2014 Catalog

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 senior 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 licensed by the Kentucky Council on Postsecondary Education.

Some of the programs offered by Daymar College have been approved by the Kentucky 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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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.
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

Daymar College-Paducah was founded as The Institute of Electronic Technology (I.E.T) in April 1964 by Electronic Sales Engineers, Inc. of Evansville, Indiana. Initially, the campus offered one-year certificates of achievement. In 1966, the curriculum was expanded to include a two-year program that encompassed the study of more advanced electronics.

In July 1976, I.E.T was purchased by Paducah Technical Schools, Inc., and moved to its present location. In 1978, the institute was approved by the Kentucky State Board for Proprietary Education to offer the Associate of Applied Science Degree.

In 2001, the institute changed its name to Paducah Technical College (PTC) in order to accurately represent the broader range of training programs offered. In 2004, ownership of PTC was transferred to Daymar Learning of Paducah, Inc.

In December 2007, Paducah Technical College received national accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS). In May 2008, PTC changed its name to Daymar College— and to this day it continues its mission of changing lives … one person at a time.

Regulatory Information

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

Daymar College is licensed by the Kentucky Council on Postsecondary Education.

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

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Professional Memberships

American Medical Technologists
Association of Private Sector Colleges and Universities
Kentucky Association of Career Colleges and Schools
National Certification Board for Therapeutic Massage & Bodywork
Legal

Legal Control

Daymar Learning of Paducah, Inc.

Daymar College ("the College") is owned and operated by Daymar Learning of Paducah, 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 Learning of Paducah, Inc.

Equal Opportunity and Compliance with Americans with Disabilities Act (ADA) Policy

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 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 associate of science degree programs of study in allied health, business, and technical 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 discrimination 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 may take the 12-minute Wonderlic Scholastic Level Exam (SLE) 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 transfer credits in English and Mathematics are exempt from the Wonderlic SLE assessment. Some programs may have minimum Wonderlic SLE score requirements as a part of their approval from professional organizations. These score requirements are also stated in the admissions requirements. Students who score below 10 on the Wonderlic SLE assessment will need to attend the five (5) week college preparatory workshop. Check with your admissions representative for the college preparatory workshop schedule.

The exceptions are:

◘ Applicants who score a composite score of 18 or higher on the ACT, or have transfer credits in English and Mathematics from an accredited institution do not need to take the Wonderlic SLE assessment.

◘ Non-degree seeking students are not required to take the Wonderlic SLE assessment.
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 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 Criminal Justice Program or Pharmacy Technology Program. If the applicant is denied admission to the 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 and talk with the faculty about the curriculum.

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. Most financial aid programs are paid on a payment period basis, as defined by the Department of Education. 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 United States 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.

William D. Ford Direct Subsidized Stafford Loan Program

A William D. Ford Direct Subsidized Stafford Loan is a fixed low-interest loan. A borrower must be enrolled at least a half-time basis and must be working toward a 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.

William D. Ford Direct Unsubsidized Stafford Loan

A student, who does not qualify in whole or in part for a William D. Ford Direct Subsidized Stafford Loan, may borrow a William D. Ford Direct Unsubsidized Stafford 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.

William D. Ford Direct Parent Loan

The William D. Ford 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.

Kentucky Educational Excellence Scholarship

Kentucky high school students who try to get the most from high school by studying diligently and making good grades (C+ and above) can earn scholarships for college through the Kentucky Educational Excellence Scholarship program. Students earn KEES base awards for a high school GPA of 2.5 or higher and can earn bonus awards for composite scores of 15 or higher on the ACT. Base awards range from $125.00 to $500.00, and bonus awards from $36.00 to $500.00. Students should contact their high school counselors for additional information.

College Access Program Grant

The College Access Program (CAP) Grant is available for students in a degree program who are residents of Kentucky and are enrolled at least half-time. The Kentucky Higher Education Assistance Authority determines this award on the basis of the FAFSA, which can be obtained from the College Financial Services Officer. The CAP Grant does not have to be repaid.
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.

Some of the programs offered by the College, have been approved by the Kentucky Approving Agency for Veterans Education for the enrollment of eligible applicants to receive VA educational benefits.

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.

Daymar Grant Programs

The Daymar grant programs are designed to assist students who meet admissions requirements and wish to attend Daymar, but require additional financial assistance in order to be able to attend college. These students typically are independent and have been in the workforce for a year or more and 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 funding for the total direct cost. These grant programs are designed to fill that need and help these students have the opportunity to attend college. Grant programs listed below can be awarded concurrently unless otherwise noted. The award amounts are determined by an independent review panel which may consist of the Campus President/Director/Dean and the Director of Financial Services. Tuition, fees, and refund policies as described in the catalog apply to these grant programs. Applications for these grants may be found in the Financial Services Office. A student may not receive any Grant in combination with other student aid in excess of tuition and fees. Grants are part of the total Financial Aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Grant and elects to receive Federal Student Aid, including grants and loans in excess of tuition and fees, the Grant award may be reduced or revoked. General Requirements for each program are:

- Be enrolled at Daymar in any approved program.
• Complete the application process for Title IV assistance (exception to the e-Book grant). 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 Program Application by calendar day thirty (30) of the student’s first term.

• Maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar.

**American Working Spirit Grant**

The recipient must:

• Be an agency approved dislocated worker due to no negative actions on your part with the ability to provide proof thereof.

The total grant is a minimum of $500 per payment period and a maximum of $5,000 per payment period. The American Working Spirit Grant has a total annual funding base of $70,000, which is provided for in the operating budget for Daymar. The grant cannot be combined with other institutional grants.

**e-Book Grant**

The recipient must:

• Elect to receive all available textbooks/supplements in electronic format each term.

The total grant is a minimum of $30 per payment period to a maximum of $120 per payment period. The e-Book Grant has a total annual funding base of $500,000 which is provided for in the operating budget for Daymar.

**Elevate Grant**

The recipient must:

• Be partial Pell eligible under the Federal Pell Grant Program based on the calculated Expected Family Contribution number.

The total grant is a minimum of $100 per payment period to a maximum of $400 per payment period. The Elevate Grant has a total annual funding base of $750,000 which is provided for in the operating budget for Daymar.

**Neighborly Grant**

The recipient must:

• Have applied for or missed the opportunity to apply for current award year grant from their respective State and/or be ineligible to receive any State issued grant funds.

The total grant is a minimum of $50 per payment period to a maximum of $200 per payment period. The Neighborly Grant has a total annual funding base of $1,000,000 which is provided for in the operating budget for Daymar.

**Onward Grant**

The recipient must:

• Be Pell ineligible under the Federal Pell Grant Program due to the calculated Expected Family Contribution number.

The total grant is a minimum of $200 per payment period and a maximum of $800 per payment period. The Onward Grant has a total annual funding base of $2,500,000 which is provided for in the operating budget for Daymar.
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, the National Guard/Reservist Grant, the Veteran Grant, and the Family of Current Active Duty Service Personnel or Wounded Warrior Grant, 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

The American Pride Grant 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 servicemembers 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 tuition and fees and may be considering giving up their hope of a college education.

The recipient must:
- Be enrolled in 16 credit hours 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 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 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 payment period for up to eight (8) payment periods.

The American Pride Grant 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

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 tuition and fees and may be considering giving up their hope of a college education.

The recipient must:
- Be enrolled in 16 credit hours 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 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 payment period for up to eight (8) payment periods towards tuition and fees with a $2,000.00 lifetime maximum per student.

The National Guard/Reservist Grant 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

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 tuition and fees and may be considering giving up their hope of a college education.

The recipient must:

◘ Be enrolled in 16 credit hours 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 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 payment period for up to eight (8) payment periods towards tuition and fees with a $1,000.00 lifetime maximum per student.

The Veteran Grant 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

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 tuition and fees and may be considering giving up their hope of a college education.

The recipient must:

◘ Be enrolled in 16 credit hours 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 30 percent or greater from their service Physical Evaluation Board or a VA service-connected disability rating of 30 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 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 payment period for up to eight (8) payment periods 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 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.

The recipient must:

- Be individuals that served at least ninety (90) aggregate days on active duty after September 10, 2001, and are still on active duty or were honorably—
  - discharged from the active duty; or
  - released from active duty and placed on the retired list or temporary disability retired list; or
  - released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve, or
  - released from the active duty for further service in a reserve component of the Armed Forces.
- Be individuals honorably discharged from active duty for a service-connected disability and served thirty (30) continuous days after September 10, 2001.

Contact the VA at www.gibill.va.gov for more information about the program or to determine eligibility.

The Yellow Ribbon GI Education Enhancement Program and Scholarship

The Yellow Ribbon GI Education Enhancement Program (The Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses and VA will match the same amount as the institution.

The College is proud to demonstrate its commitment to our nation’s veterans by participating fully in the Yellow Ribbon Program. All veterans eligible for the program (as determined by the VA) will receive a Yellow Ribbon Scholarship. That scholarship, together with matching funds from the VA, may cover all tuition, book, and fee expenses at the College that are not covered by Chapter 33 benefits.

The Post 9/11 GI Bill pays up to the highest public in-state undergraduate tuition and fees. Students may have tuition and fees that exceed that amount if they are attending a private institution, graduate school, or attending an out-of-state status. If students are enrolled in a Yellow Ribbon participating institution and the tuition, books, and fees exceed the highest public in-state undergraduate tuition or fees, additional funds may be available for the education program without an additional charge to the student's entitlement.

Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institutions.
Please visit www.gibill.va.gov for additional information on the Yellow Ribbon Program or other benefits for which you may be eligible.

**Daymar Scholarships**

**Academic Scholarships**

All academic scholarships, except the alumni and Imagine America scholarships, are for first-time, full-time students (12 credit hours or more) enrolled in degree programs. The scholarships are awarded quarterly, and the student must maintain a grade point average of at least 3.0 each quarter in order to continue to receive the scholarship the following quarter. If a student falls below a 3.0 grade point average for a given term their scholarship will be suspended until a cumulative grade point average of 3.0 is attained. Scholarships will not be awarded past the “Maximum Time Requirements” for satisfactory academic progress beginning from the initial term the scholarship was awarded. For extenuating circumstances, exceptions to requirements may be made with the approval of the Director of Education.

Application for academic scholarships, except Imagine American 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 payment period will be awarded to any applicant.

A student may not receive any Daymar scholarship in combination with other student aid in excess of the tuition and fees. 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 tuition and fees, 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 of the award is $312.50 per payment period for up to eight (8) payment periods 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 of the award is $250.00 per payment period for up to eight (8) payment periods 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 payment period for up to eight (8) payment periods 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 a score of 25 or higher on the Wonderlic SLE, or
- 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 payment period for up to eight (8) payment periods 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 score of 25 or higher on the Wonderlic SLE, or
- Have a passing score of 500 or higher on the GED Exam.

The exact amount for the award is $125.00 per payment period for up to eight (8) payment periods with a $1,000.00 maximum award per student.
Alumni Scholarships

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 payment period for up to four (4) payment periods 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 payment period for up to eight (8) payment periods 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.

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.

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 Tuition Refund Policies

Administrative Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</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>INCLUSIVE PROGRAM PRICING SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Program at FULL-TIME*</td>
</tr>
<tr>
<td>FULL-TIME</td>
</tr>
<tr>
<td>4 Classes</td>
</tr>
<tr>
<td>16 Credit Hours</td>
</tr>
<tr>
<td>PART-TIME</td>
</tr>
<tr>
<td>3 Classes</td>
</tr>
<tr>
<td>12 Credit Hours</td>
</tr>
<tr>
<td>PART-TIME</td>
</tr>
<tr>
<td>2 Classes</td>
</tr>
<tr>
<td>8 Credit Hours</td>
</tr>
<tr>
<td>PART-TIME</td>
</tr>
<tr>
<td>1 Class</td>
</tr>
<tr>
<td>4 Credit Hours</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomas**</td>
</tr>
<tr>
<td>Business Management</td>
</tr>
<tr>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Medical Assisting</td>
</tr>
<tr>
<td>$22,000</td>
</tr>
<tr>
<td>$5,500</td>
</tr>
<tr>
<td>$5,000</td>
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<td>$3,332</td>
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<tr>
<td>$1,666</td>
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<tr>
<td>Diplomas**</td>
</tr>
<tr>
<td>Business Administration</td>
</tr>
<tr>
<td>$26,500</td>
</tr>
<tr>
<td>$5,500</td>
</tr>
<tr>
<td>$5,000</td>
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<tr>
<td>Associate of Science Degrees</td>
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<tr>
<td>$5,000</td>
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<tr>
<td>$3,332</td>
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<tr>
<td>$1,666</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCLUSIVE PROGRAM PRICING SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Program Price*</td>
</tr>
<tr>
<td>BILLED PER CLOCK HOUR</td>
</tr>
<tr>
<td>0 - 450 Clock Hours</td>
</tr>
<tr>
<td>451 - 900 Clock Hours</td>
</tr>
<tr>
<td>Medical Massage Therapy Program</td>
</tr>
<tr>
<td>Diploma</td>
</tr>
<tr>
<td>$17,000</td>
</tr>
<tr>
<td>$8,500</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. Students carrying five or six classes in a given term are charged $500 per class for any classes taken above four in a single term.
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 textbook 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 applicant 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 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 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.
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) 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 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 Tuition 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>

Cash Discount Policy

Students who opt to pay cash for any portion of their tuition, fees, and books to reduce their student debt must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments. Daymar offers interest free cash payment plans at no additional charge to the student. Students who are late could be financially withdrawn and dismissed for non-payment.

