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General Disclaimer
This catalog is an official publication of McCann School of Business & Technology Sunbury and is subject to revision at any time. The school reserves the right to change, withdraw, or supplement this catalog as it deems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training, equipment, tuition and fees, faculty, and staff. Students are individually responsible for being aware of information contained in the catalog and any amendments thereto. Failure to read and comply with school regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference. Students are encouraged to visit the student portal for updates to this catalog.

Accreditation Statements
Accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and associate in specialized business/technology degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council on Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone (202) 336-6780.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

The McCann School of Business & Technology Surgical Technology Associate Degree program at the Sunbury campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

The Medical Laboratory Technician program at McCann School of Business & Technology Sunbury is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8886
www.naacls.org
State Approval/Licensure

McCann School of Business and Technology is licensed by the Division of Occupational Training Schools, Bureau of Postsecondary Education, a division of the Pennsylvania Department of Education, 333 Market Street | Harrisburg PA 17126-0333, Phone: 717.783.8228 | Fax: 717.772.362, www.education.state.pa.us

- The school is authorized by the Department of Education, Commonwealth of Pennsylvania to confer the degree of Associate in Specialized Business/Technology for completion of certain two-year programs.
- The school is licensed by the Pennsylvania State Board of Private Licensed Schools.
- The school is an eligible institution for students to receive Pennsylvania Higher Education Assistance Agency Grants.
- The school is an eligible institution for students to receive United States Department of Education Title IV Aid (Pell, SEOG, FWS) and for participation in the Federal Direct Loan Program.
- The school is approved by the Pennsylvania Department of Education for Veteran's training.
- The school is approved by the Bureau of Vocational Rehabilitation for the training of rehabilitation students.

Students may contact the Campus Director if they wish to view campus/programmatic accreditation or licensure documents.

Equal Educational Opportunity

a. McCann School of Business & Technology Sunbury declares and affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. The school will make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, disability, genetic information or other factors which cannot lawfully be the basis for an employment decision.

b. McCann School of Business & Technology Sunbury reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student’s or prospective student’s race, color, creed or religion, sex, national origin, age, disability or other characteristics which cannot lawfully be the basis for provision of such services.

c. McCann School of Business & Technology Sunbury adheres to the provisions of the following federal laws, in each case as they have been amended to date: (a) the Higher Education Act of 1965, (b) Section 504 of the Rehabilitation Act of 1973 and (c) the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus Director.

d. Applicants with disabilities should discuss individual needs with the admissions office prior to enrollment so that reasonable accommodations can be made, where appropriate.

Title IX Compliance

Delta Career Education Corporation’s Title IX coordinators are responsible for each school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community, as set forth in further detail in Delta’s Title IX Compliance Policy. Questions regarding the application of Title IX and the schools’ compliance with it should be directed to a Title IX coordinator, whose contact information is available below. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in the student handbook.

Katherine Jessee
Title IX Coordinator
Delta Career Education Corporation
4525 Columbus Street, Suite 101
Virginia Beach, VA 23462
(757) 650-6537
Katherine.Jessee@deltaed.com
<table>
<thead>
<tr>
<th>Academic Calendar</th>
<th>2015</th>
<th>2016</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>WINTER QUARTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>Registration/Orientation (new students)</td>
<td>January 20</td>
<td>January 19</td>
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</tr>
<tr>
<td>Classes Begin</td>
<td>January 21</td>
<td>January 20</td>
<td>January 18</td>
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<tr>
<td>End of Drop/Add Period</td>
<td>January 27</td>
<td>January 26</td>
<td>January 24</td>
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<tr>
<td>End of Provisional Period</td>
<td>February 17</td>
<td>February 16</td>
<td>February 14</td>
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<tr>
<td>Mod Term Ends</td>
<td>February 27</td>
<td>February 26</td>
<td>February 24</td>
</tr>
<tr>
<td>Early Spring Classes Begin***</td>
<td>March 2</td>
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<td>February 27</td>
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<tr>
<td>End of Drop/Add Period for Mid-Start</td>
<td>March 4</td>
<td>March 2</td>
<td>March 1</td>
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<tr>
<td>Faculty Training* #</td>
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<td>March 24</td>
<td>March 16</td>
</tr>
<tr>
<td>End of Mid-Start Provisional Period</td>
<td>March 29</td>
<td>March 27</td>
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<tr>
<td>Classes End</td>
<td>April 8</td>
<td>April 6</td>
<td>April 5</td>
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<tr>
<td>Spring Holiday* *</td>
<td>March 25</td>
<td>N/A</td>
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<tr>
<td>Spring Break* #</td>
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<td>April 7 - 12</td>
<td>April 6 – 16</td>
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<tr>
<td><strong>SPRING QUARTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>Registration/Orientation (new students)</td>
<td>April 14</td>
<td>April 12</td>
<td>April 13</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>April 15</td>
<td>April 13</td>
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</tr>
<tr>
<td>End of Drop/Add Period</td>
<td>April 21</td>
<td>April 19</td>
<td>April 24</td>
</tr>
<tr>
<td>Spring Holiday* *</td>
<td>N/A</td>
<td>N/A</td>
<td>April 14</td>
</tr>
<tr>
<td>End of Provisional Period</td>
<td>May 12</td>
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<tr>
<td>Mod Term Ends</td>
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</tr>
<tr>
<td>Memorial Day* *</td>
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<td>May 29</td>
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<tr>
<td>Early Summer Classes Begin***</td>
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<td>May 23</td>
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<td>End of Drop/Add Period for Mid-Start</td>
<td>May 28</td>
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<td>June 2</td>
</tr>
<tr>
<td>Faculty Training* #</td>
<td>June 11</td>
<td>May 31</td>
<td>May 30</td>
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<tr>
<td>End of Mid-Start Provisional Period</td>
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<tr>
<td>Classes End</td>
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<td>July 1</td>
<td>July 3</td>
</tr>
<tr>
<td>Summer Break* #</td>
<td>July 2 - 14</td>
<td>July 1 – July 14</td>
<td>July 4 – July 11</td>
</tr>
</tbody>
</table>

