regulatory Information

Daymar College (“the College”) is a junior college accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

Certificate of Authorization received from Ohio Board of Regents

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### Professional Memberships

<table>
<thead>
<tr>
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<th>Jackson</th>
<th>Lancaster</th>
<th>New Boston</th>
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<tbody>
<tr>
<td>Association of Private Sector Colleges and Universities</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Better Business Bureau</td>
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<td>X</td>
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<tr>
<td>Jackson Chamber of Commerce</td>
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<td>X</td>
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<tr>
<td>National Certification Board for Therapeutic Massage &amp; Bodywork</td>
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<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Ohio Association of Career Colleges and Schools</td>
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<td>X</td>
</tr>
<tr>
<td>Portsmouth Area Chamber of Commerce</td>
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<td>X</td>
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<tr>
<td>Ross County Chamber of Commerce</td>
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<td>X</td>
</tr>
</tbody>
</table>

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### Legal

#### Legal Control

**Daymar Learning of Ohio, Inc.**

Daymar College (“the College”) is owned and operated by Daymar Learning of Ohio, Inc. Daymar Learning of Ohio, Inc. is owned by Daymar Holdings, Inc. The Mark A. Gabis Revocable *Inter Vivos* Trust, Kris Kemp successor trustee, and the Damien A. Gabis Trust UTD 11/6/96, Damien A. Gabis trustee, are the shareholders of Daymar Holdings, Inc.

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**Equal Opportunity and Compliance with Americans with Disabilities Act**

The College does not discriminate on the basis of race, creed, color, sex, age, disability, national or ethnic origin, or religion as to the admission or other treatment of its students, prospective students, associates, or prospective associates. The College complies fully with the Americans with Disabilities Act of 1990. Daymar is committed to providing reasonable accommodations to qualified individuals with a disability unless providing such accommodation would result in an undue burden or fundamentally alter the nature of the program, benefit, or service provided by the school. To request an auxiliary aid or service please contact the school president or school director at the address listed in the back of the catalog. The initial steps for students wishing to request an auxiliary aid or service include discussing the need and providing current medical evidence to support of the disability four weeks prior to the start of classes or as soon as practicable so that the school has time to address the request.
Statement of Policy

The College reserves the right to change any provision or requirement in this catalog at any time without prior notice.

The College provides the opportunity for students to enroll in single courses, diploma programs, or programs of study leading to the Associate of Applied Science Degree in allied health and business fields. These courses and programs of study are taught by faculty in an appropriate learning environment with adequate instructional resources. The acquisition of knowledge and skills by any student is contingent upon the student’s desire and ability to learn and his/her application of appropriate study habits; therefore, the College does not warrant or represent that any student who completes any course or program of study will necessarily acquire any specific knowledge, skills, or obtain a specific job or income.

The College reserves the right to require a student to withdraw from the College for any action deemed detrimental to the College, faculty, staff, or another student as determined by the Campus President/Director, Director of Education, and the Director of Admissions. Failure to read this catalog or other published and posted materials does not excuse the student from the requirements and regulations described therein.

Non-Discrimination

Admission to, employment by, and promotion in the College will be on the basis of merit, and not discriminate on the basis of race, color, creed, age, sex, disability, religion, or national or ethnic origin. The College provides equal opportunity to everyone.

The College does not discriminate on the basis of sex, sexual orientation, race, color, creed, religion, national origin, age, disability, or any other status protected by law. The College provides equal opportunity in admissions and employment decisions.

Admissions

Admissions Requirements

Students applying for admission to Daymar College (“the College”) are required to:

- Complete all enrollment documents including the application and enrollment agreement along with the College disclosure forms as applicable. Applicants under the age of 18 are required to obtain a parent or guardian signature on the enrollment agreement and other enrollment documents.
- Provide proof of high school diploma or a General Educational Development diploma (GED), or its equivalent as determined by the College.
- Complete, under Assessment Policy, assessment as indicated below.
- Complete, under Program Specific Requirements, programmatic requirements as indicated below.

All applicants applying for diploma or associate degree programs must take an assessment with the exception of students who have transfer credits in English and Mathematics, or have a composite score of 18 on the ACT or an 870 on the SAT.
The College reserves the right to reject an applicant if the admissions requirements are not met. An applicant may also be denied admission if it is determined that an applicant is incapable of being successful, benefiting from the training offered, or any other reason that would prevent employment or successful on-the-job performance upon completion of the program. Based on the College policies and class availability, you may be able to enroll beyond the first day of classes. Contact the College’s Admissions Department for more information.

**Official High School Transcript**

An official high school transcript is defined as a student’s standard high school academic record and completion which contains an official signature, seal, notation of standard high school diploma, and the date earned. In the event a student’s high school has been closed, the documentation of a student's official high school transcript may also be obtained from the Department of Education of the designated state.

**General Educational Development Diploma (GED)**

General Educational Development diploma (GED) is defined as a student’s standard high school general equivalency academic record and completion which contains an official signature, notation of exam scores and the date earned. In the event a student’s designated authority has been closed, the documentation of a student’s official equivalency certificate may also be obtained from the Department of Education of the designated state.

**Assessment Policy**

Every applicant must take the Accuplacer Exam as it is an indicator of potential. The assessment, which is not a “pass or fail” assessment, is required for students planning to receive a diploma or associate degree. Applicants who have taken the ACT and have a composite score of 18 or higher or have taken the SAT and have a composite score of 870 or higher or have transfer credits in English and Mathematics are exempt from the Accuplacer Exam. Listed below are the entrance score guidelines for the Accuplacer Exam. Retesting for the Accuplacer Exam is allowed if an applicant chooses to re-test. Applicants who score below the Acceptance Score are required to attend college preparatory workshops prior to admittance to the College.

<table>
<thead>
<tr>
<th>Subject</th>
<th>*Regular Acceptance</th>
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<tbody>
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<td>63 and above</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td>56 and above</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>43 and above</td>
</tr>
</tbody>
</table>

*All three assessment areas must meet minimum score for acceptance

**Program Specific Requirements**

Before an applicant is accepted into the **Medical Massage Therapy Program**, a criminal background check must be received by the College. In the event the criminal background check contains any evidence that the applicant has been convicted of, entered a plea of no contest or guilty to, or received deferred adjudication for crimes or offenses, the applicant will not be admitted into the Medical Massage Therapy Program. If the applicant is denied admission to the Medical Massage Therapy Program, the applicant may appeal the denial by submitting a written request for appeal to the Director of Education within five (5) business days of notification of the denial. The applicant should include, in the appeal letter, the extenuating circumstances he/she wishes the College to take into consideration. The decision of the Director of Education is final and may not be further appealed.

Students must be licensed to practice in the field of massage therapy.

Before an applicant is accepted into the **Cardiographic Technology Program, Criminal Justice Program or Pharmacy Technology Program**, a national criminal background check must be received by the College. In the event the national criminal background check contains any evidence of a felony conviction, the applicant will not be admitted into the Cardiographic Technology Program, Criminal Justice Program or Pharmacy Technology Program. If the applicant is denied admission to the Cardiographic Technology Program, Criminal Justice Program or Pharmacy Technology Program, the applicant may appeal the denial according to the policy set forth in the College's catalog.
Open Invitation

An open invitation is extended to all prospective students and applicants to visit the College at a convenient time to tour the facilities.

Admissions Appeal Policy

Applicants who are denied admission into a program may appeal the decision in writing to the Director of Education within fifteen (15) business days of the date the applicant received notice of the applicant’s denial of admission, with the exception of Medical Massage Therapy as listed above. The decision of the appeal is made by the Director of Education. Applicants who are denied admission into a program by the Director of Education may appeal the decision in writing to the Campus President/Director within fifteen (15) business days of the date the applicant received notice of the applicant’s denial of admission from the Director of Education. The decision of the Campus President/Director is final.

Financial Aid Programs

Federal and State Financial Aid Programs

Financial aid programs are available at Daymar College (“the College”) to provide assistance to qualifying students for their education. Grants, loans, and part-time employment may be available in a variety of combinations to meet the difference between the amount students and their families can reasonably be expected to provide and the cost of attending the College. Assistance in applying for these programs is provided through the Financial Services Office.

Federal Pell Grant

The Federal Pell Grant is available to students who demonstrate appropriate financial need. The amount of this award is determined by the student’s eligibility, enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant program for undergraduate students with exceptional need. The federal government allocates a limited pool of FSEOG funds to participating schools. FSEOG is awarded to those students with the lowest expected family contribution who also receive Pell Grants. Students must have unmet need in order to receive the FSEOG award.

Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan (FDL) is a fixed low-interest loan. A borrower must be enrolled at least a half-time basis and must be working toward a certificate, diploma, or degree program. Financial need is required and the interest is paid by the federal government for the length of time the student remains at least half-time plus a six (6) month grace period. Regulations and interest rates are subject to change. The Financial Services Officer assists students in ensuring completion of the required paperwork for students who wish to apply for these loans. Repayment begins six (6) months after the student graduates, withdraws from schools, or falls below half-time status.
Federal Direct Unsubsidized Loan

A student, who does not qualify in whole or in part for a Federal Direct Subsidized Loan, may borrow a Federal Direct Unsubsidized Loan. The terms of unsubsidized loans are the same as the terms for subsidized loans except the government does not pay interest on the unsubsidized loan. All of the interest that accrues on this loan during the period of enrollment, during the grace period, and during periods of repayment and authorized deferment must be repaid. Regulations and interest rates are subject to change. The Financial Services Officer assists students in ensuring completion of the required paperwork for students who wish to apply for these loans. Repayment begins six (6) months after the student graduates, withdraws from school, or falls below half-time status.

Federal Direct Parent Loan

A Federal Direct Parent Loan (PLUS Loan) allows parents of eligible dependent undergraduates to borrow money to help pay the cost of education of students. Parents may borrow an amount not to exceed the student's estimated cost of attendance minus any other financial aid the student has been or will be awarded during the period of enrollment. PLUS loans may be used in conjunction with other loan programs. Eligibility is not based on financial need. PLUS loans have a fixed interest rate. Repayment of principal and interest begins no later than sixty (60) days after the loan is fully disbursed.

Institutional Loan Program

An institutional loan from the College is available for students based on financial need, not to exceed a student's estimated cost of attendance, minus any other financial aid the student has been or will be awarded during the period of enrollment. The amount of the loan varies according to the individual financial needs of students receiving assistance. Payments begin on the fifteenth of the month after the funds are advanced. This is an interest bearing loan. No interest will accrue while attending the College while making satisfactory payments. Interest may accrue once the student is not current with their loan payments, graduates, or withdraws. Contact the Financial Services Officer for an application and current interest rate information.

Private or Alternative Loans

Some lenders provide student loan resources outside of the federal loan programs. Rules and eligibility vary so contact the specific lender or Financial Services Officer for additional information.

Veteran’s Administrations Benefits

Veteran’s Administrations (VA) eligibility of each student and program of study is determined by the Department of Veterans Affairs. Application forms are available in the College’s Financial Services Office. Veterans who qualify for educational benefits should contact the College for an appointment well in advance of the desired date of entry.

Federal Work-Study Program

Students who need employment to help pay for educational costs may be eligible for employment by organizations under the federally supported Federal Work Study Program (FWS). In order to qualify, students must demonstrate financial need. The number of positions available may be limited depending on the institutions funding allocation from the federal government.

State Vocational Rehabilitation Services

Students who have a physical or mental disability which is a handicap to employment may be eligible for sponsored training services through their state government agency. Students should consult the local office of the Bureau of Vocational Rehabilitation for more information.
Imagine America Adult Skills Education Program

Imagine America Adult Skills Education Program (ASEP) provides tuition assistance and college scholarships for adult students enrolling at career colleges. Non-traditional students choosing to pursue a career education may receive a $1,000.00 tuition grant to attend an Imagine America participating ASEP school through adult college grants. Eligible students may apply online at www.imagine-america.org.

Grant-In-Aid Programs

Application for grant-in-aid programs must be made through the College’s Financial Services Office. The applicant must meet all other admissions requirements for attending the College in addition to the specific grant-in-aid requirements. Grant-in-aid will be awarded to the first applicants each quarter who meet all eligibility requirements. All grant-in-aid must be approved by the College’s Grant-In-Aid Selection Committee, which includes the Financial Services Officer, Director of Financial Services, and the Campus President/Director, unless otherwise noted.

A student may not receive any Grant-In-Aid program in combination with other student aid in excess of direct cost of attendance to the school. The Grant-In-Aid program is part of the total Financial Aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Grant-In-Aid and elects to receive Federal Student Aid, including grants and loans in excess of direct cost of attendance to the school, the Grant-In-Aid award may be reduced or revoked.

Institutional Grant-In-Aid

The Institutional Grant-In-Aid Program is designed to assist students who wish to attend the College, meet our admissions requirements, yet do not qualify for other forms of grant assistance. Applications for the Institutional Grant-In-Aid may be found in the Financial Services Office. These students typically are independent and have been in the workforce for a year or more and now wish to pursue an education to enhance their career opportunities, or are dependent on parents with a higher than average income and who are not prepared or willing to borrow under the Federal PLUS program. They are willing to invest in their future through borrowing, but find themselves still short of the total direct cost and are considering giving up their hope of a college education. This grant-in-aid program is designed to fill that need and help ensure these students a chance to acquire the education they need.

The recipient must:

- Be enrolled on a full-time basis at the College in any approved program.
- Be ineligible to receive any grant funds under the Federal Pell Grant.
- Complete the application process for Title IV assistance. A student will not be required to borrow a full Unsubsidized Stafford Loan if they are willing to make up that amount with personal funds.
- Complete the Grant-In-Aid Program Application by calendar day thirty (30) of the student’s first term.
- Must maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by the College.
- Tuition, fees, and refund policies as described in the catalog apply to the Grant-In-Aid Program.

The total grant-in-aid is a minimum of $200.00 per quarter and a maximum of $400.00 per quarter. The formula to determine the amount is as follows:

The total of applicable budget minus subsidized loans. The remainder would be the unmet need and grant-in-aid may be awarded not to exceed $400.00 per quarter. Exact award amounts are determined by an independent review panel which may consist of the Campus President/Director, the Director of Education, and the Director of Financial Services.

The Institutional Grant-In-Aid Program has an annual funding base of $150,000.00, which is provided for in the annual operating budget for the Institute.
American Working Spirit Grant-In-Aid

The American Working Spirit Grant-In-Aid Program is designed to assist students who wish to attend the College, meet our admissions criteria, and are unemployed due to no negative actions on their part. These students typically are dedicated to an American hard working ethic but for a number of reasons the company they were working for decided to relocate its operation or totally close its operation. This action left these individuals with no job, and many times, limited skills that are related only to that former job or company. This action also leaves them with no income or limited resources sufficient to meet the cost of education and attain their wish to pursue an education to enhance their career and employment opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the total direct cost of education and may be considering giving up their hope of a college education. The American Working Spirit Grant-In-Aid Program is designed to provide these students a chance to acquire the education they need at the same tuition cost as other students at the College.

The recipient must:

- Be enrolled on a part or full-time basis at the College in any approved program.
- Must be an agency approved dislocated worker due to no negative actions on your part with the ability to provide proof thereof.
- Complete the application for the American Working Spirit Grant-In-Aid Program at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as stated for Title IV eligibility and as defined by the College.

Tuition, fees, and refund policies as described in this catalog apply to the American Working Spirit Grant-In-Aid Program. The total American Working Spirit Grant-In-Aid may be a minimum of $500.00 per quarter up to a maximum of $5,000.00 per quarter.

Exact award amounts are determined by an independent review panel which may consist of the Campus President/Director, Director of Education and the Director of Financial Services.

The American Working Spirit Grant-In-Aid has a total annual funding base of $70,000.00, which is provided for in the operating budget for the College.

Military Programs

The College is proud to support military personnel and their families by offering military programs. These programs are intended to aid military families with the cost of attending college. The College offers the American Pride Grant-In-Aid Program, the National Guard/Reservist Grant-In-Aid, Veteran Grant-In-Aid, and the Family of Current Active Duty Service Personnel or Wounded Warrior Grant-In-Aid, effective August 15, 2011, for any new student enrollments after August 15, 2011. The College also participates in the Military Spouses Career Advancement Account (MyCAA), The Post 9/11 GI Bill, The Yellow Ribbon GI Education Enhancement Program and Scholarship, and other Veteran's Administration (VA) programs.

American Pride Grant-In-Aid

The American Pride Grant-In-Aid Program is designed to assist students who wish to attend the College, meet the College’s admissions requirements, are on active military duty, or a wounded warrior. These students typically are dedicated to serving their country, living away from traditional family support, and are service members whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the total direct cost of education and may be considering giving up their hope of a college education.