To encourage students to meet their financial commitment to reduce their student debt, Daymar will offer the following discounts to students who pay cash*:

- Full cash payment of program tuition at onset of program = 30% discount.
  - To qualify, the payment must be received within the first ten (10) days of instruction. This does not apply to students receiving Title IV aid. For example: $30,000 (Program Cost). The 30% discount is $9,000.
- Full cash payment of program term tuition at onset of program = 20% discount.
  - To qualify, the payment must be received within the first ten (10) days of instruction. This does not apply to students receiving Title IV aid. For example: $6,000 (Term Cost). The 20% discount is $1,200.
- Full cash payment of program GAP** at onset of program = 20% discount.
  - To qualify, the payment must be received within the first ten (10) days of instruction. For example: $30,000 (Program Cost) - $11,100 (Pell) = $18,900 (GAP). The 20% discount is $3,780.
- Full cash payment of term GAP** for a given term = 15% discount.
  - To qualify, the payment must be received within the first ten (10) days of instruction. For example: $6,000 (Term Cost) - $1,850 (Pell) = $4,150. The 15% discount is $623.

*Cash is defined as Cash, Check, or Credit Card.

**GAP is the difference between the student’s tuition bill and expected aid from other sources (Federal, State and Other Non-Cash Payment sources). If available funding is less than the tuition bill you have a GAP to cover with a Cash Payment Plan.

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

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 students who enroll in programs with all inclusive pricing.

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.
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. Upon approval, the College will award Credit Earned (CE). 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.

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.

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 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).
G brochure: Grading System

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 the Drop/Add period 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-PR</td>
<td>Core Prerequisite Failed</td>
<td>65-69</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Failed</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>3rd-Party, Competency-Based, Assessment Passed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B^</td>
<td>3rd-Party, Competency-Based, Assessment Passed</td>
<td></td>
<td></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>CE</td>
<td>Credit Earned</td>
<td>*Not Computed</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>*Not Computed</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>*Not Computed</td>
<td></td>
</tr>
<tr>
<td>Pass</td>
<td>Passed</td>
<td>*Not Computed</td>
<td></td>
</tr>
<tr>
<td>Fail</td>
<td>Failed</td>
<td>*Not Computed</td>
<td></td>
</tr>
<tr>
<td>LOA</td>
<td>Leave of Absence</td>
<td>*Not Computed</td>
<td></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.

LOA – Effective January 2013, Daymar College no longer offers Leave of Absence.

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 4x3 =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.

**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 five (5) business days of receiving written notification that 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.
# Satisfactory Academic Progress Tables

## Associate of Science Degree Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>CGPA 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>CGPA 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>CGPA 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 Composition 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 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>900</td>
<td>1350</td>
</tr>
</tbody>
</table>

* For example, an Associate of 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 CGPA 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 CGPA. 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 CGPA 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 CGPA 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 CGPA, but is computed in determining hours toward completion. A grade of “F” is computed in determining CGPA 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 regard 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 CGPA 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 CGPA, 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. All courses taken during a warning quarter will be calculated in the student’s SAP at the end of that quarter.
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. All courses taken during a probation quarter will be calculated in the student's SAP at the end of that quarter.

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 deter-
mine 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 an 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, General 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 utilizes Desire to Learn (D2L) and Canvas as its platforms to deliver distance education. 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 in many of our courses. 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 forty-nine percent (49%) of their program online.

Physical Facilities and Equipment

Daymar College - Paducah is located at 509 South 30th Street, Paducah, Kentucky. 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, the student may contact the Kentucky Council on Postsecondary Education at 1024 Capital Center Drive, Suite 320, Frankfort, KY, 40601, phone (502) 573-1555. 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 or 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 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 or 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 Kentucky State Police provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at http://kspsor.state.ky.us.

Family Education Rights & Privacy Act (FERPA) of 1974, 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 Professional Seminar and Internship or Capstone Project (BUS142), 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>
</tr>
</thead>
<tbody>
<tr>
<td>Billing &amp; Coding Specialist Associate of Science Degree</td>
</tr>
<tr>
<td>Business Management Associate of Science Degree</td>
</tr>
<tr>
<td>Business Management Diploma</td>
</tr>
<tr>
<td>Criminal Justice Associate of Science Degree</td>
</tr>
<tr>
<td>Criminal Justice Diploma</td>
</tr>
<tr>
<td>Electronic Engineering Technology Associate of Science Degree</td>
</tr>
<tr>
<td>Medical Assisting Associate of Science Degree</td>
</tr>
<tr>
<td>Medical Assisting Diploma</td>
</tr>
<tr>
<td>Medical Massage Therapy Diploma</td>
</tr>
<tr>
<td>Pharmacy Technology Associate of Science Degree</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.

For placement, financial and other important information, visit our website at, [http://www.daymarcollege.edu/disclosures/](http://www.daymarcollege.edu/disclosures/).

Any 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.
The Billing & Coding Specialist Associate of Science Degree Program is designed to prepare the student to become proficient in ICD Coding, HCPCS Coding, and claims preparation. The student will be provided 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 various 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.

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

*This course fulfills a general education requirement.
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 Science Degree Program.

The Business Management Associate of Science Degree Program is designed to prepare the 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.
The Criminal Justice Diploma 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 program is designed for full-time students to complete the program in 12 months. All credits earned in this program are applicable to the Criminal Justice Associate of Science Degree Program.