*No classes.
**School and offices closed.
***Early term classes are not available at all locations. Contact the campus you wish to attend for details.
# Campus clinics may remain open during class break periods to enable students to work required clinic hours. Students should check with their campus for clinic dates.
<table>
<thead>
<tr>
<th>Event</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tr>
<td>Independence Day Observed**</td>
<td>July 3</td>
<td>July 4</td>
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<tr>
<td>Registration/Orientation (new students)</td>
<td>July 14</td>
<td>July 12</td>
<td>July 11</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>July 15</td>
<td>July 13</td>
<td>July 12</td>
</tr>
<tr>
<td>End of Drop/Add Period</td>
<td>July 21</td>
<td>July 19</td>
<td>July 18</td>
</tr>
<tr>
<td>End of Provisional Period</td>
<td>August 11</td>
<td>August 9</td>
<td>August 8</td>
</tr>
<tr>
<td>Mod Term Ends</td>
<td>August 21</td>
<td>August 19</td>
<td>August 18</td>
</tr>
<tr>
<td>Early Fall Classes Begin***</td>
<td>August 24</td>
<td>August 22</td>
<td>August 21</td>
</tr>
<tr>
<td>End of Drop/Add Period for Mid-Start</td>
<td>August 26</td>
<td>August 24</td>
<td>August 23</td>
</tr>
<tr>
<td>Labor Day**</td>
<td>September 7</td>
<td>September 5</td>
<td>September 4</td>
</tr>
<tr>
<td>Faculty Training* #</td>
<td>September 10</td>
<td>September 6</td>
<td>September 5</td>
</tr>
<tr>
<td>End of Mid-Start Provisional Period</td>
<td>September 20</td>
<td>September 18</td>
<td>September 17</td>
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<tr>
<td>Classes End</td>
<td>September 30</td>
<td>September 28</td>
<td>September 27</td>
</tr>
<tr>
<td>Fall Break* #</td>
<td>October 1-6</td>
<td>Sep. 29-Oct. 4</td>
<td>Sep. 28-Oct. 3</td>
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<tr>
<td>Thanksgiving Recess* **</td>
<td>November 26-27</td>
<td>November 24-25</td>
<td>November 23-24</td>
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<tr>
<td>Faculty Training* #</td>
<td>November 30</td>
<td>November 23</td>
<td>November 22</td>
</tr>
<tr>
<td>End of Mid-Start Provisional Period</td>
<td>December 13</td>
<td>December 11</td>
<td>December 10</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 23</td>
<td>December 21</td>
<td>December 20</td>
</tr>
<tr>
<td>Winter Break* #</td>
<td>Dec 24-Jan 17</td>
<td>Dec. 22-Jan. 17</td>
<td>Dec. 21-Jan. 16</td>
</tr>
</tbody>
</table>

*No classes.
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# Campus clinics may remain open during class break periods to enable students to work required clinic hours. Students should check with their campus for clinic dates.
About School

Mission
McCann School of Business & Technology Sunbury prepares students for career-focused employment by delivering relevant career training.

Objectives
1. To provide an educational environment that promotes the relationship between career preparation and employment opportunities.
2. To recruit and retain qualified instructors who are effective in the classroom and knowledgeable of current industry trends.
3. To graduate students who are prepared to enter their chosen career.
4. To assist graduates in becoming gainfully employed in their chosen career field.
5. To maintain an organizational model that is responsive to its constituents.

History
McCann School of Business was founded by Louis C. McCann in 1897 in Mahanoy City, Pennsylvania, as a school of accountancy and secretarial training. Louis McCann's sons, Dwight and Charles, entered the field and held administrative positions at the school and its additional locations. After the death of Dwight McCann in 1956, Dorothy Houser began serving as director. In 1959, Ms. Houser purchased the school in partnership with her husband, Harry D. Houser.

In 1981, James and Elizabeth Noone purchased the school from the Housers and McCann Education Centers, Inc. was formed. In 1995, the school opened an additional location in Pottsville, Pennsylvania to provide a better service and quality of education to residents of southern Schuylkill County. A third campus of McCann commenced operations in September, 1998, in downtown Sunbury, Northumberland County.

In August 2002, McCann Educational Centers Inc. was acquired by the company now known as Delta Career Education Corporation headquartered in Virginia Beach, Virginia. The Scranton campus opened in 2003 and relocated to Dickson City, Lackawanna County, in 2008. The original Mahanoy City campus relocated to Hazleton in 2005, and in 2009 the school opened additional locations in Carlisle, Pennsylvania and Allentown, Pennsylvania. In 2010, the Pottsville campus opened an additional location in Gulfport, MS. The Macon and Gulfport campuses are named Miller-Motte Technical College. They share the name of the Miller-Motte family of schools, also owned by Delta Career Education Corporation. In early 2012, an additional location of McCann was opened in Wilkes-Barre, PA.

In 2012, McCann School of Business & Technology merged with Miami-Jacobs Career College and the Academy of Court Reporting. Pottsville remains the main campus and additional locations were acquired, as a result of the merger, in Dayton, Springboro, Troy, Columbus, Sharonville and Independence, Ohio. All of the acquired schools share the name Miami-Jacobs Career College.
Facilities

**Sunbury Campus** — The Sunbury campus is conveniently located at the Sunbury Plaza, on Fourth Street, in a modern and spacious air conditioned building housing school offices, classrooms, library, computer labs, medical labs, massage therapy suite, and a student lounge. Ample, free student parking is available.

**Other campuses within the McCann school group include:**

**Allentown Campus** — The Allentown campus is located near the Lehigh Valley Airport, just off Route 22 at Airport Road South in an executive complex on Irving Street.

**Carlisle Campus** — The Carlisle campus is located off I-81 at 346 York Road.

**Dickson City Campus** — The Dickson City campus is located at 2227 Scranton-Carbondale Highway.

**Hazleton Campus** — The Hazleton campus is located at the Humboldt Industrial Park, off of exit 143, Interstate 81.

**Pottsville Campus** — The Pottsville campus is located at 2650 Woodglen Road.

**Wilkes-Barre Campus** — The Wilkes-Barre campus is located off I-81 at 264 Highland Park Boulevard across from the Mohegan Sun Arena.