The recipient must:

- Be enrolled on a full-time basis at the College in any approved program.
- Be on active military duty, or
- Be a Wounded Warrior. A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of thirty percent (30%) or greater from their service Physical Evaluation Board or a VA service-connected disability rating of thirty percent (30%) or greater,
Have been honorably discharged.
Complete the application for the American Pride Grant-In-Aid Program at the time of initial enrollment.
Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount of the award will be based on an individual assessment of the student’s military and agency award. The grant-in-aid award will be applied to the student’s account after the payment of federal and state grants, and military and agency funding. The amount is not to exceed $4000.00 per quarter for up to eight (8) quarters.

The American Pride Grant-In-Aid Program has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

National Guard/Reservist Grant-In-Aid

These students typically are dedicated to serving their country and are service members whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the total direct cost of education and may be considering giving up their hope of a college education.

The recipient must:
- Be enrolled on a full-time basis at the College in any approved program.
- Be an active duty national guard member, or
- Be a reservist.
- Complete the application for the National Guard/Reservist Grant-In-Aid Program at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount of the award is $250.00 per quarter for up to eight (8) quarters towards tuition and fees with a $2,000.00 lifetime maximum per student.

The National Guard/Reservist Grant-In-Aid Program has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

Veteran Grant-In-Aid

These students typically are dedicated to serving their country and are honorably discharged service members whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the total direct cost of education and may be considering giving up their hope of a college education.

The recipient must:
- Be enrolled on a full-time basis at the College in any approved program.
- Be a honorably discharged veteran, or
- Be a spouse of a honorably discharged veteran, or
- Be a widow of a honorably discharged veteran, or
- Be a dependent child, age 25 or under, of a honorably discharged veteran.
- Complete the application for the Veteran Grant-In-Aid Program at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount is $125.00 per quarter for up to eight (8) quarters towards tuition and fees with a $1,000.00 lifetime maximum per student.

The Veteran Grant-In-Aid Program has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.
Family of a Current Active Duty Service Personnel or Wounded Warrior Grant-In-Aid

These students typically are living away from traditional family support and are family of current active duty service personnel whose income alone is not sufficient to meet the cost of education and wish to pursue an education to enhance their career opportunities. They are willing to invest in their future by their dedication, persistence, and desire to change their lives for the better, but find themselves still short of the total direct cost of education and may be considering giving up their hope of a college education.

The recipient must:
- Be enrolled on a full-time basis at the College in any approved program.
- Be a spouse of a current active duty service personnel, or
- Be a dependent child, age 25 or under, of a current active duty service personnel, or
- Be a spouse of a Wounded Warrior. A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of percent or greater from their service Physical Evaluation Board or a VA service-connected disability rating of thirty percent (30%) or greater, or
- Be a dependent child, age 25 or under, of a Wounded Warrior.
- Complete the application for the Family of a Current Active Duty Personnel or Wounded Warrior Grant-In-Aid Program at the time of initial enrollment.
- Must be maintaining Satisfactory Academic Progress as required for Title IV eligibility and as defined by the College.

The exact amount of the award is $125.00 per quarter for up to eight (8) quarters towards tuition and fees with a $1,000.00 lifetime maximum per student.

The Family of a Current Active Duty Service Personnel or Wounded Warrior Grant-In-Aid Program has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

Military Spouses Career Advancement Account (MyCAA)

The Military Spouses Career Advancement Account (MyCAA) program, sets out to prepare eligible military spouses for the workforce by offering up to $4,000.00 of Financial Assistance (FA) from the Department of Defense. This is meant to encourage spouses of military personnel to pursue education, training, licenses, certificates, and degrees leading to employment in Portable Career fields. The MyCAA program uses this funding to pay schools directly for coursework and exams taken by the approved spouse account owner.

On October 25, 2010, the MyCAA program reopened to all eligible spouses under the new program guidelines. All spouses, including those currently participating, will be subject to the new eligibility criteria and revised funding limits below.

The recipient must:
- Be the spouse of an active duty Army, Navy, Air Force, or Marine service member, or activated Reserve member in pay grades E1-E5, W1-W2, O1-O2,
- Must be enrolled in an associate degree, certificate, or licensure program, approved by MyCAA,
- Be the spouse of National Guard and/or AGR member, the sponsor must be on federal Title 10 active duty orders as reported in Defense Enrollment Eligibility Reporting System (DEERS).
- Not be the spouse of Guard/Reserve members in an Alert, Transition Assistance, or Post Deployment status because they are not eligible.
- Be capable of finishing the program of study within three (3) years from the date of the first course.

The student’s MyCAA award will be limited to the new $4,000.00 lifetime maximum benefit with a $2,000.00 MyCAA fiscal year cap. Waivers to the MyCAA fiscal year cap will be available for spouses pursuing licensure or certification with a cost that exceeds the $2,000.00 MyCAA fiscal year cap up to the total lifetime maximum assistance of $4,000.00 per student.
The Post 9/11 GI Bill

Chapter 33 of the Post 9/11 GI Bill is an education benefit program for individuals who served on active duty on or after September 11, 2001.

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Application for academic scholarships must be made through the College’s Admissions Office. The applicant must meet all other admissions requirements for attending the College in addition to the specific scholarship requirements. Scholarships will be awarded to the first applicants each quarter who meet all eligibility requirements. All scholarships must be approved by the College Scholarship Selection Committee, which includes the Financial Services Officer, Director of Financial Services, and the Campus President/Director. No more than one Daymar Scholarship per quarter will be awarded to any applicant.

A student may not receive any Daymar scholarship in combination with other student aid in excess of the direct cost of attendance to the College. The Daymar scholarships are part of the total financial aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Daymar scholarship and elects to receive federal student aid, including grants and loans in excess of the direct cost of attendance to the school, the Daymar scholarship may be reduced or revoked.

Commonwealth Scholarship

Application and supporting documentation for the Commonwealth Scholarship must be filed with the Director of Admissions no later than January 15 for the Winter Quarter, April 15 for the Spring Quarter, June 30 for the Summer Quarter, and September 30 for the Fall Quarter.

The recipient must:
- Be a high school student entering the College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.75, or have an ACT score of 27 or higher, or
- Be in the top five percent of the high school graduating class, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher.

The exact amount for the award is $312.50 per quarter for up to eight (8) quarters with a $2,500.00 maximum award per student.

Presidential Scholarship

Application and supporting documentation for the Presidential Scholarship must be filed with the Director of Admissions no later than January 15 for the Winter Quarter, April 15 for the Spring Quarter, June 30 for the Summer Quarter, and September 30 for the Fall Quarter.

The recipient must:
- Be a high school senior entering the College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.50, or
- Have an ACT score of 23 or higher, or
- Be in the top ten percent of the high school graduating class, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher.

The exact amount for the award is $250.00 per quarter for up to eight (8) quarters with a $2,000 maximum award per student.

Director’s Scholarship

Application and supporting documentation for the Director’s Scholarship must be filed with the Director of Admissions no later than January 15 for the Winter Quarter, April 15 for the Spring Quarter, June 30 for the Summer Quarter, and September 30 for the Fall Quarter.

The recipient must:
- Be a high school senior entering the College in the summer, fall, or winter quarter following high school graduation, and
- Have a minimum high school grade point average of 3.25, or
- Have an ACT score of 20 or higher, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher.

The exact amount for the award is $125.00 per quarter for up to eight (8) quarters with a $1,000.00 maximum award per student.
**Advantage Scholarship**

Application and supporting documentation for the Advantage Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must file for this scholarship prior to the first day of class, and:

- Be an adult student of at least eighteen (18) years old, and
- Have an ACT score of 23 or higher, or
- Have a minimum high school grade point average of 3.25.

The exact amount for the award is $125.00 per quarter for up to eight (8) quarters with a $1,000.00 maximum award per student.

**GED Achievement Scholarship**

Application and supporting documentation for the GED Achievement Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must:

- Be an adult student of at least eighteen (18) years old, and
- Have a passing score of 500 or higher on the GED Exam.

The exact amount for the award is $125.00 per quarter for up to eight (8) quarters with a $1,000.00 maximum award per student.

**Alumni Scholarship**

Application and supporting documentation for the Alumni Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must:

- Be an Associate of Science Degree graduate of Daymar College with a grade point average of 3.0 or higher, and
- Be enrolled in an associate degree program that is in addition to the previous associate degree.

The exact amount for the award is $125.00 per quarter for up to four (4) quarters with a $500.00 maximum award per student.

**Community Event Scholarship**

The deadline to register for the Community Event Scholarship is within thirty (30) days after the community event in which the scholarship was advertised.

The recipient must:

- Be eligible for admission to the College,
- Be an adult student of at least eighteen (18) years old, and
- Attend the community event to register

The exact amount for the award is $125.00 per quarter for up to eight (8) quarters with a $1,000.00 maximum award per student.

The Community Event Scholarship has an annual funding base of $11,000.00 and is funded separate and apart from the operating budget for the College.
Alumni Learning Opportunity

Graduates may return to the College at any time to review or audit, on a space available basis, any course previously taken without additional tuition cost. Graduates are required to pay for applicable books and fees. For those graduates who left the job market for any reason and wish to review a previous successfully completed class or refresh their knowledge, this review privilege is a helpful way of revitalizing or enhancing their careers. Approval must be given by the Director of Education prior to the first day of classes.

Private Scholarships

Many foundations, corporations, churches, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor.

Tuition and Refund Policies

Administrative Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Exam Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Copy and Local Fax Fee</td>
<td>$0.10 per page</td>
</tr>
</tbody>
</table>

The student is expected to pay in full, before commencement of classes, all of the term charges not covered by financial assistance awards based on the grid below. The College reserves the right to change term charges.

<table>
<thead>
<tr>
<th>Program</th>
<th>INCLUSIVE PROGRAM PRICING SUMMARY</th>
<th>BILLED PER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Price at FULL-TIME*</td>
<td>FULL-TIME 16 Credit Hours</td>
</tr>
<tr>
<td>Diplomas**</td>
<td>Business Management</td>
<td>$22,000</td>
</tr>
<tr>
<td></td>
<td>Medical Assisting</td>
<td>$27,000</td>
</tr>
<tr>
<td>Diplomas**</td>
<td>Cardiographic Technology</td>
<td>$36,000</td>
</tr>
<tr>
<td></td>
<td>Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>Diplomas**</td>
<td>Associate of Applied Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degrees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Except for Noted Programs</td>
<td>$36,000</td>
</tr>
<tr>
<td>Paralegal Studies**</td>
<td>Associate Degree</td>
<td>$39,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>INCLUSIVE PROGRAM PRICING SUMMARY</th>
<th>BILLED PER CLOCK HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Price*</td>
<td>0 - 450 Clock Hours</td>
</tr>
<tr>
<td>Medical Massage Therapy Program</td>
<td>Diploma</td>
<td>$17,000</td>
</tr>
</tbody>
</table>
* Please note that the Program Price assumes that the student passes every class in the program and that the student will carry 16 credit hours per term for the entire length of the program. Carrying less than the minimum required credit hours per term and/or failure to pass every class in the program will result in a higher total program price.

** Programs which require less than four classes in the final term will have the last one or two classes billed at the single class rate.

Term charges are the comprehensive costs except for certain fees that may not apply to every student. Examples include, but are not limited to, proficiency exam fees, transcript fees, returned check fees, photocopy fees, unreturned testbook fees, and facsimile fees. If the student withdraws from the College, all balances owed to the College are immediately due and payable, including any financial assistance funds that have not been received by the College. Any balances not paid on time are subject to late charges, collection costs, and attorney’s fees. Any financial assistance the student receives will be applied to the charges for the term in which the financial assistance is received, and any overpayment will be applied to the next term’s charges or in accordance to regulatory requirements. The student is expected to pay in full, before commencement of classes, including all charges for any courses retaken due to a failing grade.

**Tuition Refund Policy**

**Application Cancellation Policy**

The prospective student may cancel the enrollment agreement within 72 hours (until midnight of the third day excluding Saturday, Sunday, and legal holidays) after the agreement is signed. Notice of cancellation must be in writing and received or postmarked before the end of the 72 hour period. Any advanced tuition will be refunded.

**Application Not Accepted Policy**

If the applicant is not accepted, all advanced tuition will be refunded.

**Cancellation Prior to Registration Policy**

If the applicant is accepted, but cancels before registration, all advanced tuition will be refunded.

**Cancellation Prior to Commencement of Classes Policy**

If the applicant is accepted and registers for classes but fails to attend class, all advanced tuition will be refunded.

**Drop/Add Period Policy**

The Drop/Add Period for the Full Start of a term begins the first day of the term and ends after eight (8) calendar days. The Drop/Add Period for Mid-start of a term begins the first day of the term and ends after three (3) calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered from the class(es) unless an exception is granted by the College. Please refer to the Academic Calendar in front of this catalog for Drop/Add period dates.
Institutional Refund Policy

Institutional refunds are determined by the schedules below. No refund will be given upon withdrawal from individual courses after Drop/Add Period. If a student withdraws from a course, they do not receive a refund for that course as long as they continue their enrollment. Under the pro-rata term tuition refund schedule, Daymar retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. The refund computation is based on the students last day of attendance. If the student withdraws from Daymar and therefore withdraws from all courses, then a Return to Title IV funds calculation is performed to determine the correct refund based on the date of withdrawal. All refunds will be made within thirty (30) days from the time Daymar determines the student has withdrawn.

### Percentage of tuition owed by the Full Start withdrawing student

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>8%</td>
</tr>
<tr>
<td>Second Week</td>
<td>17%</td>
</tr>
<tr>
<td>Third Week</td>
<td>25%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>33%</td>
</tr>
<tr>
<td>Fifth Week</td>
<td>42%</td>
</tr>
<tr>
<td>Sixth Week</td>
<td>50%</td>
</tr>
<tr>
<td>Seventh Week</td>
<td>58%</td>
</tr>
<tr>
<td>Eighth Week through end of Term</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Percentage of tuition owed by the Mid-start withdrawing student

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>17%</td>
</tr>
<tr>
<td>Second Week</td>
<td>33%</td>
</tr>
<tr>
<td>Third Week</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>67%</td>
</tr>
<tr>
<td>Fifth Week through end of Term</td>
<td>100%</td>
</tr>
</tbody>
</table>

All institutions participating in the United States Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from Daymar during a payment period or period of enrollment in which the recipient began attendance, Daymar must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from Daymar. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator)(428,156),(431,159)(430,156),(433,159) for which assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five (5) consecutive days are excluded for the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. Daymar must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Please note that the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal and refund calculations. Individual calculations are available upon request in the financial aid office.
Medical Massage Therapy Refund Policy

Percentage of tuition owed by the withdrawing student within each 450 clock hour increment of the 900 clock hour schedule:

<table>
<thead>
<tr>
<th>Medical Massage Therapy Tuition Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50 Hours</td>
</tr>
<tr>
<td>51-100 Hours</td>
</tr>
<tr>
<td>101-150 Hours</td>
</tr>
<tr>
<td>151-200 Hours</td>
</tr>
<tr>
<td>201-250 Hours</td>
</tr>
<tr>
<td>251-267 Hours</td>
</tr>
<tr>
<td>268-450 Hours</td>
</tr>
</tbody>
</table>

Payment Delinquency Policy

Students must satisfy all their financial obligations to the school prior to the last day of the current term in which they are enrolled. It is expected that the student will comply by providing all necessary financial aid paperwork requested. If monthly payments are budgeted, payment(s) are to be made on or before the statement due date to maintain satisfactory financial progress. Satisfactory financial progress is defined as on time payment(s) of all financial obligations to the school.

If a student fails to meet his/her financial obligations, he/she will receive a warning by both letter and e-mail, and the student has seven (7) calendar days to cure. If the financial situation is not immediately satisfied as determined by the Accounts Receivable Specialist, the student will be placed on Financial Probation. Should the terms and conditions of the probation not be met, the student can be withdrawn for financial reasons. The student may appeal being financially withdrawn within two (2) business days by submitting a written request to the Director of Financial Services which includes the following applicable information:

- A reason for the delinquent payments with supporting documentation.
- A written plan outlining how payments will be brought current.
- A reason financial aid paperwork was not submitted timely.
- A written plan outlining when financial paperwork will be received.

The appeal will be reviewed within two (2) business days by the Financial Appeals Board. The Financial Appeals Board is comprised of the Campus President/Director, Director of Education, Director of Financial Services, and Accounts Receivable Specialist. The Financial Appeals Board decisions are delivered in writing to the student via mail within three (3) business days. If the appeal is approved, the student may return to class immediately, if not approved, the student’s withdrawal stands.

Textbooks and Workbooks Policy

Please note that students are not required to purchase his/her books from the College. Initial sets of books per term are included with tuition.

For convenience, students may purchase additional books from the College’s bookstore. Detailed information, including pricing, relating to textbooks, workbooks, and course materials are available online via the College’s Student Portal. All questions and inquiries on textbooks should be directed to the Bookstore/Accounts Receivable Specialist, the Director of Financial Services, the Director of Education, or the Instructor.