The Criminal Justice Associate of 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.

*Diploma Program Requirements*

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CRJ100 Corrections</td>
<td>4</td>
</tr>
<tr>
<td>CRJ110 Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRJ115 Rules of Evidence</td>
<td>4</td>
</tr>
<tr>
<td>CRJ120 Private and Industrial Security</td>
<td>4</td>
</tr>
<tr>
<td>CRJ135 Ethics and Professionalism for Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRJ175 Law Enforcements Operations</td>
<td>4</td>
</tr>
<tr>
<td>CRJ200 Criminal Investigations</td>
<td>4</td>
</tr>
<tr>
<td>CRJ245 Juvenile Delinquency</td>
<td>4</td>
</tr>
<tr>
<td>CRJ250 Police Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>CRJ275 Victimology</td>
<td>4</td>
</tr>
<tr>
<td>CRT210* Critical Thinking</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>LAW210 Criminal Law</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

*Associate of Science Degree*

This program requires all the courses in the Criminal Justice Diploma Program as well as the following:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMG270 Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRJ280 Chemical Dependency and Abuse</td>
<td>4</td>
</tr>
<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>LAW256 Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Psychology</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.
Electronic Engineering Technology

The Electronic Engineering Technology Associate of Science Degree Program is designed to enable the student to understand theory as well as allow them hands-on experience in analyzing and troubleshooting many types of electronic circuits. The program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in professional and personal life. Graduates will have education and specialized training designed to prepare them to enter the electronic engineering field. This program is designed for full-time students to complete the program in 18 months.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATS200 Advanced Topics</td>
<td>4</td>
</tr>
<tr>
<td>ATS211 Advanced Topics Lab</td>
<td>4</td>
</tr>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>COM208* Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210* Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ELT110 Basic Electronics 1</td>
<td>4</td>
</tr>
<tr>
<td>ELT111 Basic Electronics 1 Lab</td>
<td>4</td>
</tr>
<tr>
<td>ELT120 Basic Electronics 2</td>
<td>4</td>
</tr>
<tr>
<td>ELT121 Basic Electronics 2 Lab</td>
<td>4</td>
</tr>
<tr>
<td>ELT140 Digital Computer Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELT141 Digital Computer Electronics Lab</td>
<td>4</td>
</tr>
<tr>
<td>ELT260 Electronic Communications</td>
<td>4</td>
</tr>
<tr>
<td>ELT261 Electronic Communications Lab</td>
<td>4</td>
</tr>
<tr>
<td>ELT270 Industrial Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELT271 Industrial Electronics Lab</td>
<td>4</td>
</tr>
<tr>
<td>ELT290 Electronic Design and PLCs</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>INT142 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>NSA150 CompTIA A+ Core Technologies</td>
<td>4</td>
</tr>
<tr>
<td>NSA151 CompTIA A+ OS/Windows</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required 96

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

The Associate of 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 Science Degree Medical Assisting students. The Medical Assisting Diploma and Associate of 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.

For placement, financial and other important information, visit our website at, 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>INT122 Professional Seminar and Internship or Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>INT142 Professional Seminar and Internship or Capstone Project</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>
</tr>
<tr>
<td>MED255 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MED266 Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>MED288 Medical Office Administration</td>
<td>4</td>
</tr>
<tr>
<td>MED292 Laboratory Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED294 Cardiac Monitoring Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED295 Medical Law and Ethics/Exam Review Prep</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Quarter Credit Hours Required</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

# Medical Assisting Associate of 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>CRT210* Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG211* Composition I</td>
<td>4</td>
</tr>
<tr>
<td>MTH103* College Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Psychology</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 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>
</tr>
</thead>
<tbody>
<tr>
<td>MMT101 Anatomy &amp; Physiology/Medical Terminology I for Massage Therapy</td>
<td>105</td>
</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>
<td>105</td>
</tr>
<tr>
<td>MMT122 Pathology I for Massage Therapy</td>
<td>40</td>
</tr>
<tr>
<td>MMT123 Pathology II for Massage Therapy</td>
<td>40</td>
</tr>
<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>
</tr>
<tr>
<td>MMT234 Massage Therapy Clinic</td>
<td>80</td>
</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>
<td><strong>900</strong></td>
</tr>
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</table>

For placement, financial and other important information, visit our website at, [http://www.daymarcollege.edu/d/MT.pdf](http://www.daymarcollege.edu/d/MT.pdf).