The Miller-Motte Technical College campuses within the McCann school group include:

**Macon Campus** — The Macon campus is conveniently located at 175 Tom Hill Sr. Blvd., Macon, Georgia.

**Gulfport Campus** — The Gulfport campus is located at 12121 Highway 49, Gulfport, Mississippi.

The Miami-Jacobs campuses within the McCann school group include:

**Columbus Campus** – The Columbus campus is located at 150 East Gay Street, Columbus, Ohio.

**Dayton Campus** – The Dayton campus is located at 110 North Patterson Street, Dayton, Ohio.

**Independence Campus** – The Independence campus is located at 6400 Rockside Road, Independence, Ohio.

**Sharonville** – The Sharonville campus is located at Two Crowne Point, Suite 100, Sharonville, Ohio.

**Springboro Campus** – The Springboro campus is located at 875 West Central Avenue, Springboro, Ohio.

**Troy Campus** – The Troy campus is located at 865 West Market Street, Troy Ohio.
Admissions Requirements & Procedures

McCann School of Business & Technology Sunbury seeks students who have a strong desire for practical career preparation in their chosen fields and who have the ability to achieve academic success. Applications for admission are accepted throughout the year. Refer to the academic calendar for the exact starting dates. Information about enrollment in McCann School of Business & Technology Sunbury may be obtained from any of the school’s Admissions Representatives.

General Admissions Requirements

The admission procedure requires an exchange of information between the applicant and an Admissions Representative either on campus or by remote representatives. These representatives conduct a personal interview with each applicant, during which the representative discusses the school’s educational programs in relation to the applicant’s career preferences, training needs, and individual motivation. This interview plays an important role in helping the applicant determine if the programs offered at the campus will help them achieve their career goals and if they will move forward with enrollment. High school applicants are encouraged to be accompanied by a parent or legal guardian.

In addition, applicants who plan to enter a program must meet the following admission requirements:

- Meet a minimum score of 13 or higher, depending on the program requirements, on the Wonderlic Scholastic Level Exam (SLE).
  - If an applicant fails to meet the necessary score for admission, the applicant may be re-tested using an alternate test form and taking the test timed as before. There is no limit to the number of times an applicant may be re-tested.
  - Entrance evaluation may be waived for applicants holding an Associate Degree or higher.
- Basic skills assessments are used to determine the students’ need for foundational coursework in the areas of English and Mathematics.

International students interested in enrolling should contact the school to determine if the school is approved for enrollment based on the applicant’s immigration status.

Students enrolled in short-term career training programs may have different admissions requirements.

Prior Education Requirement

Each applicant must have earned one of the following educational credentials from a McCann School of Business & Technology Sunbury recognized organization: a high school diploma or equivalent or a General Educational Development (GED) certificate.

Applicants will be required to sign an “Attestation Regarding High School Graduation or Equivalency” indicating they meet the school’s requirements for admission unless they submit proof of high school graduation or a recognized equivalency certificate (GED) to the school by providing the school with a copy of the diploma, transcript confirming graduation, GED certificate or other equivalent documentation.

For a student without a high school diploma or its equivalent but who was enrolled in a Title IV-eligible program of study prior to July 1, 2012, McCann School of Business & Technology Sunbury will consider postponing satisfaction of the condition described in clause (a) of the preceding sentence until the student’s date of graduation from McCann School of Business & Technology Sunbury so long as applicable state law allows such postponement. A student in these circumstances should discuss his or her situation with the Campus Director prior to enrollment.

Programmatic Admissions Policies for McCann School of Business & Technology Sunbury

Applicants must receive a score of 18 or higher to be admitted to the Surgical Technology or Medical Laboratory Technician program.

Student Disability Accommodation

This Student Request for Accommodations Policy and Procedure applies to all qualified students with a disability for purposes of obtaining reasonable accommodations at educational institutions owned and operated by Delta Career Education Corporation.

This accommodations policy applies to all types of students - undergraduate, degree-seeking and non-degree seeking, full-time and part-time, and students pursuing a program of study through on-line or ground instructional delivery. Only students who identify themselves as having a disability and seek accommodation using these procedures are eligible. Students who have been accepted but have not yet enrolled may also access this policy through the applicable school’s catalogue. Applicants seeking to matriculate to a program of study at educational institutions owned and operated by Delta Career Education Corporation are also covered by this policy for accommodations needed in the admissions process.

This policy defines the process for eligible students to seek reasonable accommodations in any of the programs and activities offered by institutions owned and operated by Delta Career Education Corporation. Students engaged in academic work off-site (such as internships or externships for course credit) should contact his or her Director of Education to seek reasonable accommodations. (The ability to accommodate a student with a disability, as required by federal and state law, should be a pre-condition to any business, agency, or organization that wants to participate in an internship or externship agreement with the Delta Career Education Corporation.) The Director of Education will serve as a consultant and information source for students arranging accommodations.

II. Purpose

This policy and procedures enable Delta Career Education Corporation to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, which require reasonable accommodations made for qualified students with disabilities and prohibit Delta Career Education Corporation from excluding such students from, or denying them the benefits of, its programs or activities.

III. Definitions

The following terms are applied by Delta Career Education Corporation in accordance with and by using the definitions supplied by federal law and regulations, which are summarized here.
Accommodations are defined as any reasonable adjustment required for a student to have equal access to the programs and activities, inside or outside the classroom. Accommodations do not include:

- Substantial modifications to academic standards;
- Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement; or
- Modifications or adjustments that result in undue hardship, considering the nature, cost, and impact of the accommodation, and other factors.

Disability is a physical or mental impairment that substantially limits one or more major life activities.

IV. Policy

It is the policy of Delta Career Education Corporation to provide qualified students who have disabilities with reasonable accommodation based upon relevant law, the academic program’s educational standards, and sound ethical practice in disability services.

Decisions about whether a student is a qualified student with a disability and what constitutes reasonable accommodation are made by the Director of Education in consultation with the Program Director and Campus Director. Accommodations are considered on a case by case as well as a course by course (or program or activity) basis.