Unreturned Textbook Policy

Any student cancelled in a given term has 30 days from the term start to return all books and supplies to the bookstore. Failure to return books and supplies may result in a $500 Unreturned Textbook Fee.
Bookstore Return Policy

To ensure accurate refunds, receipts should accompany all returns and exchanges. All refunds are issued as a credit to the student’s account.

Textbooks, Equipment, and Required Program Apparel Policy

A refund may be issued for textbooks, equipment, and required program apparel that were purchased separately, if the items are in new, resalable condition and returned within twenty (20) calendar days from the date of the term start.

Computer Software Policy

A refund may be issued for unopened computer software, which has been sold separately, if returned within twenty (20) calendar days from the date of the term start.

Miscellaneous Items Policy

A refund may be issued for miscellaneous items which were purchased separately or items may be exchanged, if the items are returned in new, resalable condition and returned within twenty (20) calendar days from the date of purchase.

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Academic Information

Academic Advising

The College provides each student with an academic advisor in each program of study. Students are encouraged to seek advice from their academic advisor prior to registration. The advisors are normally the Program Leaders for each program of study and are available on registration days to help students with the scheduling of their classes. The Director of Education and Registrar are typically available on a daily basis to advise students on academic matters.

The Director of Student Services/Student Services Coordinator, Campus President/Director, or Director of Education assist students with general concerns that they may encounter during college and assist in the interpretation of the College’s rules and regulations and their implementation.

Transfer of Credit to Other Schools

Daymar cannot guarantee acceptance of its credits by other institutions. Acceptance of credit is determined by the receiving institution. Students who are planning to transfer credits should contact the receiving institution about its transfer credit policies.

Transfer Credits to Daymar

Degree Seeking Students

The College will evaluate all previous education, training, and experience and award appropriate credit toward a student’s educational objective, and will notify the student. The College will consider credits from any accredited two or four year institution, recognized by the U.S. Department of Education, as long as:
The course is equivalent in content to a course offered by the College.
- The number of credit hours awarded meets or exceeds the number awarded for the equivalent course.
- The student earned a grade of “C” or better in the courses.
- The student earned the credits prior to enrolling at the College.

The College does accept transfer credits of “D” or higher if the transfer credit was earned at Daymar College.

Transfer of credit from CLEP, DANTES, and/or military training and experience may be applied toward programs at the College.

The College neither discriminates nor evaluates transfer credits based on the accreditation of the transferring institution.

Non-Degree Seeking Students

Generally, the College does not accept transfer credits from an unaccredited postsecondary institution. Non-degree seeking students, however, may be allowed to transfer credits from an unaccredited institution on a case-by-case basis under circumstances wherein the Director of Education has evaluated the individual courses to determine that they have sufficient length and content to qualify as college level work, and under circumstances wherein the student can document his/her competence by passage of an appropriate examination selected by the Director of Education. Non-degree seeking students who seek to transfer work earned at an unaccredited institution will be treated the same as degree seeking students who earn credit by examination except that the maximum of 12 quarter credit hours which can be earned by examination by degree seeking student will not apply for a non-degree seeking student. Credits transferred will be entered on the student's academic transcript as elective credits and cannot be applied toward those required for associate degree programs should the student at a later date elect to change his/her status to that of a degree seeking student.

Transfer Credits/Clock Hours - Medical Massage Therapy

The College will evaluate all previous education, training, and experience and award appropriate credit and clock hours toward a student's educational objective, and will notify the student. The College will consider credits and clock hours from any accredited institution as long as:
- The course is equivalent in content to a course offered by the College
- The number of credit and clock hours awarded meets or exceeds the number awarded for the equivalent course;
- The student earned a grade of “C” or better, and
- The student earned the credits prior to enrolling at the College.

Generally, the College does not accept transfer credits or clock hours from an unaccredited postsecondary institution. Credits and clock hours so transferred will be entered on the student's academic transcript.

Transfer of credit from military training and experience may be applied toward programs at the College.

The College neither discriminates nor evaluates transfer credits or clock hours based on the accreditation of the transferring institution.

Matriculated Students

Should a non-degree seeking student elect to change his/her status to that of a matriculated student, any credits transferred to the College will be subject to the same conditions and requirements applicable to degree seeking students.

CLEP & DANTES (DSSTS) Credit

Transfer of credit from CLEP and/or DANTES may be accepted for CLEP and DANTES subject examinations provided that the examination scores must be at the 50th percentile level or better. Official documentation must be submitted directly to the Director of Education or Registrar.
Military Training & Military Experience Credit

Transfer of credit from military training, military experience, and/or military educational courses may be awarded for military educational courses and experiences based on the recommendations of the American Council on Education (ACE) Guide. The academic staff of the College will determine comparability of courses and appropriateness and applicability of the credit to the student's program by reviewing the full description of the service school or Military Occupational Specialty (MOS) as found in the appropriate volume of the ACE Guide. Official documentation of military educational experiences, such as the DD Form 295, DD Form 214, AARTS, transcripts, etc., must be submitted directly to the Director of Admissions.

Course Substitutions

The College may, on a rare occasion, allow a student to substitute a course in his/her particular curriculum for another course of a common nature. The student must request this in writing, to the Campus President/Director, and Director of Education for approval of a substitution.

College Academic Sessions & Class Schedules

The instructional programs at the College are based on year-round attendance. Classes are in session year-round, with the exception of legal holidays, and breaks between terms.

The College classes may be scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday; 7:30 a.m. to 10:00 p.m., Friday; 8:00 a.m. to 1:00 p.m., Saturday. Hours may vary slightly per campus. Some classes may require additional laboratory attendance. The number of class hours each day may vary because of class scheduling. Students meet a definite, predetermined schedule each class day. Full-time students are expected to attend four (4) courses per quarter. Courses may not be offered if fewer than ten students are scheduled for the course.

Schedule Changes

Any changes in course schedules must be made during the Drop/Add Period. These changes need to be made with the Registrar.

Attendance

Students are expected to attend all scheduled courses in order to achieve the learning goals of their program. Prospective employers are often as concerned with applicants’ school attendance records as with their academic records. Attendance has a direct bearing on the students’ final grade in each course. If a student has been out of school for fourteen (14) consecutive days, the student will be withdrawn from school. Refer to the Unofficial Withdrawal in the catalog. Effective, April 2013, Daymar College no longer allows students to take a Leave of Absence.

Additional information related to absences, class cuts, tardiness, and make-up work may be addressed by the instructor and course syllabi.

Attendance – Laboratory Time

Some courses at the College require additional laboratory time, outside of class, for successful completion. Students are expected to complete all laboratory time in order to achieve the learning goals of their program. Laboratory time will be scheduled at various times throughout the week. Check with your instructor to get a listing of those days and times.

Attendance – Online

Students attending courses online are expected to log-in to their course(s) and perform academic assignments each week that school is in session.
Auditing of Courses

A student (a non-graduate) who audits an on-ground course pays the same tuition and fees as one who takes a course for credit; however, the auditing student is not required to fulfill any class assignments or to take any quizzes or examinations. The auditing student receives no college credit for such courses and receives no grade. Therefore, the auditing of courses does not apply toward the fulfillment of degree requirements. The student’s intention to audit a class must be made clear by the student at the time of enrollment. No change from audit to credit status or from credit to audit status may be made after the beginning of a class. Auditing of an online course will be determined on a case-by-case basis. The only exception to this policy is for senior citizens. Any person who is at least sixty-two years of age or older before the term begins will not be charged tuition or fees for the course.

Single Subject Requirements

Tuition rates for single courses are outlined in the tuition chart in this catalog.

Quarter Credit Hour

A quarter credit hour is defined as a minimum of ten (10) classroom lecture periods of not less than fifty (50) minutes each and which assumes outside reading and/or preparation; twenty (20) laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; thirty (30) hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three (3).

Grading System

Upon the completion of each term, students are given a letter grade in each course based upon examinations, oral reports, readings, research topics, attendance, or other exercises required by the instructor. A grade report showing the final grade in each course, the term grade point average and cumulative grade point average is provided to students at the end of each term. All courses attempted, excluding courses dropped during Drop/Add and course cancellations prior to commencement, appear on students’ official transcripts. Each course entered on students’ transcripts is assigned a letter grade evaluation.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Numeric Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>65-69</td>
<td>1</td>
</tr>
<tr>
<td>D-Prereq</td>
<td>Core Prerequisite Failed</td>
<td>65-69</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 65</td>
<td>0</td>
</tr>
<tr>
<td>XA</td>
<td>Credit for Exam</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>XB</td>
<td>Credit for Exam</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>A*</td>
<td>Transfer Grade</td>
<td>**not computed</td>
<td></td>
</tr>
<tr>
<td>B*</td>
<td>Transfer Grade</td>
<td>**not computed</td>
<td></td>
</tr>
<tr>
<td>C*</td>
<td>Transfer Grade</td>
<td>**not computed</td>
<td></td>
</tr>
<tr>
<td>AP</td>
<td>Advanced Placement</td>
<td></td>
<td>*not computed</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>*not computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td>*not computed</td>
</tr>
<tr>
<td>Pass</td>
<td>Pass</td>
<td></td>
<td>*not computed</td>
</tr>
<tr>
<td>Fail</td>
<td>Fail</td>
<td></td>
<td>*not computed</td>
</tr>
</tbody>
</table>
*Although not computed in determining grade point average, these courses are computed in determining hours toward completion.

**Not computed in determining grade point average, these are transferred credit grades. However, these transfer credits are computed in completion rate.

Pass/Fail credits count as credits attempted but do not count as Cumulative Grade Point Average (CGPA) when determining Satisfactory Academic Progress.

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**Grade Point Average**

Grade points earned for one course taken are the product of the quarter credit hours for that course times the figure in the grading scale as shown previously; for example, a four (4) credit hour course with a grade of “B” earns $4 \times 3 = 12$ grade points.

Grade points earned in one term are the sum of the grade points earned in all the individual courses taken in that term. The Grade Point Average (GPA) for each term is computed by dividing the total grade points earned in that term by the total quarter hours attempted in that term.

The cumulative GPA is the average for all courses attempted in all terms in which the student has registered in the College. This cumulative average is computed by dividing the total of earned grade points by the total quarter credit hours earned. In the case of a student repeating a course, only the grade and quarter hours earned in the last attempt are counted toward the cumulative GPA.

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**Satisfactory Academic Progress Policy**

All programs except Medical Massage Therapy Diploma.

All students must maintain Satisfactory Academic Progress (SAP) toward completion of their chosen program. SAP is determined by measuring the student’s CGPA and the student’s rate of progress toward completion of the academic program at the end of each quarter. In no case can a student exceed the maximum time frame as a degree seeking student and receive the original academic credential for which the student is enrolled.

At the evaluation point at the end of each quarter after grades have been posted, each student’s rate of progress and CGPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section.

- A student in a diploma, or associate degree program who is not making SAP will be placed on Financial Aid Warning. At the end of the next quarter, the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements or if they continue to fall below the minimum requirements are subject to dismissal unless they successfully appeal to maintain enrollment. Students who continue to fall below the minimum requirements are required to submit an appeal in order to maintain enrollment and eligibility for federal financial aid. Unless a student successfully appeals, they will be dismissed if their CGPA or rate of progress falls below the rates specified in the tables below. A student may appeal in writing, as outlined below, within five (5) business days of receiving written notification that the student is not making SAP. Students who have their appeal approved will be on Financial Aid Probation for the quarter and will need an academic plan. Students will then have SAP evaluated at the end of the next quarter and will be removed from Financial Aid Probation if they meet or exceed the minimum standards or will be dismissed if they continue to fall below the published rates unless they have met the terms of their academic plan.
Satisfactory Academic Progress Policy

Medical Massage Therapy Clock-Hour Diploma Program

(Effective for Students Enrolled after July 1, 2011)

All students must maintain Satisfactory Academic Progress (SAP) toward completion of their chosen program. Satisfactory Academic Progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each quarter (225 scheduled clock hours). In no case can a student exceed the maximum time frame as a regular student and receive the original academic credential for which the student is enrolled.

At the evaluation point at the end of each quarter (225 scheduled clock hours) after grades have been posted, each student’s rate of progress and CGPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section.

- A student in the Medical Massage Therapy Diploma program who is not making SAP will be placed on Financial Aid Warning. At the end of the next quarter (225 scheduled clock hours), the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements or if they continue to fall below the minimum requirements are subject to dismissal unless they successfully appeal to maintain enrollment. Students who continue to fall below the minimum requirements are required to submit an appeal in order to maintain enrollment and eligibility for federal financial aid. Unless a student successfully appeals, they will be dismissed if their CGPA or rate of progress falls below the rates specified in the table below. A student may appeal in writing, as outlined below, within 5 (five) business days of receiving written notification they are not making SAP. Students who have their appeal approved will be on Financial Aid Probation for the quarter (225 scheduled clock hours) and will need an academic plan. Students will then have SAP evaluated at the end of the very next quarter (scheduled 225 clock hours) and will be removed from Financial Aid Probation if they meet or exceed the minimum standards or will be dismissed if they continue to fall below the published rates unless they have met the terms of their academic plan.
### Associate of Applied Science Degree Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>GPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24</td>
<td>1.25</td>
<td>50%</td>
</tr>
<tr>
<td>25-48</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>49-72</td>
<td>1.75</td>
<td>65%</td>
</tr>
<tr>
<td>73-96</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>144</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Diploma Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>GPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>25-48</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>49-72</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>108</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Medical Massage Therapy Diploma Program

<table>
<thead>
<tr>
<th>Attempted Clock Hours</th>
<th>GPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>225</td>
<td>1.25</td>
<td>100%</td>
</tr>
<tr>
<td>450</td>
<td>1.50</td>
<td>100%</td>
</tr>
<tr>
<td>675</td>
<td>2.00</td>
<td>100%</td>
</tr>
<tr>
<td>900</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Student Appeal

Students who failed to meet the SAP requirement may submit an appeal in writing if there are extenuating circumstances.

Appeals are only considered if the reasons preventing successful academic process are serious and compelling. Third party documentation is required.

For example:
- Medical issues
- Family difficulties, to include divorce, illness, and death
- Other special circumstances

A student who successfully appeals will be evaluated at the end of their next quarter (225 scheduled clock hours). A student who then meets SAP will be removed from Academic Probation. If a student does not meet the minimum requirements, the student will be dismissed from the college unless they have met the terms of their academic plan.

To file an appeal a student must submit an appeal letter along with supporting documentation to the Director of Education. The documentation from the student must explain the nature and timing of the circumstances, a description of how the circumstances prevented the student from meeting the standards, and how the circumstances have been resolved to allow the student to meet the requirements of SAP again. The Director of Education will conduct a preliminary review of the appeal with the Director of Financial Services. The SAP Appeal Committee will review the student’s appeal within 48 hours of receipt of the appeal. All decisions of the SAP Appeal Committee are final. To obtain SAP appeal approval, the student must be able to make SAP standards by the end of the next quarter and/or 225 scheduled clock hours. Students who are waiting for a decision regarding their appeal may attend class. Students whose appeal is not approved will not incur charges for the quarter attended while waiting on a decision regarding their appeal.

Maximum Time Requirements

Full-time students or students enrolled in a program must progress at least at the rate listed on Attempted credits/clock hours table below for SAP to remain eligible and continue enrollment. The maximum time frame is a period equal to 1.5 times the number of hours required by the students’ programs. Students who exhibit patterns of course withdrawals, course failures, course incompletes, and course repetitions will be unable to complete their objectives within the maximum period allowed. When the maximum time requirement has been exceeded, eligibility for financial aid and continued enrollment will be terminated.

<table>
<thead>
<tr>
<th>Program</th>
<th>Standard (Credit Hours)</th>
<th>Maximum (Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science Degree*</td>
<td>96</td>
<td>144</td>
</tr>
<tr>
<td>Diploma</td>
<td>72</td>
<td>108</td>
</tr>
<tr>
<td>Diploma</td>
<td>64</td>
<td>96</td>
</tr>
<tr>
<td>Medical Massage Therapy Program</td>
<td>Standard (Clock Hours)</td>
<td>Maximum (Clock Hours)</td>
</tr>
<tr>
<td>Diploma</td>
<td>900</td>
<td>1350</td>
</tr>
</tbody>
</table>

* For example, an Associate of Applied Science Degree Program has a normal program length of 96 credit hours, therefore the maximum is 144 credit hours attempted (96 credit hours x 1.5 = 144 credit hours).
Periods Used For Determination Of Grade Point Average And Completion Rate

Completion rates and GPA are calculated on an individual program basis; that is, only the hours attempted and the grades obtained during the specific program for which students are enrolled are included in the computation of completion rates or GPA. If a student returns to the College to seek an additional credential, the only courses from previous programs that are included in determining completion rates and GPA are those courses that transfer from the previous program/credential into the current program/credential. If a student changes their program, the only courses from previous programs that are included in determining completion rates and GPA are those courses that transfer from the previous program/credential into the current program/credential. All attempts at those courses are included in determining completion rates. This policy does not in any way alter the provisions of the paragraphs on “Academic Withdrawal” and “Reinstatement After Academic Withdrawal.”