*This course fulfills a general education requirement.*
Pharmacy Technology

In the Associate of Science Degree in Pharmacy Technology graduates are provided the opportunity to gain 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.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106 Computer Applications</td>
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</tr>
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<td>CIS107 Computer Applications II</td>
<td>4</td>
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<td>COM208* Public Speaking</td>
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<td>CRT210* Critical Thinking</td>
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<td>ENG101* General English</td>
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<td>ENG211* Composition I</td>
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<td>INT142 Professional Seminar and Internship or Capstone Project</td>
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<tr>
<td>MED103 Medical Terminology</td>
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<td>MED153 Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td>MED154 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED165 Medical Law and Ethics</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>PHA100 Introduction to Pharmacy Technology Practices/Ethics</td>
<td>4</td>
</tr>
<tr>
<td>PHA110 Pharmacy Technology and Calculations</td>
<td>4</td>
</tr>
<tr>
<td>PHA155 Prescription and OTC Medications</td>
<td>4</td>
</tr>
<tr>
<td>PHA200 Pharmacology I for Pharmacy Technicians</td>
<td>4</td>
</tr>
<tr>
<td>PHA225 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PHA250 Pharmacy Operations and Claims</td>
<td>4</td>
</tr>
<tr>
<td>PHA275 Compounding Aseptic Technique and Non-Sterile Technique</td>
<td>4</td>
</tr>
<tr>
<td>PHA280 Sterile Product Technology</td>
<td>4</td>
</tr>
<tr>
<td>PHA290 Problem Solving</td>
<td>4</td>
</tr>
<tr>
<td>PSY202* Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

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*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 basic courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103</td>
<td>Accounting</td>
<td>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.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>ACC113</td>
<td>Accounting II</td>
<td>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.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>ACC214</td>
<td>Payroll Accounting</td>
<td>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.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>BCS100</td>
<td>Reimbursement and Coding</td>
<td>This course is designed for students who plan to seek employment in the medical reimbursement and coding field. Students are introduced to responsibilities for a reimbursement specialist including third-party payers, coding, coding software and collections. Prerequisite: None.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>BCS161</td>
<td>ICD</td>
<td>ICD introduces the student to medical coding utilizing the International Classification of Diseases and the ICD-10-PCS. The course develops basic ICD coding skills and encompasses inpatient and outpatient official coding guidelines, coding convention usage, beginning level case coding, sequencing and inpatient procedure code development. Prerequisite: Medical Terminology, MED103.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>BCS162</td>
<td>Procedural Coding</td>
<td>This course categorizes the different sections of the CPT Coding Manual, examines the official coding guidelines for each chapter, and introduces the students to coding for professional services in the ambulatory and outpatient settings. this course provides for extensive coding practice and covers ethical reimbursement issues. Prerequisite: ICD, BCS161.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>BCS163</td>
<td>Modifiers and Intermediate Coding</td>
<td>This course provides an in-depth examination of the use of HCPCS modifiers and provides the student with intermediate level coding practice. The extensive practice requires the student to study intermediate level cases, abstract necessary information, and code utilizing ICD and HCPCS code sets. Prerequisite: Procedural Coding, BCS162.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>BCS233</td>
<td>Medical Office Management</td>
<td>This course provides the student with the necessary skills to assume a management position in the medical office, or billing and coding department. This course covers personal management, documentation management, marketing and financial management, and OSHA requirements. Prerequisite: None.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>BCS260</td>
<td>ICD II</td>
<td>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.</td>
<td>(4 Quarter Credit Hours)</td>
<td></td>
</tr>
</tbody>
</table>

**ATS200** Advanced Topic
This course introduces the students to major troubleshooting challenges, complex schematic diagram analysis, advanced troubleshooting techniques, and Multism schematic capture problem exercises. Prerequisites: Basic Electronics 2, ELT120 and Basic Electronics 2 Lab, ELT121. (4 Quarter Credit Hours)

**ATS211** Advanced Topics Lab
This course provides experiences with measurement and control circuits used in all phases of electronics, including surface mount technology, electronic kit assembly, test projects, and further complex schematic capture software. Advanced Programmable Logic Controller (PLC) projects are tackled. Prerequisites: Basic Electronics 2, ELT120 and Basic Electronics 2 Lab, ELT121. (4 Quarter Credit hours)
BCS261  Reimbursement Methodology
This course covers the billing cycle and introduces the student to the different payers. As well, the course covers HIPAA/HITECH, Privacy, Security, and Electronic Health Care Transactions/Code Sets/Breach Notification rules. The course provides extensive practice in payment calculation, processing payments and EOB interpretation. Prerequisite: Reimbursement and Coding, BCS100. (4 Quarter Credit Hours)

BCS262  Claims Production
This course focuses on CMS-1500 and UB-04 claims production, tracking, and follow-up. This course covers paper and electronic claims submission, as well as, primary and secondary claims production. Management of denied claims, appeals, accounts receivable, calculations, remittance posting, debt collection, and specific third-party payer requirements are also integrated into the course. Prerequisite: Reimbursement and Coding, BCS100. (4 Quarter Credit Hours)