V. Procedure for Requesting Accommodations

A. Documentation of Disability and Need for Accommodation

Students who may wish to document a disability include those entering a program for the first time or returning after a period of non-enrollment, who have a known disability; those experiencing educational difficulty who are referred by a faculty member or campus official for consultation regarding the possibility of disability; and those whose health and/or physical abilities are altered during their educational tenure resulting in disability (permanent or temporary).

Students may always choose whether or not they want to identify themselves as having a disability, but students who want an accommodation must identify themselves by completing an official disability accommodations request form and providing documentation to support the request for disability accommodations. Copies of this form may be obtained by contacting the Director of Education. For non-matriculated students, an official disability accommodations request form can be obtained by contacting an Admissions Representative.

The student assumes full responsibility for providing all diagnostic information to sufficiently support the existence of disability and the need for reasonable accommodation. Other supporting materials, including a previously utilized Individualized Education Plan, would be helpful in assessing a student’s request for disability accommodation. An accommodation is not needed if the student would still have meaningful access to the program, service or activity without it.

The student is responsible for completing the request for accommodations paperwork, including the official disability accommodations request form and diagnostic information to sufficiently support the existence of disability and the need for reasonable accommodation. The Director of Education at each institution is responsible for deciding whether a disability or need for accommodation(s) has been adequately documented.

B. Timing

Students should make accommodation requests as far in advance of the relevant course, entrance assessment, activity or program, to allow for appropriate consideration and planning. Because the reasonableness of any individual accommodation request can vary substantially depending upon a student’s current course load, schedule, or course content, accommodation requests must be reviewed by the Director of Education each term of enrollment.

When possible, students entering a program of study for the first time should submit information related to disability at least six weeks prior to enrollment so that reasonable accommodation can be arranged and delivered prior to the start of the term.

C. Accommodation Determinations

Having provided sufficient evidence of a disability and need for accommodation, a student may make official requests for accommodation by submitting an official disability accommodations request form and supporting materials. The Director of Education will consider the information (documentation) provided by the student, consult with faculty and/or other campus officials as needed, and determine what constitutes reasonable accommodation(s) for the student’s disability. (See Section III for a definition of accommodation.)

The Director of Education will identify a list of approved accommodations in accordance with the manifestations of the disability, a copy of which will be shared with the student. For academic accommodations, following review and approval at the start of each term of enrollment, the Director of Education will prepare individual letters for each professor summarizing the approved accommodations relevant to his/her course. These letters will be emailed to the student and appropriate instructors through email. Faculty and other school officials then are required to provide reasonable accommodation(s) in accordance with the Director of Education’s letter(s). If a faculty member or other school official does not agree to an accommodation request, the student should seek the assistance of the Director of Education.

VI. Confidential Handling of Disability Records

All information submitted to or developed by the campus related to the diagnosis, documentation, or accommodation of a disability is considered confidential. Information regarding the student’s disability obtained from medical examinations or appropriate post-admissions inquiries will be considered confidential and will be shared with others within the university on a need-to-know basis. Other staff may be provided access to all disability records and may arrange access for other authorized officials in
VII. Appealing Accommodation Determinations
Students may petition for a review of disability accommodations determinations under the following ADA/Rehabilitation Act Grievance Procedure:

A. Purpose
This is the grievance procedure mandated under the Americans with Disabilities Act of 1990 (the ADA) and Section 504 of the Rehabilitation Act of 1973 (the Rehabilitation Act). The ADA and the Rehabilitation Act prohibit excluding people from participation in educational programs or activities based on their disability, from denying them the benefits of such programs or activities, and from discriminating against such individuals. The ADA and Rehabilitation Act also require a process for grievances relating to disability-based discrimination.

B. Scope
Any student who believes that he or she has been discriminated against on the basis of his or her disability, or has been denied access or accommodations required by law, may make a complaint under this procedure. Specifically, students may make a complaint about:

- A requested service or accommodation, including appeals of determinations regarding accommodations;
- Inaccessibility of a program or activity;
- Harassment on the basis of disability in violation of policy; or
- Any other alleged violation of the ADA or the Rehabilitation Act.

This is not the procedure for students initially seeking accommodations; students who have a disability that require accommodations should contact the Director of Education. This is also not the procedure for misconduct allegations by students against other students or student organizations; the Student Code of Conduct outlines the process for disciplining students.

C. Making a Complaint

1. Disability Accommodation Determination Challenges; Requests for Review
A student who has been denied a requested accommodation or otherwise disagrees with a Disability Services accommodation decision is encouraged – but not required – to discuss his or her concern with the Director of Education. A conversation may resolve a disagreement quickly.

2. Informal Review by Campus Director
A student who disagrees in any way with a decision regarding a request for accommodation may seek review of a decision under this procedure by contacting the Campus Director. Requests for review of a decision should be made promptly and in any event within 10 days of the accommodation decision being made, unless the student can show good cause for the delay. Time-sensitive requests should be made as far in advance as possible.

If the Campus Director feels that the disagreement can be resolved informally, the Campus Director will try to do so, working with the student and the Director of Education and any other necessary individuals (such as a faculty member, for example). If informal resolution is ineffective or impractical, the Campus Director will refer the matter to the Office of the Chief Academic Officer for investigation and review.

3. Next Level Review: Office of the Chief Academic Officer
The Office of the Chief Academic Officer’s staff will review the determination of the disability accommodation request and investigate the matter as needed. This includes requests for information from the instructor or director of the relevant program or activity for which the student is seeking an accommodation, where necessary. The Office of the Chief Academic staff will present his or her findings to the Chief Academic Officer, who will decide whether any changes to the original decision should be made.

If the Chief Academic Officer decides that an additional or different accommodation should be afforded, the Director of Education will issue a (revised) accommodation letter(s) to the student and any other necessary parties (such as the instructor). If the Chief Academic Officer upholds the initial accommodation determination, he or she will notify the student, the Director of Education and the Campus Director, and the matter will be closed.

The review and determination of any appeal to the Chief Academic Officer will be made within 60 days of the review being sought.

VIII. Protection from Retaliation
Delta Career Education Corporation prohibits any form of retaliation against a person who participates in a grievance process. Retaliation can take many forms, ranging from students harassing or ostracizing another student to a faculty member excluding a student from an educational activity. Delta Career Education Corporation will immediately address any retaliatory actions that occur.