Completion rate is determined by dividing the cumulative hours successfully completed by the cumulative hours attempted.

Repeat Credit

A student may repeat a course for a better grade. When this option is selected, all attempted hours count in the SAP evaluation. The highest grade will be included in the CGPA calculation.

Transfer Credit/Clock Hours

Transfer credit hours completed at another school and accepted by the College will count in the SAP evaluation as credits attempted and earned. Transfer credit will not affect the CGPA. Advanced placement credit is treated the same as transfer credit.

Transfer clock hours completed at another school and accepted by the College will count in the SAP evaluation as clock hours attempted and earned. Transfer credit will not affect the CGPA.

Withdrawal

Students who withdraw from a course during the Drop/Add Period do so with no penalty, fee, or grade. A student is permitted to withdraw from a course with a grade of “W” provided the student withdraws at or before the midpoint of the term. After the midpoint of the term, any student withdrawing from a course will receive a grade of “F”. A grade of “W” is not computed in determining GPA, but is computed in determining hours toward completion. A grade of “F” is computed in determining GPA and in determining hours toward completion. Academic status and eligibility for student financial aid may be affected if the student reduces their course load.

Official Withdrawal

The date the student notifies the College officially becomes the student’s date of determination, and appropriate change in status and Return to Title IV calculation will be completed. The student must notify a Campus President/Director, Director of Education, or Director of Financial Services. If a student is unable to officially notify the college due to military, medical, or incarceration, the College may take official written notification from a family member in regards to why the student is unable to notify the college as well as notification of the student’s intent to withdraw.

Unofficial Withdrawal

The College must unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student’s last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holiday’s on the academic calendar does not count in the fourteen (14) consecutive calendar days; however, Saturdays, and Sundays do count.
Incompletes

A grade of Incomplete (I) is calculated towards credits attempted and towards the GPA as a “0” for quality points.

New Program

When a student elects to change a program or enters into a new program following graduation at the school, the student’s earned and attempted credits and grades will be transferred into the new program as applicable, including transfer credits. Credit and clock hours attempted and earned at the College in the original program of study that apply to the new program of study will be used when computing GPA, rate of SAP and maximum time frame. Transfer credit or clock hours completed at another school and accepted by the College will count in the SAP evaluation as credits attempted and earned but will not affect the CGPA.

Financial Aid Warning

A student in a diploma or associate degree program who is not making SAP will be placed on a Financial Aid Warning. At the end of the next quarter (225 scheduled clock hours), the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements. If they continue to fall below the minimum requirements the student is subject to dismissal unless they successfully appeal to maintain enrollment. Students on Financial Aid Warning status are eligible for financial aid.

Financial Aid Probation

Students who fail to meet SAP and who have successfully appealed that determination may be placed on Financial Aid Probation. Financial Aid eligibility will be reinstated for one (1) payment period and the student may receive Title IV funding while in this status. At the end of the payment period, the student must meet the standards of SAP or meet the requirements of the academic plan developed by the College and the student to qualify for further financial aid.

Academic Withdrawal

Students who do not meet the requirements for SAP and who do not appeal or whose appeal is not approved will be academically dismissed. These students are eligible to reapply to continue their program at the College in a subsequent quarter. Students who exceed the maximum completion rate according to the SAP Tables are academically dismissed. These students are ineligible to continue their program at the College.

Reinstatement After Academic Withdrawal

Students who are dismissed for SAP may not return to the school for the quarter immediately following their academic dismissal. Students who are permitted to return after dismissal will be on academic probation for the first quarter in which they return and will not be eligible for federal financial aid until they meet the minimum standards set forth in the SAP policy. Students who are dismissed due to academic reasons may have the opportunity to re-enroll only twice, thereafter. In the event of a reinstatement after dismissal, students must remain on academic probation and must agree to meet specific performance criteria in order to remain in school. The final decision on readmission is made by the SAP Appeal Committee, which includes the Campus President/Director, Director of Education, and the Director of Financial Services.

Repeating

Students may repeat courses in order to improve their grades. Both grades will appear on the student’s official transcript, and both attempts will be computed in determining the student’s completion rate. The last grade in a repeated course is the grade used in the calculation of students’ CGPA. Tuition will be charged for the repeated course at the tuition rate in force at the beginning of any quarter. For students receiving VA educational benefits, special rules govern the repetition of courses. Consult the VA Coordinator for specifics.
Grade Challenges

Challenges of grades posted to students’ transcripts must be made within the first week of the quarter immediately following the quarter for which the grades were received. After that time, no changes will be made in recorded grades. Students should consult the Director of Education concerning grade challenges.

Transcripts

A full and complete record of every course that students attend is maintained on a transcript. The record of all credits, attempted and earned, are posted to this form concurrent with the issuance of quarterly grade reports to students. A signed, sealed, and dated copy of this form represents an official transcript. One official transcript is provided free of charge to each graduate. Upon written request to the Registrar, additional transcripts will be furnished at a charge of $5.00 each. Students who have not satisfied their financial obligations to the College are not eligible to receive an official transcript.

Proficiency Exam

The College recognizes college level achievement in some courses with a proficiency program that grants college credit for that course or permits students to be exempt from that course and take an elective course in order to meet their required credits for graduation. Students who believe they have already mastered the material for a specific course may take an examination to determine whether they may receive credit in, or be exempt from, that course. The proficiency exam are administered by the College at specific, pre-scheduled times, prior to the start of a quarter. Our policy for the granting of credit by proficiency exams are:

◘ Any enrolled student in good standing may make an application to take a proficiency exam for credit.
◘ There is a fee of $150.00 for each class payable at the time of examination. This is not refundable and is not dependent on the outcome of the exam. Students may choose to pay for the exam themselves or they may check with the Financial Services Office prior to registering for the examination to make arrangements for payment.
◘ Proficiency exams may not be taken by students for any course in which they had previously enrolled and had not withdrawn during the first week of the quarter.
◘ Proficiency exams are given in many courses including: General English, College Math, Accounting, Accounting II, and Microsoft Certification tests. Other courses may be approved by the Director of Education. See the Registrar or the Director of Education to make arrangements to take a proficiency exam.
◘ Students may take a proficiency exam only one time for each course.
◘ Upon receiving the equivalent of at least a “B,” students have the choice of either of the following:
 ◘ Credit for the course for which the proficiency exam was taken with an “XA” or “XB” entered on the students’ transcripts indicating the grades received and full credit for the course.
 ◘ No credit for the course for which the examination was taken, but students are exempt from taking the course and the exemption is indicated by an “AP” entered on their transcripts. Students must take an elective to replace the exempt course.

Independent Study/Directed Study

Students desiring to undertake a course by independent study or directed study must obtain approval from the Director of Education and the instructor involved. The student must complete a request form with the Registrar. In addition, students must comply with the following requirements:

◘ Students must have indicated ability to do independent study or directed study.
◘ The course must be capable of being taught as an independent study or directed study course.
◘ Students are discouraged from taking more than eight (8) credit hours in independent study or directed study.
◘ Students must consult with the instructor on a weekly basis at prearranged conference periods and may be required to attend additional laboratory sessions.
◘ Students must complete within the same time all oral reports, written assignments, reading assignments, research topics, and tests required of non-independent study and non-directed study students.
Independent study or directed study courses must be completed within the quarter. No provisions exist for incomplete work.

**Prerequisite Requirements**

Students must have a minimum grade of “C” in all core prerequisite courses, or consent of the instructor, before they may advance to the subsequent course. All prerequisites are listed in the course descriptions, found in the back of the catalog.

**Exceptions and Changes**

In the case of extenuating circumstances the administration of the College reserves the right to make exceptions to written policies. The College further reserves the right to add or delete programs of study. The College further reserves the right to add or delete courses from published programs of study. Students already enrolled in published programs will be notified in advance of any changes in their programs and assistance will be given to help minimize undue hardships as a result of such changes.

**Course Numbers**

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 and 200 range indicate basic courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

**Distance Education - Online**

The College has a Consortium Agreement for Online Courses with Daymar College – Online, located at 3309 Collins Lane, Louisville, KY 40245, to provide the College with its own instance on the Desire to Learn (D2L) platform in which will host Daymar College courses. Daymar College – Online will provide the following to the College: enrollment documentation, student attendance, academic records for monitoring Satisfactory Academic Progress, student support services, course evaluation results, qualified faculty for online courses, faculty qualifications, facility and technological infrastructure requirements, consumer information, student complaint information, student orientation, and access to the online delivery for regulators.

Online courses provide a real-world education in the most convenient and efficient way possible. Online courses utilize the same up-to-date curriculum and experienced faculty. An online delivery method is available for the following courses: Accounting, Accounting II, Payroll Accounting, Human Resource Management, Introduction to Business Communication, Business Math, Principles of Marketing, Small Business Management, Supervision, Computer Applications, Computer Applications II, Desktop Publishing, Public Speaking, General English, Introduction to Literature, Composition I, Composition II, Internship and Professional Seminar, Medical Terminology, College Math, Political Science, Principles of Psychology, and Strategies for Success. The student must notify the Registrar prior to the beginning of the quarter of their desire to take an online course. Online courses may not be offered at all locations. Students must complete the Online Orientation process and have access to a personal computer with a minimum operating system requirements of Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SPI, or later operating system as well as be able to install different browsers and/or software, if needed. Additionally, the student must have Internet access, an e-mail address, a CD-ROM drive, sound card, and speakers. The general software required for online courses is Microsoft Office Professional Plus 2010, which includes Word, Excel, Access, PowerPoint, and Publisher.

Students enrolled at a physical campus location and take some courses online may not take more than 49% of their program online.
Physical Facilities and Equipment

Daymar College - Chillicothe is located at 1410 Industrial Drive, Chillicothe, Ohio. The administrative offices are representative of today’s modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, a bookstore, and a student lounge. The College’s computer labs are equipped with computer hardware and software necessary for “hands-on” instruction.

Daymar College - Jackson is located at 980 East Main Street, Jackson, Ohio. The administrative offices are representative of today’s business operations. The school provides well-lighted lecture rooms, computer labs, a bookstore, and a student lounge. The College’s computer labs are equipped with computer hardware and software necessary for “hands-on” instruction.

Daymar College - Lancaster is located at 1579 Victor Road, Lancaster, Ohio. The administrative offices are representative of today’s modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, a bookstore, and a student lounge. The College’s computer labs are equipped with computer hardware and software necessary for “hands-on” instruction.

Daymar College - New Boston is located at 3879 Rhodes Avenue, New Boston, Ohio. The administrative offices are representative of today’s business operations. The school provides well-lighted lecture rooms, computer labs, a bookstore, and a student lounge. The College’s computer labs are equipped with computer hardware and software necessary for “hands-on” instruction.

Learning Resource Center

The Learning Resource Center at the College are located conveniently to all classrooms and is open for day and evening classes. The Learning Resource Center collections include materials in allied health, liberal arts, business areas, and technical areas. The Learning Resource Center materials are selected to support the College’s programs of study. Students have access to all materials and are encouraged to use the Learning Resource Center. All Learning Resource Centers are under the direction of qualified staff.

Instructional and Information Technology

The College provides adequate instructional materials and equipment to support all programs of study. Traditional audio-visual equipment, visuals, and the Internet are available to enhance and support classroom instruction. In addition to the traditional instructional aids, the College has up-to-date computers as well as up-to-date computer business software for each program of study, as applicable.

Student Services

Using a customer-friendly approach Student Services assists students by providing exceptional support to positively impact their ability to attend the College and complete required programs. Student Services assists students with removing educational barriers. Student Services also provides leadership opportunities to students on campus to learn beyond the classroom. Please see Student Services for a list of campus events, activities, and leadership opportunities. Be involved in your education, you get back what you invest.
**Student Activities**

Every effort is made by the College to expose students to social and cultural events. Programs and activities are typically planned as a beneficial contribution to personal growth and development. Student involvement in activities contributes to a friendly atmosphere and can provide the opportunity for development of self-confidence and leadership.

**Students Matter Hotline**

At the College, students matter! The College views our school as an extended family to students and their loved ones. We encourage students to voice their comments, experiences, stories, and concerns. If you would like to share, you may contact the college’s associates or the Daymar Students Matter Hotline toll free at 1-(855)-4DAYMAR or 1-(855)-432-9627, or by emailing us at studentsmatter@daymarcollege.edu.

**Retention**

Standards for acceptable academic progress at the College are established to assist students in assessing the quality of their performance. A student status committee meets on a regular basis to review at-risk student indicators and typically contacts students regarding their performance. Instructors generally call students when they are absent and Student Services will follow up with the desired assistance for the student as applicable.

**Grievance Procedures**

A student who has addressed academic concerns with an instructor without satisfaction may submit academic grievances to the Director of Education. All concerns must be submitted in writing. The appeal should include the reasons the student believes the action should be reviewed. The Director of Education will assess the written appeal, interview the student, and interview the faculty member as applicable. The Director of Education has the authority and responsibility for confirming, rejecting, or modifying the original action taken. The decision of the Director of Education is final and cannot be appealed. All parties involved will be notified in writing of the outcome of the appeal by the Director of Education.

For student complaints or grievances not settled at the institutional level, students may contact the Students Matter Hotline by calling 1-855-4DAYMAR or 1-855-432-9627, or emailing studentsmatter@daymarcollege.edu. In addition, students may contact the State Board of Career Colleges and Schools, 30 East Broad Street, Columbus, OH 43215, or by calling (877) 275-4219. Students may also contact the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC, 20002-4223, phone (202) 336-6780.

**Title IX Grievance Procedure**

Daymar complies with all applicable regulations that prohibit discrimination, harassment, and/or violence on the basis of sex. No student or potential student (“student”) shall be excluded from participation in, be denied the benefits of or be subjected to discrimination in any education, program, service or activity.

Any student who believes he or she has been the victim of sexual harassment, violence or denied any service or benefit because of sex discrimination may follow the steps outlined here. Students may attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

**Step 1: Informal Meeting** – Students may request an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern. If not satisfied by the results of the informal meeting, the student may request an official meeting.

**Step 2: Official Meeting** – The student may request in writing, outlining the specific grievance(s) a meeting with the Title IX representative. The Title IX representative will conduct a meeting and investigation as necessary. Follow up with the complainant will be made weekly until complete. You may contact the Title IX representative, Carol Topaz, Director of Compliance, at TitleIXAdministrator@daymargroup.com, the school address or (270)926-1188.
Step 3: Official Appeal – If the complaint is not resolved as a result of the official meeting with the Title IX representative, an appeal may be directed to the college president or college director (“director”) in writing within 10 days after receiving written results of the official meeting. Within 15 days of receiving the written request, the director or designee will conduct the appeal hearing to report the findings. The findings of the director will be considered final. No further institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to the U.S. Department of Education, Office for Civil Rights, at (800)421-3481 or ocr@ed.gov, if you believe the school is violating Federal law. If you wish to fill out a complaint form online, you may do so at: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Graduation Application and Requirements

Each student is responsible for meeting the requirements of the curriculum as outlined in the catalog at the time of the first registration in that program. However, if in a subsequent catalog the curriculum requirements for that program have been changed, the active student may have a choice between the two catalog requirements. The minimum requirements as to the number of courses taken and also as to the number of quarter credit hours earned must be met whichever catalog is used. See the Director of Education for more information.

Candidates for graduation must:

- Successfully complete all credit hours required and all specific program requirements including maintaining SAP for the diploma and associate degree.
- Earn a cumulative grade point average of at least 2.00, a “C” average.
- Take a minimum of fifty percent (50%) of the total required credits for any program at the College.

Students who are active-duty service members, active-duty Reservist, or active-duty National Guardsmen are required to complete twenty-five percent (25%) of the degree requirements for all degrees. Academic residency can be completed at any time while active-duty service members are enrolled.

Academic Recognition

A formal commencement ceremony is held annually. Graduates are awarded certificates, diplomas, or degrees. Upon satisfaction of all financial obligations an official transcript is available to students.

The College believes that excellence deserves recognition; therefore, it gives recognition to outstanding graduates in each graduating class. Students who meet all requirements for graduation, who have satisfied all financial obligations to the College, and whose CGPA meet the following criteria are graduated with the honors indicated.

<table>
<thead>
<tr>
<th>Honor</th>
<th>Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50-3.59</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.60-3.79</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.80-4.00</td>
</tr>
</tbody>
</table>

Outstanding students may be submitted to Who’s Who Among Students in America’s Junior Colleges for recognition of academic excellence.