BCS265  Comprehensive Coding
This course requires the student to analyze, interpret, and abstract medical information necessary to assign the correct codes for highly advanced ICD and HCPCS cases. The advanced case coding is necessary for certification preparation. This course provides a mock examination to evaluate the level of expertise. Prerequisite: Modifiers and Intermediate Coding, BCS163. (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  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  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  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)

BUS113  Finance for Non-Financial Managers
This course focuses on improving communication with people in financial areas, contribute to financial decisions, and better understand financial statements and the impact of strategic decisions on shareholder value. The course focuses on both accounting and finance to help students develop a well-rounded understanding of language and requirements of financial expectations and performance. Participants learn how to evaluate a project’s financial attractiveness from the shareholder’s perspective and to better understand and predict the impact of business decisions. 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: None. (4 Quarter Credit Hours)

BUS201  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)

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. 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: None. (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 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 Criminal Justice
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: None. (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  Victimology
This course will introduce students to the elements of victims’ assistance programs, roles, policies and procedures specific to programs that work with offender and victim rehabilitation. Students will also be introduced to the elements of criminal psychology, the classification of crimes and how it relates to specific victim and offender scenarios. HIPAA laws and case sensitivity will also be introduced in this course, as it relates to victim protection policies and procedures in life and in death situations. Prerequisite: None. (4 Quarter Credit Hours)

CRJ280  Chemical Dependency and Abuse
This course is a survey of drug and alcohol use and abuse, and their relationship to the criminal justice system and society. The use of alcohol, tobacco, caffeine, prescription drugs, and illicit drugs are explored, including explanations for misuse and dependence with emphasis on the economic and social costs to society. The role of the criminal justice system as an agent of social control in the containment of chemical dependence and abuse are also considered. Prerequisite: None (4 Quarter Credit Hours)

CRT210  Critical Thinking
This course places emphasis on solving workplace problems by using teamwork and individual approaches to problem solving and decision making to find solutions that would be acceptable in diversified workplace settings. Prerequisite: None. (4 Quarter Credit Hours)

ELT110  Basic Electronics 1
This course introduces the students to electricity, the basis of electronics, with the study of Direct Current (DC), switching and control, magnetism, basic electrical instruments, Alternating Current (AC), and applications to basic devices. The students will also be exposed to technical mathematics involving equations and trigonometric functions. Prerequisite or concurrent: College Math, MTH103. (4 Quarter Credit Hours)
ELT111  Basic Electronics 1 Lab
This course is designed to introduce the basics of electricity by practical experience with electrical components, instruments, measurements, and troubleshooting. Prerequisite or concurrent: College Math, MTH103. (4 Quarter Credit Hours)

ELT260  Electronic Communications
This course introduces the student to electronic communications and information delivery systems. Topics include AM and FM modulation techniques, radio transmitters, radio receivers, telephone systems, radio frequency wave propagation, antennas, and transmission lines. Prerequisites: Digital Computer Electronics, Basic Electronics 2, ELT120 and Basic Electronics 2 Lab, ELT121. (4 Quarter Credit Hours)

ELT270  Industrial Electronics
This course is a study of automatic control, analog and digital sensors/instrumentation, process measurements, motion control, and programmable logic controllers. Prerequisites: Digital Computer Electronics, ELT140 and Digital Computer Electronics Lab, ELT141. (4 Quarter Credit Hours)

ELT271  Industrial Electronics Lab
This course provides the student with experiences with measurement and control circuits used in automatic control, industrial applications, programmable logic controllers, and robotics. Prerequisites: Digital Computer Electronics, ELT140 and Digital Computer Electronics Lab, ELT141. (4 Quarter Credit Hours)

ELT140  Digital Computer Electronics
The course provides the students with the basics of logic circuits such as gates, flip-flops, counters, registers, encoders, decoders, Boolean Algebra, and troubleshooting. Prerequisites: Basic Electronics 1, ELT110 and Basic Electronics 1 Lab, ELT111. (4 Quarter Credit Hours)

ELT141  Digital Computer Electronics Lab
This course introduces the student to experiences with logic circuits using gates, flip-flops, counters, and registers. Prerequisite: Basic Electronics 2, ELT120 and Basic Electronics 2 Lab, ELT121. (4 Quarter Credit Hours)

ENG101  General English
This introductory course in effective college-level writing 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)

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)
ETH102 Ethics and Supervision
This course introduces students to the fundamentals of business ethics while helping those who will be supervisors, team leaders, coaches, or coordinators and incorporates the five functions of management including planning, organizing, staffing, leading, and controlling. Students learn about the decision-making process to solve ethical dilemmas, understanding barriers, and consequences when making ethical decisions, and the process for blowing the whistle when unethical situations arise. Course activities also cover identifying common managerial ethical issues, being proactive with ethical issues, addressing subordinates’ ethical issues, identifying causes of unethical behavior, recognizing unethical behavior, and ending unethical behavior in the workplace. Students will also learn about organizational ethical principles, and the four categories of corporate social responsibility. Finally, this course reviews how to develop a code of ethics and execute an internal ethical audit. Prerequisite: None. (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)