IX. Interpretation
Questions concerning the application of this policy and the application of the ADA or the Rehabilitation Act to students may be made in writing to the following:
Acceptance
All material submitted to McCann School of Business & Technology Sunbury becomes the property of the school. Upon completion of the necessary steps, each student will receive written notification of acceptance into the program. To be officially accepted into a program with a provisional period requirement, a student must complete the provisional period. For the first 28 calendar days of the student's program, the student's enrollment is provisional only. The student’s enrollment becomes regular only after the student maintains continuous enrollment for the 28-day period and satisfies all other conditions of regular enrollment that are identified in writing to the student. These other conditions (which also apply to programs without a provisional period requirement) include, but may not be limited to, (a) sufficient proof that the student has a high school diploma or its equivalent, (b) sufficient proof that the student has no more than $20,000 (or a higher amount, if approved in writing by the school) of student loan indebtedness and is not in default in repayment of any student loan indebtedness and (c) a satisfactory background check on the student. For certain programs, regular enrollment may also require the student's passing enhanced entrance testing or enrolling in additional classes. If the student does not successfully move from provisional enrollment to regular enrollment, the school will not charge the student any tuition, fees or other amounts (other than any fees identified in the enrollment agreement as nonrefundable).

Background Checks
All students applying for admission are required to undergo a background check. McCann School of Business & Technology Sunbury uses an unaffiliated service provider to perform these background checks. McCann School of Business & Technology Sunbury may deny admission to a prospective student based on the results of his/her background check, or may deny enrollment into certain programs based on those results. McCann School of Business & Technology Sunbury may also dismiss an enrolled student as a result of a criminal conviction during the student's course of study. Certain programs offered by McCann School of Business & Technology Sunbury require students to successfully complete externship, practicum or clinical coursework at unaffiliated sites. Before accepting students, certain of those sites require background checks of their own. A student who cannot be placed at a site for any reason, including a background check result unsatisfactory to that site, may be unable to finish the program's required coursework and, therefore, may be unable to graduate. Employers in many fields also require pre-employment background checks of their own. Background check results unsatisfactory to employers in a particular field may limit a student's employment opportunities even if that student has graduated from a program in that field offered by McCann School of Business & Technology Sunbury.

Drug Testing
Contracted externship/practicum sites may require students to undergo a drug test prior to beginning an externship/practicum experience. Students who refuse to submit may be unable to continue in their academic programs and may also be ineligible for employment in their career fields.

Assessments
The school requires an entrance examination, the Wonderlic Scholastic Level Examination (SLE) prior to enrollment and a basic skills assessment, the Wonderlic Basic Skills Test (WBST) prior to the first term to measure the level of academic skill achievement. Only students enrolling in programs that require English (EN or ENG) and Math (MH and MTH) courses will be required to complete the WBST.

The school uses results from the SLE to evaluate each student's qualification for admission. The Director of Education may waive the SLE based on documentation of prior academic work. An applicant who has previously completed a degree will not be required to take the SLE if the applicant shows evidence of degree completion in the form of an official transcript prior to enrollment. An applicant who does not provide evidence of having completed a degree will be required to take the SLE.

The school uses the WBST to determine whether or not an applicant will need to take Foundations coursework in programs that require English (EN or ENG) and Math (MH or MTH) courses. The Director of Education may waive the WBST for an applicant who has successfully completed college-level coursework in English or mathematics and who provides documentation of satisfactory course completion. Once the WBST has been completed, the applicant is bound by the score of the assessment regarding the required Foundations courses. A transcript presented after completion of the WBST will not exempt the applicant from Foundations classes if the WBST results show that the applicant needs the Foundations courses to successfully complete his or her program.

Foundations Courses
Through McCann School of Business & Technology Sunbury’s Basic Skills Assessment and evaluation program, applicants who fall below minimum acceptable standards on the Wonderlic Basic Skills Test for Math and English will be required to enroll in Foundations courses as an institutional requirement. Only students enrolling in programs that require English (EN or ENG) and Math (MH and MTH) courses will be required to complete the WBST. Foundation coursework, when required, is considered to be an institutional requirement that is necessary based on entrance examination results. These courses are in addition to the minimum credit hours needed for program completion. The minimum score on the WBST for Math is Level II and for English is III. Foundations classes are offered at regular tuition rates and are included in the enrollment status for the student when determining Title IV eligibility. Students who require enrollment in Foundations classes are informed during the admissions process, and, in some cases, these courses will extend a student’s program beyond the average completion time. Foundations courses are awarded grades of “S” (satisfactory) or “U” (unsatisfactory), which do not affect the student’s grade point average and, when required, are in addition to the English and mathematics program requirements for each academic program as outlined in the catalog. A student who, after two attempts, does not successfully complete a foundations course may be considered as not making satisfactory progress and may be unable to continue as a matriculating student.

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High School Articulation Program

The high school articulation program allows high school seniors to earn credits for skills they have acquired in a particular subject(s) by demonstrating proficiency in that subject(s) through examination given by McCann School of Business & Technology Sunbury or through AP testing at their high school.

The tests given by McCann School of Business & Technology Sunbury are the equivalent of a comprehensive final examination in a subject area and a grade of “B” is required. Any proficiency test may be taken only one time, must be for a course required in the student’s program, and the student must have taken the subject(s) during their high school studies. There is no charge for the tests and they must be taken during the testing dates published by the campus and no later than May 1 of the student’s senior year. A student may earn up to 49% of the total credit or clock hours toward their selected program of study through proficiency. Students must enroll and attend classes within six months of their high school graduation date to earn the articulation credits.

High school students may also opt to pay a fee for AP testing at their high school after completing an AP course. AP test scores will be recognized for college credit as long as the AP course is considered to be equivalent to McCann School of Business & Technology Sunbury coursework, and a minimum score of 4 is achieved. If a score of 3 is earned on the AP English Language or Composition or Calculus examinations, students are not required to take the placement assessment as part of entrance requirements. Students are required to submit their AP scores to McCann School of Business & Technology Sunbury administration for applicable credit assignment.