School Jurisdiction, Student Conduct, and Disciplinary Action

Conduct considered harmful to the rights of others or to the reputation of the school will not be tolerated. The College reserves the right to dismiss or suspend a student who fails to maintain satisfactory grades; who is not respectful of other students or the College’s staff; or whose behavior disrupts the normal process of instruction.
All students are expected to maintain high standards of conduct and honesty. The College has adopted standards of conduct that clearly prohibit, at a minimum, academic dishonesty, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and associates on its property or as part of any of its activities. Possession or use of firearms or weapons of any kind, by any student, is prohibited at all colleges. Unauthorized Peer-to-Peer file sharing and distribution of copyrighted material is prohibited. The College will impose disciplinary sanctions on students and associates consistent with the College policy and local, state, and federal laws up to and including expulsion or termination of employment and referral for prosecution for violation of the standards of conduct.

A student dismissed or suspended is entitled to due process in the form of a hearing.

A student desiring a hearing should make a written request to the Director of Education, Campus President/Director.

**Plagiarism and Academic Dishonesty Policy**

Plagiarism is the act of using the work of another author as one’s own without giving full credit to that author. That is “stealing” someone else’s work rather than giving full credit to the original author. Academic dishonesty includes plagiarism but also includes:

- Theft of someone else’s work;
- Prohibited collaboration in completion of course work, including submitting someone else’s creation as one's own work;
- Use of tools and resources disallowed by the instructor;
- Inappropriate submission of the same work in more than one course.

Students are expected to conduct themselves with integrity in the completion of their course work and the pursuit of their academic achievement.

The following are Daymar’s policies and procedures in cases of plagiarism and academic dishonesty:

**First Offense**

The first occurrence of plagiarism or academic dishonesty will result in a warning for the student and a grade of zero on the assignment or course work. The student will receive a written warning of the offense and a thorough explanation of plagiarism and academic dishonesty and their consequences. The warning will inform the student of the consequences of incurring further offenses.

**Second Offense**

The student will receive a failing grade in the course involved and disqualification from receiving academic honors upon graduation. The offending student will receive a written warning of the offense and incurred penalty from a faculty member or academic administrator. The warning will inform the student of the consequences of incurring a third offense.

**Third Offense**

The student will receive a failing grade in the course involved and permanent dismissal from Daymar. The student will receive a written warning of the offense and incurred penalty from an academic administrator.

**Drug and Alcohol Abuse Prevention Policy**

The unlawful possession, use, or distribution of drugs or alcohol by students or associates is absolutely prohibited on the College’s premises or at any of its activities or events.

A pamphlet describing the health risks associated with the use of illicit drugs, the abuse of alcohol, including a description of the applicable legal sanctions for the unlawful possession or distribution of drugs or alcohol, is available to students and associates from the Student Services office.
The illicit possession, use, or distribution of drugs or alcohol by any of the College’s students or associates on the College’s premises or at any of its activities may result in the following sanctions:

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the Campus President/Director or the Director of Education.

Security and Crime Prevention

The College strives to maintain a safe, crime-free environment. The College is required to have available a copy of crime statistics for distribution to every student. At each Graduation Preview the College distributes a copy of the crime statistics. Additional copies are available and can be obtained from the Student Services office and on the College’s website at www.daymarcollege.edu.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLING) to require sex offenders who are already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002.

The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their state.

Finally, the CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders.

The Ohio State Police provides a publicly accessible database of sex offenders that are required to register. This publicly accessible database may be accessed at http://www.drc.state.oh.us/offendersearch/search.aspx.

Family Education Rights & Privacy Act of 1974 (FERPA), As Amended

The Family Education Rights and Privacy Act (FERPA) of 1974 is implemented at the College. Highlights of the amended act, which provides for access to student records, are included below, however, additional information can be found in the Consumer Information found on the web site and Student Portal.

- The provisions of the FERPA apply to currently enrolled students and former students.
- Excluded from inspection are the following: (a) financial records of the parents of the student, (b) confidential letters of recommendation filed before January 1, 1975, (c) confidential letters solicited under a waiver of the rights of future access.
- The following are not considered education records: Personal records maintained by an individual not accessible by others, records of the law enforcement unit of an educational institution, personnel records which are related to a person as an associate not used for any other purpose, medical records, and records created after the student is no longer a student, including alumni records.
- The College can release information to the college’s officials with legitimate educational interest.
- The College can disclose personally identifiable information, directory, and non-directory, without student consent if the disclosure meets one of the following conditions: This disclosure is to other school officials whom the College determines have legitimate educational interest, the disclosure is to officials of other schools where the student seeks or intends to enroll, the disclosure is, subject to requirements of 34 CFR §99.35, to authorized representatives of the Comptroller General of the United States, Secretary, or state and local educational authorities, the disclosure is in connection with financial aid the student has applied for or received, in connection with test development and administration, to parents of dependent students as applicable, and in an emergency.
The College defines directory information to include student name, home address, e-mail address, home telephone number, date of birth, dates of attendance, programs of study, program completion dates and type of credential earned, current enrollment status including full-time and withdrawn, most recent previous institutions attended and degree/s earned, grade level, photographs, honors and awards received, and participation in officially recognized activities.

Career Services

It is the goal of the College to see that all graduates secure meaningful employment in their field of study or be able to use the skills acquired through their academic program in a related field. Through the Internship and Professional Seminar (INT142), a course required as part of most programs, mock interviews will typically be held at the end of the quarter prior to graduation. Individual assistance is given to students and they are instructed in resume preparation, job search, interview skills, and dressing for success. Resumes are sent in response to employers in search of prospective graduates as applicable.

In addition to helping find positions after graduation, the Director of Career Services assists current students in finding part-time employment. Opportunities from employer call-ins and classified ads are listed in the “Hot Tips” sheets typically available in the student lounge. Students interested in part-time employment should see the Director of Career Services for information on available opportunities.

The Director of Career Services also assists with data collection for use in updating curricula. Typically, thirty (30) days after employment a contact is made with both the employer and the graduate. The data collected at the time of the contact often helps the progress and performance of the graduate and can provide feedback necessary for future curricula and program revisions.

The College does not guarantee employment or salary.
Programs of Study

<table>
<thead>
<tr>
<th>Programs</th>
<th>Chillicothe</th>
<th>Jackson</th>
<th>Lancaster</th>
<th>New Boston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing &amp; Coding Specialist Associate of Applied Science Degree</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Management Associate of Applied Business Degree</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Business Management Diploma</td>
<td>X</td>
<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>Cardiographic Technology Associate of Applied Science Degree</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Cardiographic Technology Diploma</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Associate of Applied Science Degree</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Human Resource Management Associate of Applied Business Degree</td>
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</tr>
<tr>
<td>Human Resource Management Diploma</td>
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<td>X</td>
</tr>
<tr>
<td>Medical Assisting Associate of Applied Science Degree</td>
<td>X</td>
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<td>X</td>
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</tr>
<tr>
<td>Medical Assisting Diploma</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Medical Massage Therapy Diploma</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Paralegal Studies Associate of Applied Science Degree</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technology Associate of Applied Science Degree</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Although the above programs are approved, please contact your local campus for current program offerings. For your convenience, campus locations and contact information may be found at the back of this catalog.

The College is no longer enrolling in the Paralegal Studies Program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, http://www.daymarcollege.edu/disclosures/.

The jobs or job fields mentioned in the following program objectives are examples and not a representation of outcomes more probable than others. Daymar does not guarantee completion, employment, or salary.
Billing & Coding Specialist

The Billing & Coding Specialist Associate of Applied Science Degree Program is designed to prepare students to become proficient in ICD Coding, HCPCS Coding, and claims preparation. The student will provide the opportunity to develop skills in billing and coding for entry-level positions in physician services, and inpatient and outpatient services. Diverse medical settings have different requirements and these are addressed. In addition, this program promotes ethics and integrity in billing, coding, and handling of medical and billing information by covering fraud and abuse as it relates to billing and coding. Release, disclosure, and HIPAA requirements are also covered. Chart analysis for the required use of modifiers and for verification of correct codes is covered so that our graduates can audit for correct levels of coding. This degree program also provides graduates general education courses to help manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

### Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCS100 Reimbursement and Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS161 ICD</td>
<td>4</td>
</tr>
<tr>
<td>BCS162 Procedural Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS163 DME, Modifiers &amp; Chart Analysis</td>
<td>4</td>
</tr>
<tr>
<td>BCS233 Medical Office Management</td>
<td>4</td>
</tr>
<tr>
<td>BCS260 ICD II</td>
<td>4</td>
</tr>
<tr>
<td>BCS261 Claims Processing - 1500</td>
<td>4</td>
</tr>
<tr>
<td>BCS262 Claims Processing - UB92</td>
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</tr>
<tr>
<td>BCS265 Comprehensive Coding</td>
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<tr>
<td>CIS106 Computer Applications</td>
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</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>ENG211 Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ETH103* Ethical Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Internship and Professional Seminar</td>
<td>4</td>
</tr>
<tr>
<td>MED103 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED255 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>POL109* Political Science</td>
<td>4</td>
</tr>
<tr>
<td>SCI201* Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required**: 96

*This course fulfills a general education requirement.

For placement, financial and other important information, visit [http://www.daymarcollege.edu/d/BC.pdf](http://www.daymarcollege.edu/d/BC.pdf).
Business Management

The Business Management Diploma Program is designed to prepare the graduate for entry-level employment in administrative office positions. The graduate will be provided the opportunity to obtain practical business theory and practical software applications to assimilate the diverse skills required to help manage business practices in an ever-changing, market-driven economy. Students will have been exposed to concepts designed to help work with higher-level associates regarding marketing, inventory control, and finance matters. The Business Management Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the business management field. This program is designed for full-time students to complete the program in 12 months. All credits earned in this program are applicable to the Business Management Associate of Applied Science Degree Program.

The Business Management Associate of Applied Business Degree Program is designed to prepare the graduate for employment in administrative office positions. The graduate will be provided the opportunity to obtain practical business theory and practical software applications to assimilate the diverse skills required to manage a business in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management. The Business Management Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the business management field. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/Business.pdf.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>ACC103 Accounting</td>
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<tr>
<td>BMG124 Management</td>
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<td>BMG126 Business Law</td>
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<tr>
<td>BMG128 Retail Management</td>
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<tr>
<td>BMG270 Leadership</td>
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<tr>
<td>BMG290 Finance</td>
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<tr>
<td>BUS101 Human Resource Management</td>
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</tr>
<tr>
<td>BUS111 Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS122 Business Math</td>
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<tr>
<td>BUS201 Marketing</td>
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<tr>
<td>BUS211 Small Business Management</td>
<td>4</td>
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<tr>
<td>BUS212 Supervision</td>
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<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
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<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>BMG250 Economics</td>
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<tr>
<td>BUS112 Personal Finance</td>
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<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>COM200* Digital Communications</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>POL109* Political Science</td>
<td>4</td>
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<tr>
<td>SCI1201* Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

*This course fulfills a general education requirement.
The Cardiographic Technology Diploma Program is designed to prepare the student to pursue work as a cardiographic technician performing rhythm and 12 lead EKG/ECG, Holter monitoring, stress testing and telemetry surveillance in hospitals and cardiology offices. Upon completion of the program, the successful student may apply to take the Certified Cardiographic Examination to become a Certified Cardiographic Technician (CCT); this exam is available through Cardiovascular Credentialing International (CCI), an independent certification organization. The CCT is expected to be able to work with cardiologists in their office to prepare and assist with diagnostic testing of Coronary Artery Disease and be qualified to work in the critical care area as a monitoring technician. This program is designed for full-time students to complete the program in 15 months. All credits earned in this program are applicable to the Cardiographic Technology Associate of Applied Science Degree Program.

The Cardiographic Technology Associate of Applied Science Degree Program is designed to prepare the student to pursue work as a cardiographic technician performing rhythm and 12 lead EKG/ECG, Holter monitoring, stress testing, and telemetry surveillance in hospitals and cardiology offices. Upon completion of the program, the successful student may apply to take the Certified Cardiographic Examination to become a Certified Cardiographic Technician (CCT); this exam is available through Cardiovascular Credentialing International (CCI), an independent certification organization. The CCT is expected to be able to work in the critical care area as a monitoring technician. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

For placement, financial and other important information, visit http://www.daymarcollege.edu/d/CT.pdf.

*DThis course fulfills a general education requirement.
The Criminal Justice Associate of Applied Science Degree Program is designed to provide students with the knowledge, skills and attitude required to gain an entry-level position within the criminal justice system. The Criminal Justice Program provides the students an education that is competency-based and assessed according to the entry-level field requirements of the criminal justice field. These entry-level fields include, but are not limited to: police patrol, law enforcement operations, private investigation, corrections officer, victim's advocacy and assistance programs, juvenile corrections, private and industrial security, court administration, loss prevention and entry-level investigative compliance. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/d/CJ.pdf.

*This course fulfills a general education requirement.
The Human Resource Management Diploma Program provides the opportunity to prepare the student to write legal employment policies, procedures, and employee handbooks for an organization. This program is designed for full-time students to complete the program in 15 months. All credits earned in this program are applicable to the Human Resource Management Associate of Applied Business Degree Program.

The Human Resource Management Associate of Applied Business Degree Program builds on the Diploma program by providing students with a look at in-depth knowledge of the laws governing the employment process and how to apply these laws to employment related decisions. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

For placement, financial and other important information, visit http://www.daymarcollege.edu/d/HR.pdf.

*This course fulfills a general education requirement.
Medical Assisting

The Diploma program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. The Medical Assisting Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the medical assisting field. These entry-level include, but are not limited to, doctor's offices, hospitals, home health agencies, and other allied health organizations. The Medical Assisting Diploma program is designed to prepare graduates to apply to take the Registered Medical Assistant (RMA) Exam, available through American Medical Technologists (AMT), an independent certification organization. This program is designed for full-time students to complete the program in 12 months. All credits earned in this program are applicable to the Medical Assisting Associate of Applied Science Degree.

The Associate of Applied Science Degree program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. The Medical Assisting Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the medical assisting field. These entry-level include, but are not limited to, doctor's offices, hospitals, home health agencies, and other allied health organizations. This degree program also provides graduates the opportunity to enhance their general education and computer knowledge, which are necessary to manage interpersonal and social situations and prepare them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

Completion of Basic Cardiopulmonary Resuscitation (CPR) is required of all Diploma and Associate of Applied Science Degree Medical Assisting students. The Medical Assisting Diploma and Associate of Applied Science Degree programs are designed to prepare students to apply to take three (3) national certification exams: National Certified Medical Office Assistant (NCMOA), National Certified Insurance and Coding Specialist (NCICS), and the National Certified Medical Assistant (NCMA). These exams are available through the National Center for Competency Testing (NCCT), an independent certification organization.

*This course fulfills a general education requirement.

For placement, financial and other important information, visit http://www.daymarcollege.edu/d/MA.pdf.
### Medical Assisting

#### Diploma

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or Capstone Project I</td>
<td>4</td>
</tr>
<tr>
<td>INT242 Professional Seminar and Internship or Capstone Project II</td>
<td>4</td>
</tr>
<tr>
<td>MED103 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED188 Medical Office Procedures/Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>MED227 Electronic Medical Records and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>MED250 Exam Room Procedures</td>
<td>4</td>
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<tr>
<td>MED255 Pathophysiology</td>
<td>4</td>
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<tr>
<td>MED266 Pharmacology</td>
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<tr>
<td>MED288 Medical Office Administration</td>
<td>4</td>
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<td>MED292 Laboratory Procedures</td>
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<td>MED294 Cardiac Monitoring Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED295 Medical Law and Ethics/Exam Review Prep</td>
<td>4</td>
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<tr>
<td>SFS140 Strategies for Success</td>
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<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
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</tr>
</tbody>
</table>

### Medical Assisting

#### Associate of Applied Science Degree

This program requires all the courses in the Medical Assisting Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ETH103* Ethical Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>SCI201* Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

*This course fulfills a general education requirement.*
**Medical Massage Therapy**

The Medical Massage Therapy Diploma Program is designed to provide the student with the skills to perform various modalities of massage therapy to include sports, pre-natal, therapeutic, Swedish, hot stone therapy, and hydrotherapy massages. Successful students are expected to be prepared to work as a massage therapist in areas such as sports, pre-natal, therapeutic, Swedish, hot-stone therapy, and hydrotherapy. Upon completion of the program, the successful student may apply to take the state examination to become a Licensed Massage Therapist (LMT). Licensure is a requirement in the field of massage therapy. This program is designed for full-time students to complete the program in 12 months.