INT122 Professional Seminar and Internship or Capstone Project
This course is 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 next to last quarter of study. (4 Quarter Credit Hours)

INT142 Professional Seminar and Internship or Capstone Project
This course is designed to help students gain practical experience, enhance their job skills, and discover valuable networking contacts 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. Online students whose state of residence is outside Kentucky will complete the capstone project. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study. (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: None. (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: None. (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: Medical Terminology, MED103. (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: None. (4 Quarter Credit Hours)

MED158 Medical Emergencies
This course focuses on handling various types of emergencies that are commonly seen in the physician’s office and hospital emergency room such as myocardial infarction, acute respiratory difficulty, shock, and environmental emergencies. CPR and first-aid techniques are taught. Prerequisite: None. (4 Quarter Credit Hours)
MED165 Medical Law and Ethics
This course covers professional ethics regarding conduct between patient and physician and confidentiality of patient information. Federal and state laws regarding malpractice, negligence, and the Good Samaritan Law are discussed. Prerequisite: None. (4 Quarter Credit Hours)

MED188 Medical Office Procedures/Emergencies
This course will prepare the student with skills to work in a medical office. This includes such clinical procedure skills as: vital signs (temperature, pulse, respiration, and blood pressure), and patient examination room preparation such as patient positioning and patient draping. Students will learn professional cardiopulmonary resuscitation and receive their certification. In addition, students begin acquiring administrative medical office skills such as scheduling, filing, office communication, 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. Prerequisite: None. (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)

MED266 Pharmacology
This course teaches routes of drug delivery, drug indications, actions, and contraindications. Included are common medications such as analgesics, antihypertensives, antianginal, calcium blockers, and antibiotics. Prerequisite: None. (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 and 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. Prerequisite: None. (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: This course should be taken in the student’s last term. (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. The 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 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: 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 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 effects, 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 a 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, stretching are introduced, pressure touch and cross-fiber friction are reviewed. The student will continue to study and explore the principles of therapeutic application and physiological effects of reflex stroking and reflex percussion with emphasis upon neuropathways. Charting for the massage therapy practice will be explored. Selected muscles will be reviewed this quarter. Prerequisite: Massage Therapy Lab II, MMT132. (80 Clock Hours)
MMT204  Anatoly & Physiology/Massage Therapy 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/antithrombolytics 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 demonstrate 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 III, MMT133. (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 practiced 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)

NSA150  CompTIA A+ Core Technologies

This course is designed as an introduction to the installation and configuration options of the personal computer. Students will gain hands-on experience in the assembly and disassembly of computer hardware. Emphasis will be on in-depth knowledge of system components. This course will also prepare students for the A+Core Exam. Prerequisite: None. (4 Quarter Credit Hours)

NSA151  CompTIA A+/OS/Windows

This course is designed as an introduction to the installation and configuration of operating systems including: Microsoft DOS, Microsoft Windows 95/98, and connectivity of those operating systems. Students will gain hands-on experience installing and troubleshooting these operating systems. This course is designed to prepare students for the A+DOS/Windows certification. 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)

**PSY202 Psychology**

This course includes the study of human behavior with special references to research methods, sensation, perception, learning, cognition, mental abilities, personality traits, therapies, mental disorders, and differences in intelligence, aptitude, and social actions. 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. The 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 program. 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: This course must be taken in the student’s first or second term. (4 Quarter Credit Hours or 40 Clock Hours)
Faculty and Staff

Administrative Staff

Clint Conway......................................Admissions Representative
Rexanne Frazier............................Director of First Impressions
Connie Holley.........................................Director of Admissions
Jo Ann Price........................................Director of Financial Services
Nancy Thurman.......Learning Resource Center Coordinator
Greg Webb.........................................................Campus President

Faculty

Stephanie Denton
Allied Health
D.C., Logan College of Chiropractic
B.S., Logan University
A.S., Southeastern Illinois College
A.A.S., Southern Illinois University

Melissa Durbin
Criminal Justice/General Education
M.A. Murray State University
B.S. Murray State University

Gary Moore
Electronic Engineering
A.S., Institute of Electronic Technology

Holly Reynolds
Accounting/General Education
B.S., Murray State University

Terry Stewart
Criminal Justice
B.S., Murray State University

* Only full-time faculty and staff are listed. Periodically there are faculty and staff changes. This information provided is current, as of October 15, 2014. See your local campus for the most up-to-date faculty and staff.
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Campus Location

Paducah Campus
509 South 30th Street
Paducah, KY 42001
Phone: 270-444-9950
Fax: 270-441-7207