See the Admissions Office for more information regarding high school articulation.
Transfer of credit

Students who wish to transfer credits from another institution must submit transcripts from all post-secondary schools attended. An applicant may be granted transfer credit for courses taken at other schools that are determined to substantively address a consistent set of learning objectives compared with courses offered at McCann School of Business & Technology Sunbury. Transfer of credit evaluations will be conducted using the following guidelines:

1. An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.
2. Credits must have been earned in courses offered at an accredited institution acceptable to McCann School of Business & Technology Sunbury.
3. A grade of "C" or "2.0" or higher must be earned in each course completed to be eligible for transfer.
4. Credits will be evaluated on a course by course basis. In most instances, core requirements must be transferred within seven (7) year of completion. No timeframe restrictions will be imposed on general education coursework.
5. Classes taken at institutions operating on quarter systems will be evaluated as direct equivalent credits into quarter credit programs. Those transferred from institutions operating on a semester basis to quarter hour institutions are multiplied by one and one half to convert them to quarter credit hours.
6. All credit transfers should be submitted by the end of the first term of attendance at the school. In the case of a clock hour program, any course accepted must be at least the same number of clock hours as the course for which it is accepted.
7. Courses that are classified as foundational in nature are not transferable.

In all cases of transfer of credit, McCann School of Business & Technology Sunbury will attempt to avoid excessive loss of previously earned credit and avoid course work duplication. Any questions about transfer of credits/clock hours should be discussed with the Director of Education.

Maximum Transfer Credits Accepted

The total credits not earned in residency, including credit by transfer and credit by proficiency testing, may not exceed seventy five percent (75%) of the total credits required for the completion of the program of study, including 75% of the total hours required in the major study area.

A student's final 15 credit hours must be completed in residency. Exceptions to the final 15 credit requirement must be approved by the Director of Education.

The 25% residence requirement may be waived for a student transferring from one Delta Career Education Corporation Campus to another.

Coursework Completed at Foreign Institutions

Credit earned at foreign institutions must be externally evaluated by a Delta approved foreign credential evaluator which includes National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) members.

Transfer Credit for Proficiency Testing

Delta schools may offer the opportunity for students to demonstrate proficiency in a course's content and receive course credit by examination. Both internal and external proficiency credit may be considered.

Internal proficiency exams are available for certain courses to provide students with the opportunity to earn credit for course material in which they have previous experience. Students must apply to request a proficiency examination for a particular subject. Such a request should be granted if an examination is available and the Director of Education has reason to believe the student’s experience or training warrants such an evaluation. Students who were enrolled in the course beyond the Drop/Add period are not eligible to sit for the exam and a proficiency exam may only be attempted once. A score of 80% or higher is required to earn internal proficiency credit.

External Proficiency credit may also be granted to students who achieve acceptable scores on specific nationally recognized examinations such as CLEP and Advanced Placement (AP). The Director of Education will review examinations proposed for credit to determine whether the material covered in the examination matches coursework in the student’s program of study.

Transfer of Credit for Military Personnel

McCann School of Business & Technology Sunbury recognizes and uses ACE Guide to the Evaluation of Educational Experiences in the Armed Services in evaluating and awarding academic credit for military training and experience. The Joint Services Transcript is generally available that validates a service member's military occupational experience and training along with the corresponding ACE college credit recommendations.

McCann School of Business & Technology Sunbury will limit academic residency to twenty-five percent or less of the program requirement for all programs for active duty service members and their adult family members (spouse and college age children). In addition, there are no final year or final term residency requirements for active duty service members and their family members. Academic residency can be completed at any time while active duty service members and their family members are enrolled. Reservist and National Guardsmen on active duty are covered in the same manner.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

McCann School of Business & Technology Sunbury is an accredited institution that is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits earned at McCann School of Business & Technology Sunbury is determined solely by the receiving institution. Students wishing to transfer credits should first consult with the Registrar at those institutions concerning acceptance. Accreditation alone does not guarantee credit transfer. The school cannot and does not guarantee credit transfer.

Transfer to Other Delta Career Education Corporation Institutions

Students in good standing may transfer to another campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled.

NOTE: Students transferring programs within the same OPEID are not considered transfer credit. Please reference the Program Changes section outlined in the Satisfactory Academic Progress policy.
Proof of Previous Education

As a student receiving any Veteran Affairs (VA) funding, it is required to show proof of all previous education obtained for High School/GED and Post-Secondary studies. When applying for VA Benefits, a student must complete a transcript request for all schools previously attended. The school will submit the request at no cost to the student applying, and the student will initially be certified for the first academic term. The school should receive the requested transcript(s) within the students first term to ensure accurate scheduling and timely certification of future charges. Each state has published limitations for how long a student may be certified without receipt and evaluation of prior coursework transcripts. Students with transcript(s) not received within their State’s Limitation will no longer be certified for future coursework until the school has received the required transcript(s). Exceptions to these limitations must be approved by the State Approving Agency and Campus Director.

Articulation Agreements

- Alvernia University, Reading, PA, will accept qualified McCann students who have completed their Associate of Specialized Business (ASB) or Associate of Specialized Technology (AST) programs.
- Central Pennsylvania College, Summerdale, PA, will accept up to 62 credits if the student meets pre-determined academic requirements of all incoming prospective students.
- University of Phoenix. All credits from ASB/AST degrees awarded by McCann will transfer to the University of Phoenix. Additional general education requirements may be needed to fulfill program requirements.
- Slippery Rock University, Slippery Rock, PA, may accept certain credits that transfer into a specific degree program. Contact Slippery Rock directly for more information.
- Pennsylvania College of Technology will accept up to 60 credits if the student meets pre-determined academic requirements of all incoming prospective students.

Jump Start Program

The McCann School of Business & Technology Jump Start program is an early enrollment registration program for high school students in the eleventh (11) and twelfth (12) grades only. Contact the Admissions Office for details.

Distance Education

McCann School of Business & Technology Sunbury students may have the opportunity to complete a portion of their programs of study, subject to limits established by the institution’s state licensure and accreditation, through distance education in hybrid programs of study. Admission requirements for hybrid programs do not vary from admission requirements for programs of study offered entirely on ground. Hybrid programs of study allow students in certain programs of study to complete up to 49 percent of the program through online courses. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. All distance education/online courses offered by the campus have been deemed as equivalent in content and quality to the same courses offered via traditional, campus-based delivery methods.