**Diploma**

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>MMT101 Anatomy &amp; Physiology/Medical Terminology I for Massage Therapy</td>
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</tr>
<tr>
<td>MMT102 Anatomy &amp; Physiology/Medical Terminology II for Massage Therapy</td>
<td>105</td>
</tr>
<tr>
<td>MMT103 Anatomy &amp; Physiology/Medical Terminology III for Massage Therapy</td>
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</tr>
<tr>
<td>MMT122 Pathology I for Massage Therapy</td>
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<tr>
<td>MMT123 Pathology II for Massage Therapy</td>
<td>40</td>
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<tr>
<td>MMT131 Massage Therapy Lab I and Ethics</td>
<td>80</td>
</tr>
<tr>
<td>MMT132 Massage Therapy Lab II</td>
<td>80</td>
</tr>
<tr>
<td>MMT133 Massage Therapy Lab III</td>
<td>80</td>
</tr>
<tr>
<td>MMT204 Anatomy &amp; Physiology/Massage Theory/Exam Prep for Massage Therapy</td>
<td>105</td>
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<tr>
<td>MMT234 Massage Therapy Clinic</td>
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</tr>
<tr>
<td>MMT244 Massage Therapy Business and Ethics</td>
<td>40</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Contact Hours Required</strong></td>
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</tr>
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</table>

For placement, financial and other important information, visit http://www.daymarcollege.edu/d/MT.pdf.

*This course fulfills a general education requirement.*
Paralegal Studies

The Paralegal Studies Associate of Applied Science Degree Program offers students training and skills in preparing legal reports and documents, legal correspondence, legal research, drafting letters, questions for the interrogatories, legal memoranda, briefs, pleadings, contracts, wills, and deeds. In addition, students receive training in Microsoft Excel, Word, PowerPoint, Access, and Outlook. The goal of the Paralegal Studies Program is to prepare graduates for entry level paralegal positions to be employed by an attorney, law office, corporation, government agency, or other entity and to perform specialized delegated, substantive legal work for which a lawyer is responsible. The program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life as well as to adapt to changes in the legal environment. Paralegals work under the supervision of a licensed attorney and may not deliver legal services directly to the public. This program is designed for full-time students to complete the program in 21 months.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103 Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>COM200* Digital Communications</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>ENG101* General English</td>
<td>4</td>
</tr>
<tr>
<td>ENG206* Introduction to Literature</td>
<td>4</td>
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<tr>
<td>ENG211* Composition I</td>
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<tr>
<td>ENG212* Composition II</td>
<td>4</td>
</tr>
<tr>
<td>ETH103 Ethical Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Internship and Professional Seminar</td>
<td>4</td>
</tr>
<tr>
<td>LAW114 Introduction to Law &amp; Paralegal Studies</td>
<td>4</td>
</tr>
<tr>
<td>LAW115 Ethics &amp; Office Procedures for Paralegals</td>
<td>4</td>
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<tr>
<td>LAW157 Civil Litigation</td>
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<tr>
<td>LAW158 Probate Administration &amp; Estate Planning</td>
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<tr>
<td>LAW210 Criminal Law</td>
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<tr>
<td>LAW212 Tort Law</td>
<td>4</td>
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<tr>
<td>LAW214 Real Estate Law</td>
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<tr>
<td>LAW216 Family Law</td>
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<tr>
<td>LAW256 Legal Research</td>
<td>4</td>
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<tr>
<td>LAW257 Legal Writing &amp; Analysis</td>
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<tr>
<td>MTH103* College Math</td>
<td>4</td>
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<tr>
<td>POL109* Political Science</td>
<td>4</td>
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<tr>
<td>SCI1201* Environmental Science</td>
<td>4</td>
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<tr>
<td>SFS140 Strategies for Success</td>
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<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>104</strong></td>
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For placement, financial and other important information, visit http://www.daymarcollege.edu/d/ParalegalStudies.pdf.

*This course fulfills a general education requirement.
Pharmacy Technology

The Pharmacy Technology program is designed to prepare students to become pharmacy technicians. A pharmacy technician is one who generally assists and supports licensed pharmacists in a wide variety of activities including, but not limited to, ordering, stocking, and packaging prescription and over-the-counter medications, inventory control, maintaining records, preparing medication labels, and preparing insurance claims.

In the Pharmacy Technology Associate of Applied Science Degree graduates are provided the opportunity to gain knowledge in pharmacy technician practices/ethics, pharmacy terminology and calculation, microbiology, pharmacy operations and claims, and compounding aseptic technique & non-sterile compounding as well as a more specialized knowledge in sterile product technology and problem solving. The student will be provided the opportunity to prepare to work as a pharmacy technician in a retail pharmacy, hospital pharmacy, clinical pharmacy, nursing home, doctor’s office, or home health care agency. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months.

For placement, financial and other important information, visit http://www.daymarcollege.edu/d/Pharmtech.pdf.

*This course fulfills a general education requirement.
Course Descriptions

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 and 200 range indicate general courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

ACC103  Accounting
This course introduces students to the accounting cycle including journalizing, posting, adjusting, and closing of the books. It also introduces students to preparing a trial balance, income statement, balance sheet, and a work sheet for a business. Prerequisite: None. (4 Quarter Credit Hours)

ACC113  Accounting II
In Accounting II, students continue covering accounts receivable, accounts payable, bad debts, depreciation, and merchandising inventories. Students prepare special journals for cash, assets and depreciation, inventories, and long-term liabilities. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC214  Payroll Accounting
This course presents the fundamentals of accounting as applied to compensation programs including the calculation of payroll, payroll taxes, and the preparation of records and reports. State and federal taxation is also discussed. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

BCS162  Procedural Coding
This course focuses on outpatient and ambulatory procedural coding using the CPT Coding Manual. The course provides extensive coding practice and covers ethical reimbursement issues. Prerequisite: ICD, BCS161. (4 Quarter Credit Hours)

BCS163  DME, Modifiers & Chart Analysis
This course focuses on billing and coding for durable medical equipment using HCPCS Level II and the use of modifiers for both HCPCS Level I and II codes. This course will also review charts to determine if modifiers are needed and to audit the chart for proper documentation to support codes. Prerequisite: Procedural Coding, BCS162. (4 Quarter Credit Hours)

BCS233  Medical Office Management
This course focuses on management of all aspects of the physician's office. Records management is covered as well as electronic maintenance of a physician office. In addition, the student will cover release and disclosure of health information and the new HIPAA guidelines. Prerequisite: None. (4 Quarter Credit Hours)

BCS260  ICD II
This course focuses on inpatient diagnosis and procedures coding, coding conventions, and official coding rules for using the ICD. This provides for advanced practice in case coding, document review, and coding ethics. Prerequisite: ICD, BCS161. (4 Quarter Credit Hours)

BCS261  Claims Processing 1500
This course focuses on introducing the student to billing and coding certifications, various health insurance plans, and official coding rules for using the ICD in the physician office. The course also covers the CMS-1500 in complete detail. Prerequisites: ICD, BCS161; and Procedural Coding I, BCS162. (4 Quarter Credit Hours)

BCS262  Claims Processing UB-92
This course focuses on introducing the student to the use of the UB-92 for billing in acute care and long-term care facilities. This course reviews the basic guidelines for completing each field of the claim form. Case studies are used to provide the learner with the opportunity to work with electronic claims processing and electronic coding. Prerequisite: ICD, BCS161. (4 Quarter Credit Hours)
BCS265  Comprehensive Coding
This course focuses on specific coding issues within a particular area, provides for extensive practice in case coding, covers document review, coding ethics, reimbursement appeals, and auditing. The course also reviews claims collection, and covers fraud and abuse. Prerequisites: ICD II, BCS260 and Procedural Coding I, BCS162. (4 Quarter Credit Hours)

BMG124  Principles of Management
In this course business techniques and management theory are explored. Principles of Management is centered on the management functions of planning, decision-making, organizing, leading, and controlling. Prerequisite: None. (4 Quarter Credit Hours)

BMG126  Business Law
This course covers the basic legal principles relating to contracts involving personal property, bailments, hotel, sales, agency, employment, insurance, and real property. Prerequisite: None. (4 Quarter Credit Hours)

BMG128  Retail Management
In this course the exciting, challenging, and rewarding opportunities facing both retailers and firms that sell their products and services to retailers, such as IBM and Proctor & Gamble are explored. Specific topics that are discussed are retailing which is a high-tech, global, growth industry that plays a vital economic role in society, strategic issues facing the retail industry, key strategic issues with an emphasis on financial considerations, and implementation through merchandise and store management. These strategic and tactical issues are examined for a broad spectrum of retailers, both large and small, domestic and international, selling merchandise and services. Prerequisite: None (4 Quarter Credit Hours)

BMG250  Principles of Economics
This course covers such topics as the free enterprise system, the Gross Domestic Product, macroeconomics, microeconomics, and fundamentals of the monetary policy. Prerequisite: None. (4 Quarter Credit Hours)

BMG270  Leadership
This course is a study of the current understanding of leadership theory and practice with a goal of developing the student’s personal theory of leadership. Prerequisite: None (4 Quarter Credit Hours)

BMG290  Fundamentals of Finance
This course analyzes the nature and scope of business finance. Emphasis is placed on forecasting, capital budgeting, sources and costs of capital, financial instruments, financial analysis and interpretation. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

BUS101  Human Resource Management
This course presents an examination of the fundamental principles of personnel management as they apply to the employee, employer, and society. Specific topics discussed include managing human resources, understanding the internal and external environment of human resources management, managing changes, staffing, training, appraising, compensating, occupational safety and health, unionization, and collective bargaining. Prerequisite: None. (4 Quarter Credit Hours)

BUS111  Introduction to Business Communication
This course encompasses various forms of business communication such as business letters, memoranda, business reports, and is designed to polish and refine students’ abilities to solve numerous business communication problems. Prerequisite: None. (4 Quarter Credit Hours)

BUS112  Personal Finance
This course is designed to serve the personal finance needs of the student, regardless of their major field of study. Practical applications in personal and family financial planning, including budgeting, buying, borrowing, banking, and home ownership are covered in this course. Prerequisite: None. (4 Quarter Credit Hours)

BUS122  Business Math
This course is a review of arithmetical operations, decimals, ratios and proportions, percentages, interest, and discounts. Subjects covered include finance charges, payroll computations, merchandise inventory valuation, depreciation, and computing different types of interest. Prerequisite: It is suggested, but not required, that College Math be taken before Business Math. (4 Quarter Credit Hours)

BUS201  Principles of Marketing
This course covers all activities involved in pricing, distribution, and promotion of a product. Emphasis will be placed on marketing for small to medium sized business. Internet marketing will also be discussed. Prerequisite: None. (4 Quarter Credit Hours)
BUS210  Managing Information
This course is designed to provide a real-world understanding of information systems technologies. This course provides exposure to information age, information technology, information technology in management, information systems in decision making, and planning, acquisition, and controls. Prerequisite: None. (4 Quarter Credit Hours)

BUS211  Small Business Management
This course presents a contemporary treatment of the start-up and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and the new-venture activities needed for the successful operation of small firms. Prerequisite: None. (4 Quarter Credit Hours)

BUS212  Supervision
This course is designed to help those who will be supervisors, team leaders, coaches, or coordinators and incorporates the four functions of management including planning, organizing, leading, and controlling. Also discussed are modern supervisory challenges including quality management, ethical behavior, motivating employees, improving productivity, problem solving, and decision making. Prerequisite: None. (4 Quarter Credit Hours)

CIS106  Computer Applications
This is an introductory course designed to acquaint the successful student with the world of microcomputer applications in business, industry, education, and home use. During this course, the successful student will be introduced to Microsoft Office Products such as Word, Excel, Access, and PowerPoint. Prerequisite: None. (4 Quarter Credit Hours)

CIS107  Computer Applications II
This is an advanced course designed to acquaint the student with the world of microcomputer applications in business, industry, education, and home use. This course provides an introduction to additional applications in Microsoft Office Products which include Word, Excel, Access, and PowerPoint. Prerequisite: Computer Applications, CIS106. (4 Quarter Credit Hours)

COM200  Digital Communications
This course is an introduction to mass media and the various modes of digital communication that are transforming our lives. How do we interact with mass digital media on a daily basis? How have new technologies blurred the lines between mass media and interpersonal communication? How do relatively recent developments in digital communication fundamentally change how we expect to live our lives and conduct our business in the future? From books to radio to television to video games, and then onto the greatest communication “tool” to have arisen since the printing press, the Internet, this course will help students find their own ever-valuable critical faculties and voices in a today’s world of rapid communicative evolution. Prerequisite: None. (4 Quarter Credit Hours)

COM208  Public Speaking
This course is a study of verbal and nonverbal communication strategies and the preparation and delivery including these types of speeches introduction, impromptu, informative, persuasive, and commemorative. Prerequisite: None. (4 Quarter Credit Hours)

CRJ100  Corrections
This course will provide the criminal justice student with an overview of corrections and its place in the system. An overview of the corrections system and its overall effectiveness will be addressed. Prerequisite: None. (4 Quarter Credit Hours)

CRJ110  Criminal Justice
This course is designed to introduce the students to the basic elements and requirements of the Criminal Justice field. Students will learn the core components of police, courts, corrections, law and private and public industrial security. Students will be introduced to TPI concepts, career goal setting, personal finance management, NIMS certification, portfolio and resume building specific for the field, as well as networking, community service, and competency-based, skill-building activities. Prerequisite: None (4 Quarter Credit Hours)

CRJ115  Rules of Evidence
This course is designed to instruct the student on the rules, both state and federal, which govern the presentation of evidence at hearings and trials. Ethical considerations in the presentation of evidence are also discussed. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)
CRJ120  Private and Industrial Security
This course is designed to prepare the student for entry-level work in the private and public sector security field. Students will be introduced to public and private security management functions, training, budgeting, security classification of companies, industrial assets and protection measures. Students will be introduced to networking and TPI concepts that specifically apply to the private and public sectors of the security field, and will participate in competency-based skill-building activities associated with the private and public sector industrial security field requirements. Prerequisite: None (4 Quarter Credit Hours)

CRJ135  Ethics and Professionalism for Justice Studies
This course is designed to prepare students in ethical and professional decision making, while ensuring that the integrity of their work is preserved legally and professionally. Students will be introduced to TPI concepts that are specific to the ethics and professional code for first responders and legal professionals. Students will participate in competency-based, skill-building activities that challenge them through the use of scenarios and situations commonly seen in the justice studies fields of police, courts, corrections and private industrial security. Prerequisite: None (4 Quarter Credit Hours)

CRJ175  Law Enforcement Operations
This course introduces students to the operations of various enforcement entities. It includes how police departments are organized, what police officers do, the different problems encountered in policies and what happens to them during the course of their career. Prerequisite: None. (4 Quarter Credit Hours)

CRJ200  Criminal Investigations
This course reinforces and strengthens the students’ acquired skill levels pertaining to criminal investigations. Protocol and procedures involving crime scene investigations and interrogations are emphasized. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

CRJ245  Juvenile Delinquency
This course is designed to instruct the student on the special issues and procedures involving the processing and treatment of juvenile offenders, including status public and youthful offenders. Prerequisite: None. (4 Quarter Credit Hours)

CRJ250  Police Report Writing
This course prepares students in the composition of police narrative writing, primarily in terms of organization and language of such reports. Prerequisite: Criminal Investigations, CRJ200. (4 Quarter Credit Hours)

CRJ275  Criminal Psychology
This course is a survey of theory and research pertaining to criminal behavior. It covers topics such as mental illness and crime, criminal homicide, assault, and sex offenses. Prerequisite: None. (4 Quarter Credit Hours)

ENG101  General English
This introductory course in effective college-level composition introduces a variety of writing situations and effective ways of composing, developing, outlining, revising, editing, and using research skills. Prerequisite: None. (4 Quarter Credit Hours)

ENG206  Introduction to Literature
This course focuses on Greek, Victorian, and Modern Literature and includes literary genres: the short story, poetry, and drama. Prerequisite: Composition I, ENG211. (4 Quarter Credit Hours)

ENG211  Composition I
Composition I encompasses expository writing of essays and opinion papers. Critical thinking skills will be utilized as students explore their values, attitudes, ideas and experiences, and enhance their research skills. Prerequisite: General English, ENG101. (4 Quarter Credit Hours)

ENG212  Composition II
Composition II emphasizes research methods and writing using appropriate documentation style. Students will develop research strategies and prepare a research paper. Prerequisite: Composition I, ENG211. (4 Quarter Credit Hours)

ETH103  Ethical Decision Making
This course is an examination of professional ethics and common ethical dilemmas in administrative settings. Models of ethical decision making are applied in case vignettes. Prerequisite: None. (4 Quarter Credit Hours)

HRM101  Personal Interviewing
This course provides an in-depth study of the legal aspects of interviewing, various types of interviews conducted in business, and interviewing techniques. Students participate as both an interviewer and an interviewee, in selection, counseling, disciplinary, exit, and performance appraisal interview simulations. Interviewing techniques and skills are evaluated using videotape playback. Prerequisite: None. (4 Quarter Credit Hours)
HRM102  Union and Employee Relations  
This course focuses employee relations and communications, employee rights and discipline, OSHA and workplace safety and health. Also included in this course will be the history of the labor union. Unions in organizations, their structure and strategies will be introduced. This course also reviews collective bargaining, agreements, and negotiating. Prerequisite: None. (4 Quarter Credit Hours)

HRM201  Managing Cultural Diversity  
This course focuses on the management of persons from diverse countries and cultures. Culture-specific issues and issues of diversity in the workplace are introduced. Problems, cases, and research assignments associated with managing in a multicultural and international work environment are focal points of this course. Prerequisite: None. (4 Quarter Credit Hours)

HRM202  HR Policy and Procedure Writing  
This course provides an in-depth study of employment law, the recruiting process, and the selection process. A transition from “term paper writing” to formal policy writing and the application of employment law, business grammar, and policy writing skills through the development of an employment policy, procedure, and employee handbook summary of the policy. Prerequisite: None. (4 Quarter Credit Hours)

HRM203  Compensation and Benefits Management  
This course provides an in-depth study of the history, principles, and theories of monetary compensation and benefits package. The laws governing monetary compensation and application of these principles through the development of monetary compensation policies and procedures are introduced. Students can learn about the laws governing benefits and the application of these principles and theories, through the development of plan descriptions for benefit programs such as health, life, disability, pension/retirement, etc. Prerequisite: None. (4 Quarter Credit Hours)

HRM204  Administration of Human Resource Management  
This course focuses on problems, issues, policies, and practices as related to managing people in working organizations. This course also reviews ways to solve human problems and make appropriate decisions by working with others and getting results through the efforts of others. Role playing and critical thinking activities will allow students to participate in simulations of situations likely to be encountered in businesses by managers, supervisors, and human resource personnel. Prerequisite: None. (4 Quarter Credit Hours)

HRM205  Employment Law  
This course introduces the student to labor and employment law topics and concepts. All major labor law topics are covered in this course, which include sexual harassment, Americans with Disabilities Act, Age Discrimination in Employment Act, and Sarbanes-Oxley Act. Prerequisite: None. (4 Quarter Credit Hours)

INT142  Professional Seminar and Internship or Capstone Project  
This course is designed to help students gain practical work experience, enhance their job skills, and discover valuable networking contacts through an internship with a local business, agency, or community organization. This course reviews business protocol, professional communication, work ethics and problem-solving skills through a professional seminar. Each program of study will require program-specific competencies, which are included with each program’s syllabus. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study. This course is interchangeable with BUS142, Internship and Professional Seminar. (4 Quarter Credit Hours)

INT242  Professional Seminar and Internship or Capstone Project II  
This course is a continuation of INT142, Professional Seminar and Internship or Capstone Project, designed to help students gain additional practical work experience, further enhance their job skills, and promote valuable networking contacts through an additional internship with a local business, agency, or community organization. This course reviews additional business protocol, professional communication, work ethics and problem-solving skills through an additional professional seminar. Each program of study will require program-specific competencies, which are included with each program’s syllabus. Prerequisite: Student must be in the last quarter of study. (4 Quarter Credit Hours)

LAW114  Introduction to Law and Paralegal Studies  
This course gives a general prospective of the legal system and the role of the paralegal within the system with regard to structure of the court system, administrative agencies, private law firms, and the public sector. Prerequisite: None. (4 Quarter Credit Hours)
LAW115  Ethics and Office Procedures for Paralegals
This course focuses on ethical principles relating to paralegals including the unauthorized practice of law and client confidentiality. Correct procedures used by paralegals in a legal setting will also be included. Prerequisite or concurrent: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW157  Civil Litigation
This course provides instruction on the principles of litigation, the organization of the court system and how to interview clients and witnesses, draft legal documents, and prepare materials for discovery and trials. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW158  Probate Administration and Estate Planning
This course introduces students to wills, trusts, and intestacy and gives an analysis of estate administration and accounting. This course also reviews interviewing clients and obtaining information for drafting documents. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW210  Criminal Law
This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW212  Tort Law
This course is designed to give students general knowledge and understanding of the legal principles of tort law such as negligence, strict liability, intentional torts, and the various forms of damages. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW214  Real Estate Law
This course provides students with basic concepts of the law of real property and with the opportunity to perform legal office duties relating to the transactions occurring with real estate including basic title examination. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW216  Family Law
This course introduces family law practice principles relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship, paternity, and other aspects of family law. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW256  Legal Research
In this course, students can gain a working familiarity with the major resource books found in law libraries. Students are taught the practical approach to finding and interpreting administrative regulations and statutes, as well as researching and analyzing case law. Students are given hands-on experience in using case reporters, digests, citators, statutory codes, encyclopedias, handbooks, and other legal materials. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW257  Legal Writing and Analysis
This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda, and other formal documents and reference citations in legal libraries as well as drafting legal memoranda. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

MED103  Medical Terminology
Medical Terminology presents students with prefixes, suffixes, and acquaints the students with medical word building. The course introduces body systems, word roots, medical terms, and teaches students to recognize widely used terms, their meanings and spellings. Prerequisite: None. (4 Quarter Credit Hours)

MED153  Anatomy & Physiology I
This course is designed to provide the student with the basic knowledge of the anatomy of the body to assist in their understanding of how the structure of the body has an impact on the body as a whole and to assist the student in understanding of the structure of the body as related to the disease process. Prerequisite: None. (4 Quarter Credit Hours)

MED154  Anatomy & Physiology II
This course consists of anatomy and physiology of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems functions during health and disease. Prerequisite: Anatomy & Physiology I, MED153. (4 Quarter Credit Hours)
MED159   Basic Cardiovascular Anatomy & Physiology
This course will introduce the student to the structure and the functional part of the heart. For the student to fully understand the abnormal heart, the student must have a working knowledge of the normal structure and functional parts of the heart. This course also reviews the basic anatomy and how this anatomy will function when the heart is diseased. The physiology will play a major part in the understanding of the diseased heart. Prerequisites: Anatomy Physiology II, MED154; Medical Terminology, MED103; and Cardiac Monitoring Procedures, MED294. (4 Quarter Credit Hours)

MED188   Medical Office Procedures/ Emergencies
This course is designed to review a variety of medical office procedures such as taking temperature, pulse, respiration, and blood pressure. Draping patients and examination preparation are included. In addition, students begin office management exercises such as filing, office communications, and patient records. Prerequisite or Concurrent: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED227   Electronic Medical Records and Reimbursement
This course is designed to introduce the student to Electronic Health Records and medical insurance. Students will learn to create and maintain a patient chart with practice entering patient data as well. Application of HIPAA privacy policy in the medical office is reviewed. An introduction to the basic concepts of medical coding and reimbursement, including ICD and CPT codes and claim preparation, are also included. Several types of insurances such as Blue Cross/Blue Shield, Medicare, TRICARE, and Workers Compensation are introduced. Prerequisite: None (4 Quarter Credit Hours)

MED250   Exam Room Procedures
This course is designed to provide students with the basic procedures of preparation of a patient in the examining room and assisting the physician with the general and specific examinations. This course reviews how to take vital signs and other vital measurements. Return demonstrations are required. Prerequisites: Anatomy & Physiology II, MED154, or concurrent. (4 Quarter Credit Hours)

MED255   Pathophysiology
Pathophysiology is a study of the basic pathophysiologic process of the human body with emphasis on the anatomic systems and disease entities. Prerequisites: Anatomy & Physiology II, MED154. (4 Quarter Credit Hours)

MED261   Electrophysiology
The student will need a working knowledge of both the mechanical and the electrical components of the heart. Electrical heart disease is only one of the many congenital or acquired heart diseases that is recognized and treated successfully in the medical arena. With this class the student will be able to understand heart block and aberrant conduction, the treatment modalities to include, but not limited to, pacemakers and drug treatments. Prerequisites: Basic Cardiovascular Anatomy & Physiology, MED159. (4 Quarter Credit Hours)

MED263   Stress Test Techniques
Among the many diagnostic tests used to detect and to analyze treatment modalities, stress tests are used in approximately 85-90% of diagnostic tests. This course is designed to review different types of equipment used in stress testing. This course also reviews hook-up technique and how to assist the cardiologist with the testing procedures. Prerequisites: Electrophysiology, MED261. (4 Quarter Credit Hours)

MED264   Holter Monitoring
Holter monitoring is a diagnostic tool used to detect electrical abnormalities. This tool is also used to analyze and determine the effectiveness of treatment modalities. Proper hook-up and patient education are stressed. Students will be instructed on how to read rhythm strips and prepare reports for patient charts and physician diagnosis. Prerequisites: Basic Cardiovascular Anatomy & Physiology, MED159. (4 Quarter Credit Hours)

MED266   Pharmacology
This course teaches routes of drug delivery, drug indications, actions, and contradictions. Included are common medications such as analgesics, antihypertensives, anti-anginal, calcium blockers, and antibiotics. Prerequisite: None. (4 Quarter Credit Hours)

MED267   BLS-Advance EKG-ECG
The student will be certified by the American Heart Association in CPR and obtain their Healthcare Provider with Automated External Defibrillator (AED) certification. The student will receive training in the recognition and emergency intervention of Lethal Rhythms. This course includes a thorough understanding of the crash cart, including what is stored in each drawer, and the student's role and responsibility in a Code Blue Emergency. Prerequisite: This is a last quarter course, taken during internship. (4 Quarter Credit Hours)
MED268 Cardiac Drugs
This course covers types of drugs used in Cardiac Disease, their categories, and function. This course reviews the various drugs used in the treatment of heart disease upon completion of the course. Prerequisites: Electrophysiology, MED261. (4 Quarter Credit Hours)

MED288 Medical Office Administration
This course offers students extensive practice and training as a medical receptionist, in preparing appointment records, compiling patient records, billing, simple accounting, and banking responsibilities. Prerequisite: Electronic Medical Records and Reimbursement, MED227. (4 Quarter Credit Hours)

MED292 Laboratory Procedures
This course will prepare the student to perform routine specimen collections in the clinical laboratory. This will include venipuncture, skin puncture, and urine drug screen collections. In addition, the student will be given the necessary instruction for an understanding of the most common laboratory tests ordered, including laboratory department, specimen requirements, proper handling and complications/consequences of improper collection. Prerequisite: Medical Terminology, MED103 (4 Quarter Credit Hours)

MED294 Cardiac Monitoring Procedures
This course is an introduction to the anatomy/physiology of the cardiac cycle, the electrical system of the heart. The student will be introduced to the normal sinus rhythm, atrial arrhythmia, junctional rhythm, ventricle rhythm. The student will be introduced to 12 lead EKG lead attachment. Prerequisites: Anatomy & Physiology I, MED 153 and Anatomy/Physiology II, MED154 may be taken concurrently (4 Quarter Credit Hours)

MED295 Medical Law and Ethics/Exam Room Prep
This course is designed to provide a review for the graduating student and prepare the student for a comprehensive certification examination. This course will review Anatomy and Physiology, with the understanding of the human body structures, systems, and functions. This course will review Pathophysiology with the understanding of the disease processes, treatments, and contraindications. Review of hospital emergency room procedures such as respiratory difficulties, first-aid techniques, shock, myocardial infarction, and environmental emergencies will be provided. Review of federal and state laws regarding malpractice, negligence, HIPAA, and the Good Samaritan Law. This course will review medical office and exam room procedures such as vital signs, gowning and draping patients, interpersonal communications, completing and submitting various insurance forms, and office management exercises. This course will include an overview of Pharmacology, Phlebotomy, and EKG, including injections, venipuncture, and laboratory techniques. This course will review the preparation of helping physicians and performing clinical duties in a doctor's office, hospital, or home health agency. Prerequisite: None (4 Quarter Credit Hours)

MMT101 Anatomy & Physiology/Medical Terminology I for Massage Therapy
This course gives an overview of medical, anatomical, physiological, and clinical vocabulary of the basic prefixes, suffixes, and acquaints the Massage Therapy student with basic word building as well as providing basic knowledge of developing skills in usage, spelling, and proper applications of vocabulary of the human body for systems including organization of the human body, chemical level, cellular level, tissue level, integumentary system, bone tissue, axial skeleton, appendicular skeleton, articulations, and muscle tissue of the human body. The levels of structural organization of the systems of the human body, the chemical level, the cellular level, the tissue level, the integumentary system, the bone tissue, the axial skeletal system, the appendicular skeletal system, articulations, and muscular tissue are also covered. This course discusses selected clinical connections and pathologies of these systems. Prerequisite: None. (105 Clock Hours)
MMT102  Anatomy & Physiology/Medical Terminology II for Massage Therapy

Anatomy & Physiology/Medical Terminology II for Massage Therapy is a continuation of the anatomy, physiology, and clinical vocabulary of the basic prefixes, suffixes; acquaints the student with basic words of the human body for systems including axial skeleton, appendicular skeleton, articulations, and the musculoskeletal system. This course also reviews the axial skeleton and includes the muscles that originate, insert, and activate the axial skeleton; nerve innervations of these muscles will be covered. The appendicular skeleton includes the muscles that originate, insert, and activate the axial skeleton; nerve innervations of these muscles will also be covered. An emphasis will be placed upon signs and symptoms of selected pathologies of the skeletal system and muscular system. Prerequisite: Anatomy & Physiology/Medical Terminology I for Massage Therapy, MMT101. (105 Clock Hours)

MMT103  Anatomy & Physiology/Medical Terminology III for Massage Therapy

This course is a continuation of the anatomy, physiology, and clinical vocabulary of the basic prefixes, suffixes; acquaints the student with basic words of the human body for systems including nervous tissue, spinal cord, spinal nerves, brain, cranial nerves, automatic nervous system, somatic and special senses, endocrine system, the blood, and the heart. This course is designed to provide a fundamental understanding of the nervous system including nervous tissue, spinal cord, and spinal nerves, brain and cranial nerves, and the automatic nervous system. An emphasis will be placed upon signs and symptoms of selected pathologies of the nervous system. Selected muscles and their action, origin, insertion, and nerve innervations will be reviewed. This course is designed to provide a fundamental understanding of the nervous system including somatic and special senses; the endocrine system, blood tissue, and the heart. An emphasis will be placed upon signs and symptoms of selected pathologies of the special senses, endocrine system, blood tissue, and cardiovascular system. Selected muscles and their action, origin, insertion, and nerve innervations will be reviewed. Prerequisite: Anatomy & Physiology/Medical Terminology II for Massage Therapy, MMT102. (105 Clock Hours)

MMT122  Pathology I for Massage Therapy

This course is designed to provide the student with the knowledge of the structure of the human body and how it relates to pathology and the origin, progress, and the cause of disease. An understanding of the role of a professional massage therapist is introduced with a emphasis on recognizing the indications and contra-indications of massaging a variety of pathologies in categories including cells and tissues, integument system, skeletal system, joints, and muscular system. Pharmacology is explored in this course under categories including antipyretics, skeletal muscle relaxants, non-steroidal anti-inflammatory drugs (NSAIDS), anti-hypertensive, anticoagulants/antithrombolytics, and analgesics. Prerequisite: Anatomy & Physiology/Medical Terminology I for Massage Therapy, MMT101. (40 Clock Hours)

MMT123  Pathology II for Massage Therapy

This course is designed to provide the student with the knowledge of the structure of the human body and how it relates to pathology and the origin, progress, and the cause of disease. An understanding of the role of a professional massage therapist is introduced with a emphasis on recognizing the indications and contra-indications of massaging a variety of pathologies in categories including nervous system, cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system. Pharmacology is explored in this course under the categories of antipyretics, skeletal muscle relaxants, non-steroidal anti-inflammatory drugs (NSAIDS), anti-hypertensive, anticoagulants/antithrombolytics, and analgesics. Prerequisite: Pathology I for Massage Therapy, MMT122. (40 Clock Hours)

MMT131  Massage Therapy Lab I and Ethics

This course is an introduction to the professional practice of therapeutic massage including hygiene, touch, friction, kneading, and joint movements. This course will review the rules of massage, the basics of the above listed procedures as well as their therapeutic applications and physiological effects. Appropriate patient positioning, bolstering, and draping are developed in this course. Emphasis is placed upon indications and contra-indications for massage. The student will use a wide array of ethical issues that include personal and professional boundaries, limits of practice, and parameters of professional conduct for massage therapists. Prerequisite: None. (80 Clock Hours)
MMT132 Massage Therapy Lab II