Under certain circumstances, such as a student getting out of sequence with course schedules or courses that may not be offered each term, students enrolled in a campus-based program may be required to take online classes to graduate.

At least 51 percent of the educational program must be taken on campus. The actual percentage of the program offered online will depend on the program selected and the educational delivery for each course. Student should contact the campus Online Learning Coordinator for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses. Under certain circumstances, completion of online courses may be required for graduation. Students participating in hybrid programs must complete the following actions:

- Complete the online student orientation;
- Receive Program Director or Director of Education approval;
- Meet with the Online Learning Coordinator;
- Receive approval from the Online Learning Coordinator; and
- Sign and return Student Responsibility Forms.

Consortium Agreement—Hybrid Learning

McCann School of Business & Technology Sunbury has engaged in a third-party distance education consortium agreement with Miller-Motte College, Wilmington, NC. Miller Motte College, Wilmington, NC serves as the host institution for all colleges and post-secondary institutions owned and operated by Delta Career Education Corporation. This agreement enables students enrolled in an eligible program of study to register for online courses that apply toward the academic requirements of certificate, diploma, or degree programs delivered by the home institution. Students taking online courses delivered by Miller Motte College, Wilmington, NC may be comprised of students enrolled at other Delta Career Education Corporation post-secondary schools, located in other cities and states.

All distance education/online courses offered by the campus through this consortium agreement have been deemed as equivalent in content and quality to same courses offered via traditional, campus-based delivery methods. Ground students who take online courses offered by the host institution, as a result of the consortium agreement, are limited to taking no more than 49 percent of their program of study in the distance learning format. Students who take an online course are required to complete an online orientation program to assure readiness to navigate the Learning Management System and to engage in the distance learning activities.

Every effort is made to provide students with flexibility in class schedules and instructional formats. However, courses that are offered on ground as well as those that are offered online are subject to change without notice. Students may be required to take a course in either format in order to complete their program of study by their on-time scheduled graduation date.
Authentication and Protection of Student Identity
Each student is provided a unique user name and password for the purpose of authenticating each student's identity when entering the online classroom. Students are prohibited from providing their passwords and log-ins to any other individual. Furthermore, student identity is authenticated through a series of email, telephone interviews, and/or meetings with the campus Online Learning Coordinator. Each student’s username, password and email address are used to authenticate student identity in order to complete assignments within the Learning Management System. All testing is completed through the Learning Management System and the unique username and password is used to verify student identity.

The student’s unique username and password is used to verify student identity. Neither the Institution nor Delta Career Education Corporation will release any student's username and password to any individual which would violate a student’s rights under the Federal Educational Rights and Privacy Act.

No student is assessed any additional charges or fees associated with the verification/authentication of student identity.

Technology Specification for Online Courses
Each student enrolled in an online course(s) or program of study delivered by Miller-Motte College is expected to have access to an internet connection, computer hardware and operating software as outlined below. Campus computer labs are available to access online course content and to meet the necessary technology requirements.

Students Accessing Courses Online
To have a quality learning experience in online course(s), a student must use a computer that meets or exceeds the following specifications:

- Operating System: Windows XP SP3, Windows Vista SP2, Windows 7, Windows 8 Processor: 1 Ghz or higher
- Memory: 1GB or higher
- Hard Drive 25GB of available hard drive space
- CD ROM DVD-ROM 16XDirectX 9 compatible sound card Headset or speakers
- Monitor/display video card capable of 1024x768 resolution Internet Connection: 56Kbps or High Speed Cable or DSL connection
- Microsoft Office 2010 or higher
- Adobe Reader X
- Flash Player 10
- Internet Explorer 8, 9 (32-bit) OR
- Mozilla Firefox (most recent release-Mozilla Firefox16) (32-bit)
- Safari (most recent release—Safari 5) (32-bit)
- Chrome (most recent release—Chrome 23) (32-bit)

MAC Specifications:
- Power Mac G5 processor
- OS X 10.2 with Firefox 1.5 or OS X 10.3 and above with Safari 1.2 or Firefox 1.5
- 1GB of RAM (minimum)
- 25GB of available hard drive space
- CD ROM 4x
- DVD-ROM
- Hardware-accelerated OpenGL graphics card
- Sound Blaster compatible 16-bit sound card
- Headset or speakers
- Monitor/display video card capable of 1024x768 resolution and 32-bit color
- Internet Connection: 56Kbps or High Speed Cable or DSL connection

Note for those who may access courses from their places of employment: Employers often place restrictions on the content allowed through an organization’s firewall or network security measures. Such measures may affect the student’s ability to access online courses from the student’s place of employment, or while using employer-provided internet access. Internet access provided through a student’s employer is beyond the college’s ability to predict or control.

Mobile Devices
The student portal is currently certified to work on an iPad and iPhone 4 and 5 devices. Student portal access is not currently available on Android devices. The Moodle Learning Management System and other third party vendor web applications are not certified to work on mobile devices. Delta cannot guarantee that third party websites and applications will function with a student’s mobile device.
Internet Policy

Acceptable use of Internet access, which connects thousands of computers and millions of subscribers, is available to students and staff. Internet access can promote educational excellence by facilitating resource sharing, innovation, and communications.

Throughout the educational community, the Internet can be used to educate and inform staff and students. As a learning resource, the Internet is similar to books, magazines, audio recordings, videos, CD-ROMs, and other information media. Student and educators use the Internet to participate in distance learning activities, to ask questions, and consult with experts, to communicate with other students, educators, and individuals, and to locate materials to meet educational needs.

The Internet also provides access to material that is of no educational value. However, the value of the information found and interaction available outweighs the possibility of locating inappropriate material.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of all users who must adhere to strict guidelines. The guidelines, which require efficient, ethical, and legal utilization of the network resources, are provided here so that users are aware of the responsibilities they are about to acquire. In addition, guidelines from other service providers may result in access being suspended and or future access being denied.