This course is a continuation of MMT131 providing additional practice of massage therapy. Joints movements are reviewed and vibration, percussion, and stroking are introduced as well as the physiological effects and therapeutic applications. Emphasis is placed upon using the correct basic massage procedures and applying them to general full body massage which includes massage of the arms, legs, head, neck, face, shoulders, chest, abdomen, back, and hips. Further discussions of the basic procedures, their applications, physiological effects and therapeutic applications focusing on bones, muscles, circulation, heat processes, digestion, immune system, and elimination. An introduction to advanced therapeutic massage techniques is explored. Prerequisite: Massage Therapy Lab I and Ethics, MMT131. (80 Clock Hours)

MMT133 Massage Therapy Lab III

This course is a continuation of Massage Therapy Lab II. An understanding of the role as a professional massage therapist is introduced with an emphasis on analyzing and massaging a variety of pathologies in categories including skeletal system, joints, muscular system, nervous system, cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system. Specific massage techniques are applied and combined, with the therapeutic intent of relieving various types of soft tissue pain and dysfunction. This course also combines orthopedic massage principles and techniques for treatment of various types of soft tissue injuries. Pregnancy massage is explored. The use of hydrotherapy pertaining to hot and cold as therapeutic modalities. Review pathologies in categories including cells and tissues, integument system, skeletal system, joints, muscular system, nervous system, cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system. Review pharmacology in categories including antipyretics, skeletal muscle relaxants, nonsteroidal anti-inflammatory drugs (NSAID), antihypertensive, anticoagulants/antithrombolitics and analgesics. Review selected muscles and their origin, insertion, action, and nerve innervations. Review the state regulations as well as the AMTA Code Ethics. Review appropriate patient positioning, bolstering, and draping are developed in this course. Review indications and contra-indications for massage. Prerequisite: Anatomy & Physiology/Medical Terminology III for Massage Therapy, MMT103 and Massage Therapy Lab III, MMT133. (105 Clock Hours)

MMT204 Anatomy & Physiology/Massage Theory/Exam Prep for Massage Therapy

This course is designed to provide a fundamental understanding of the cardiovascular system including blood vessels, and circulation, dynamics of the lymphatic system, respiratory system, digestive system, and urinary system. The course is also designed to review the entire anatomy and physiology courses and is designed to prepare the student for a comprehensive final exam for graduation and is a tool in helping prepare the graduating student for the massage therapy exam. This course will review hygiene, touch, friction, kneading, percussion, vibration, stroking, joint movements, and their therapeutic applications and physiological effects. Review of the physiological effects and therapeutic applications of bones, muscles, circulation, heat production, digestion, respiration and elimination, and neuropathways. Review the use of hydrotherapy pertaining to hot and cold as therapeutic modalities. Review pathologies in categories including cells and tissues, integument system, skeletal system, joints, muscular system, nervous system, cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system. Review pharmacology in categories including antipyretics, skeletal muscle relaxants, nonsteroidal anti-inflammatory drugs (NSAID), antihypertensive, anticoagulants/antithrombolitics and analgesics. Review selected muscles and their origin, insertion, action, and nerve innervations. Review the state regulations as well as the AMTA Code Ethics. Review appropriate patient positioning, bolstering, and draping are developed in this course. Review indications and contra-indications for massage. Prerequisite: Anatomy & Physiology/Medical Terminology III for Massage Therapy, MMT103 and Massage Therapy Lab III, MMT133. (105 Clock Hours)

MMT234 Massage Therapy Clinic

This course is designed to provide the students with the opportunity to demonstrate basic Swedish massage techniques and advanced modalities in a supervised setting. The student will maintain documentation of SOAP charting. The student is to perform a minimum of 25 massages on the public and a minimum of three (3) massages on a Licensed Massage Therapist. The student will demonstrate an understanding of how to answer the phone, make appointments, and do basic bookkeeping, and general everyday running of a business. Prerequisite: Massage Therapy Lab II, MMT132. (80 Clock Hours)
MMT244 Massage Therapy Business and Ethics

The course covers a broad spectrum of business policies, procedures, and ethical issues vital to establishing and maintaining a successful massage therapy practice. Detailed discussion of finances, marketing, business forms, and a business plan are all designed to prepare the student therapist for managing business aspects of a career in massage therapy. It also explores the rules and regulations for the field of massage therapy and how it relates to business practices and the required documentation for the practice of massage therapy. HIPAA release disclosure regulations are also covered. Prerequisite: Massage Therapy Lab II, MMT132. (40 Clock Hours)

MTH103 College Math

This course covers not only how to solve basic algebra problems, but more importantly how to apply problem solving skills in everyday situations. College Math covers a range of mathematical topics, including: polynomials, rational expressions, quadratic and linear equations, conic sections, functions, and systems of equations. Insights and skills taught and practices in this course may be applied in career-related subject areas such as mechanics, health, and electronics, as well as personal finance. Prerequisite: None. (4 Quarter Credit Hours)

PHA100 Introduction to Pharmacy Technician Practices/Ethics

This is an introduction to pharmacy practice and the technician's role in various pharmacy settings. Topics include the pharmacy environment, pharmacy organizations and management, regulations and laws related to pharmacy, and ethics in the practice of pharmacy. Prerequisite: None. (4 Quarter Credit Hours)

PHA110 Pharmacy Terminology & Calculations

A core of terminology, pharmaceutical routes of administration, pharmaceutical dosage forms, prefixes, suffixes, symbols, and abbreviations commonly encountered during the practice of pharmacy technology, pharmacy medicine. An emphasis will be placed on equating the brand name of a drug with generic. This course also reviews basic mathematical principles, as well as teaching calculations specific to the preparation and distribution of medications, including weights and measurements that apply to pharmacy calculations. Prerequisite: College Math, MTH103. (4 Quarter Credit Hours)

PHA155 Prescriptions & OTC Medications

This course teaches the history of prescriptions, definition of prescriptions, parts of a prescription, correct prescription procedure, and narcotic prescriptions. The classifications of drugs based on the DEA's guidelines. A basic overview of the classifications and functions of drugs that are sold without prescriptions will be introduced. Prerequisite: None. (4 Quarter Credit Hours)

PHA200 Pharmacology I for Pharmacy Technicians

This course is a basic overview of the drug classes, including generic and trade names, the disease states associated with the drug classes as well as the drug therapy, indications, side-effects, along with the parameters for safe drug use. Drug classes include cardiovascular, antihypertensives, diuretics, hormones, hypoglycemics, ophthalmics, optics, dermatologic and anti-inflammatory drugs, and antitussives. Prerequisite: None. (4 Quarter Credit Hours)

PHA225 Microbiology

This course is offered to help acquaint the health-profession student with the microorganisms in the disease processes. We will also discuss the valuable roles of microorganisms in food production, ecology, sewage disposal, and product manufacturing. We will also discuss the anatomy and physiology of the microorganisms and the mechanisms of preventing the spread of the disease causing types. Prerequisite: None. (4 Quarter Credit Hours)

PHA250 Pharmacy Operations and Claims

This course is designed to instruct the student in the overall operation of a pharmacy. The course reviews gathering and entering patient information into a data processing system and maintaining patient records. Instruction is given in preparing labels, counting, measuring, admixing of drug products, ordering, stocking, and returning pharmaceuticals. Insurance guidelines, Medicare and Medicaid regulations, and insurance billing, both electronic and manual, are presented to the student. Prerequisite: None. (4 Quarter Credit Hours)

PHA275 Compounding Aseptic Technique & Non-Sterile Compounding

This course is designed to provide a fundamental understanding of the different types of pharmaceuticals, including tablets, capsules, solutions, suspensions, emulsions, ointments, crèmes, and suppositories. The student will also be introduced to I.V. medications, and I.V. additives. Prerequisite: Pharmacy Terminology & Calculations, PHA110. (4 Quarter Credit Hours)
**PHA280  Sterile Product Technology**

This course introduces the student to the skills and procedures necessary to prepare sterile injectable products. This course covers mathematical conversions and aseptic manipulations encountered in the pharmacy environment. This course reviews preparing large volume parenterals, intravenous mixtures, total parenteral nutrition solutions, irrigation solutions, and other sterile products. Patient monitoring, proper use of equipment, specific distribution systems, and administration techniques are presented. Prerequisite: Pharmacy Terminology & Calculations, PHA110. (4 Quarter Credit Hours)

**PHA290  Problem Solving**

This course prepares the student with precise work techniques and knowledge where details can be a matter of life or death. Also, it identifies tasks that must be performed accurately every time, and prepares the student to perform critical tasks, and solve problems in a scientific method. Prerequisite: must have completed a minimum of 44 quarter credit hours of the Pharmacy Technology Program. (4 Quarter Credit Hours)

**POL109  Political Science**

This course explores political, economic, and social issues that are in the news at the time the course is in session. As a core for background knowledge, the course acquaints students with political/geographical data and maps and encourages discussions and formal debates utilizing the information acquired through the course. Lectures are supplemented with magazines, books, films, and computer software relevant to the course. Prerequisite: None. (4 Quarter Credit Hours)

**SCI201  Environmental Science**

This course offers an integrative approach to global environmental issues. Topics of study include the analysis of environmental challenges confronting contemporary, global society against a political, geographical, cultural and economical backdrop. Students are instructed on how to apply a systematic problem solving approach in reviewing the issues and the related policies and recommendations for confronting those challenges. Prerequisite: None. (4 Quarter Credit Hours)

**SFS140  Strategies for Success**

This course is designed to enhance the college learning experience and prepare students for personal and professional success. This course is designed to follow The Pacific Institute’s Thought Patterns for a Successful Career curriculum, and students are required to take this course during the first quarter of their programs. Concepts presented include managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, and library research are also discussed. Prerequisite: None. (4 Quarter Credit Hours or 40 Clock Hours)
Faculty and Staff

Administrative Staff

Chillicothe Campus

Bob Archer.......................................Director of Career Services
Sharon Blaum.......................Associate Director of Admissions
Chris Cummings...............Director of Financial Services
Thomas Hamman.........................Campus Dean
Brad McNally........................................Librarian Supervisor
Rebecca Mowery..................................Campus President
Alyssa Ooten........................................Financial Services Representative
John Strock..............................................Director of Admissions
Heather Triplett......................................Registrar

Jackson Campus

Chris Cummings................Director of Financial Services
Jack Henson..................Admissions Representative
Brad McNally......................Librarian Supervisor
Rebecca Mowery..................Campus President
Sheila Radabaugh...............Director of First Impressions
John Strock..........................Director of Admissions
Heather Triplett........................Registrar
Eric Womeldorf...................Career Services Representative
Beth Zinn..............................................Campus Dean

Lancaster Campus

Misty Bigerton...........Senior Financial Services Representative
Chris Cummings...........Director of Financial Services
Ashley Jones................Admissions Representative
Rebecca McCandlish........Student/Career Services Representative
Michael McMurray...........Campus Dean
Rebecca Mowery..................Campus President
Brad McNally......................Librarian Supervisor
John Strock..........................Director of Admissions
Heather Triplett........................Registrar

New Boston Campus

Mike Bell.........................Senior Admissions Representative
Lee-Ann Charles.............Senior Admissions Representative
Sabrina Cline..................Director of First Impressions
Chris Cummings................Director of Financial Services
Rebecca Mowery..................Campus President
Brad McNally......................Librarian Supervisor
Rebecca Mowery..................Campus President
Theresa Rowland...............Director of Student Services
Carolyn Salyer...................Campus Dean
John Strock..........................Director of Admissions
Heather Triplett........................Registrar
Kimberly Woten-Roark........Financial Services Representative

* Only full-time faculty and staff are listed. Periodically there are faculty and staff changes. This information provided is current, as of January 7, 2014. See your local campus for the most up-to-date faculty and staff.
Faculty

Chillicothe

Amanda Cooper
Business Administration
M.Ed, Ohio University
B.B.A., University of Kentucky
B.S., Ohio University

Michael Davis
Criminal Justice
B.A., Ohio University
A.A.S., Ohio University

Shannon Newman
Medical Massage Therapy
Licensed Massage Therapist

Tabatha Parks
Allied Health
A.A.B., Bradford School

Lancaster

Michael Davis
Criminal Justice
B.A., Ohio University
A.A.S., Ohio University

Tina Saldana
Allied Health
B.A., Ohio Christian University
A.S., Hocking College

New Boston

Eraca Stone
Allied Health
B.I.S., Shawnee State University
A.A.S., Shawnee State University

Leonard Hilley II
General Education
M.F.A., Full Sail University
B.S., Morehead State University
A.S., Northeast Alabama Community College

Jackson

Kimberly Ephlin
Allied Health
B.S., University of Rio Grande
A.A.S., University of Rio Grande

Wendi Kozma
General Education
B.S., University of Rio Grande

Meeka Mohler
Medical Assisting
A.S.N., Hocking College

* Only full-time faculty and staff are listed. Periodically there are faculty and staff changes. This information provided is current, as of January 7, 2014. See your local campus for the most up-to-date faculty and staff.
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Mission 1
## Campus Locations

<table>
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<th>Campus Location</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td><strong>Chillicothe Campus</strong></td>
<td>1410 Industrial Drive</td>
<td>740-774-6300</td>
<td>740-774-6317</td>
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<tr>
<td></td>
<td>Chillicothe, Ohio 45601</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Jackson Campus</strong></td>
<td>980 East Main Street</td>
<td>740-286-1554</td>
<td>740-286-4476</td>
</tr>
<tr>
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<td>Jackson, Ohio 45640</td>
<td></td>
<td></td>
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<tr>
<td><strong>Lancaster Campus</strong></td>
<td>1579 Victor Road</td>
<td>740-687-6126</td>
<td>740-654-8315</td>
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<tr>
<td></td>
<td>Lancaster, Ohio 43130</td>
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<tr>
<td><strong>New Boston Campus</strong></td>
<td>3879 Rhodes Avenue</td>
<td>740-456-4124</td>
<td>740-456-5163</td>
</tr>
<tr>
<td></td>
<td>New Boston, Ohio 45662</td>
<td></td>
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</tr>
</tbody>
</table>
1. On Page 21 of the catalog, delete the heading Institutional Refund Policy and the paragraph that follows and insert the following information.

**Institutional and State Grant Refund Policy**

Institutional and state grant refunds are determined by the schedules below. No refund will be given upon withdrawal from individual courses after Drop/Add Period. If a student withdraws from a course, they do not receive a refund for that course as long as they continue their enrollment. First term enrolled students must have attendance posted in the third week of the term to be considered an “active” student, if not the enrollment will become a “cancel.” For future terms, students must complete the official drop/add period for each term as published in the current catalog and attendance has to be posted for all scheduled classes to be considered an “active” student for that term. Only fully active students are considered for Federal Student Aid and other state/institutional funding programs. Under the pro-rata term tuition refund schedule, Daymar retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. The refund computation is based on the students last day of attendance. If the student withdraws from Daymar and therefore withdraws from all courses, then a Return to Title IV funds calculation is performed to determine the correct refund based on the date of withdrawal. All refunds will be made within thirty (30) days from the time Daymar determines the student has withdrawn.

2. On Page 26 of the catalog, delete the current grading scale and insert the following grading scale.

<table>
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<th>Letter Grade</th>
<th>Definition</th>
<th>Numeric Grade</th>
<th>Quality Points</th>
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<td>A</td>
<td>Superior</td>
<td>90-100</td>
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<td>B</td>
<td>Above Average</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
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<td>D</td>
<td>Below Average</td>
<td>65-69</td>
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<td>F</td>
<td>Failing</td>
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<tr>
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</tr>
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<tr>
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<td>LOA</td>
<td>Leave of Absence</td>
<td>* not computed</td>
<td></td>
</tr>
</tbody>
</table>

3. On Page 27 of the catalog, before the heading Grade Point Average, insert the following information.

LOA – Effective January 2013, Daymar College no longer offers Leave of Absence.
4. On Page 34 of the catalog, under the heading Distance Education - Online, delete the second paragraph and insert the following paragraph.

Online courses provide a realworld education in the most convenient and efficient ay possible. Online courses utilize the same up-to-date curriculum and experienced faculty. An online delivery method is available for the following courses: Accounting, Accounting II, Payroll Accounting, Human Resource Management, Introduction to Business Communication, Business Math, Principles of Marketing, Small Business Management, Supervision, Computer Applications, Computer Applications II, Desktop Publishing, Public Speaking, General English, Introduction to Literature, Composition I, Composition II, Professional Seminar and Internship or Capstone Project, Medical Terminology, College Math, Political Science, Principles of Psychology, and Strategies for Success. The student must notify the Registrar prior to the beginning of the quarter of their desire to take an online course. Online courses may not be offered at all locations. Students must complete the Online Orientation process and have access to a personal computer with a minimum operating system requirements of Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SPI, or later operating system as well as be able to install different browsers and/or software, if needed. Additionally, the student must have Internet access, an e-mail address, a CD-Rom drive, sound card, and speakers. The general software required for online courses is Microsoft Office Professional Plus2010, which includes Word, Excel, Access, PowerPoint, and Publisher.