Online Responsibilities

a. Acceptable use
The goal of providing Internet access for students and staff is to support education and research consistent with the educational objectives of the School. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of School Policies.

b. Privileges
The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege. The equipment, network, and data are the sole property of the School. Therefore, the School retains the right to monitor and or audit any network account at random to insure that the user is adhering to this policy.

c. Network Etiquette
While each user has the right to free speech, each user is expected to abide by the School’s accepted code of conduct. Appropriate behavior in telecommunications includes, but is not limited to:

i. Being polite
ii. Using appropriate conduct. Do not swear, use vulgarities, be abusive, post or publish objectionable material.
iii. Not engaging in illegal activities.
iv. Not revealing personal addresses or phone numbers.
v. Recognizing that school electronic mail is not private. Messages relating to or in support of illegal activities or in violation of the acceptable use policy will be reported to appropriate authorities.
vi. Not knowingly or carelessly performing an act that will interfere with the normal operation of computers, peripherals, or networks.
vii. Respecting copyright laws. All communications and information access via the network are private property unless otherwise stated.
viii. Not employing the network for commercial purposes.
ix. Not transmitting material that infringes upon the right of others.

d. Warranty
The School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages suffered using the Internet. These include, but are not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user’s risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

e. Security
Security on a computer system is critical especially when a system involves many users. Proper procedures for logging in and off the network must be followed. If a security problem is identified, the user must notify a system administrator or staff member. The problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on the Internet as the network administrator will result in immediate cancellation of user privileges. Users who have a history of problems with other computer systems or who have been identified as a security risk for any other reason will be denied access to the network.

Users are provided a unique user name and password and are prohibited from providing the user’s name and password to any other individual.

Student identity, of student participating in online courses/programs, is authenticated through a series of email, telephone interviews, and/or meetings with my Online Learning Coordinator and Student Services Coordinator. The students’ username, password and email address are used to authenticate the student’s identity in order to complete assignments within the Learning Management System. All testing is completed through the Learning Management System and the student’s unique username and password is used to verify the student’s identity.

A student’s unique username and password is used to verify the student identity and neither the Institution nor Delta Career Education Corporation will release the student’s username and password to any individual which would violate the student’s rights under the Federal Educational Rights and Privacy Act.

f. Vandalism
Vandalism will result in suspension or cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user or to damage other networks. This includes but is not limited to the uploading or creation of computer viruses.

Refer to the catalog’s Student Code of Conduct section for a list of possible disciplinary sanctions.
Re-Admission

Students who have withdrawn from McCann School of Business & Technology Sunbury and wish to be readmitted should contact the school. If the application for re-admission is for a different curriculum, the standard requirements for a change of program will apply. All applicants for re-admission will be required to complete the Smarter Measures Assessment the first time they re-enroll, unless taken during their previous enrollment. The assessment measures student readiness to return to school and engage in post-secondary learning based on non-cognitive indicators of success. The school uses the results of the assessment to determine the type of support that will be most beneficial to the student through the program of study.

Approval for readmission for the same curriculum or an alternate selection will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the instructors of the program to which the applicant is reapplying, and the applicant's career objectives. Prior tuition balances and student loan statuses must be clear before readmission application forms will be processed. Re-entering students must meet all admission requirements in place at the time of their re-entry. Applicants granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advisement sessions in order to remain enrolled at McCann School of Business & Technology Sunbury.

Individual Subjects

An application may be submitted for an individual subject by meeting with an Admissions Representative who will provide the class hours and the days or evenings on which the class meets as well as any prerequisites necessary for particular subjects. Tuition charges for such courses or programs are based on the total number of clock or credit hours scheduled.

Withdrawal Due to Military Leave or National Emergency

Students who are unable to finish a term due to military leave or declared national emergency, are entitled to a refund of all tuition and fees for the unfinished term. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student’s Satisfactory Academic Progress. If the student is deployed or impacted by a national emergency at the end of a term and completes his or her courses, then the tuition will not be refunded, the credits will be earned, and the student’s Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from any financial obligations for future terms. Students who choose to return to school can reapply as returning students. Affected students should confirm in writing their request to be removed from grading period and provide supporting evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment. Students are also encouraged to consider taking courses online whenever possible during deployments, so that they can continue to progress toward completion of their programs.

Affected individuals include the following, as well as their spouses and dependents:

- Active duty military personnel serving during a war, military operation or national emergency.
- Members of the National Guard performing a qualifying duty (i.e., called to active service by the President or Secretary of Defense for a period of more than 30 consecutive days) during a war, military operation or national emergency.
- People who reside or are employed in an area declared a disaster area by any Federal, State or local official in connection with a national emergency.
- People who suffer economic hardship as a result of a war, military operation, or national emergency.

Guaranteed Tuition Plan

Prior to registration all students must meet with financial aid concerning tuition arrangements. Students in continuous enrollment will be guaranteed the tuition rate and program fee rate in effect at the time of their initial class start date for the remainder of their programs. Students who leave school for any reason and later return will re-enter at the then current tuition rate and program fee rate in accordance with the current catalog. This guarantee does not apply to school fees or to books and supplies.
### Tuition

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<td>ASB</td>
<td>100</td>
<td>8</td>
<td>$258</td>
<td>$25,800</td>
<td>$1,700</td>
<td>$40</td>
<td>$80</td>
<td>$75</td>
<td>$600</td>
<td>$650</td>
<td>$5,200</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>Diploma</td>
<td>70</td>
<td>6</td>
<td>$258</td>
<td>$18,060</td>
<td>$840</td>
<td>$40</td>
<td>$80</td>
<td>$75</td>
<td>$450</td>
<td>$650</td>
<td>$3,900</td>
</tr>
<tr>
<td>Laboratory Technician</td>
<td>AST</td>
<td>100</td>
<td>8</td>
<td>$258</td>
<td>$25,800</td>
<td>$1,700</td>
<td>$40</td>
<td>$80</td>
<td>$75</td>
<td>$600</td>
<td>$650</td>
<td>$5,200</td>
</tr>
<tr>
<td>Network Administration &amp; Security</td>
<td>AST</td>
<td>98</td>
<td>8</td>
<td>$258</td>
<td>$25,284</td>
<td>$2,156</td>
<td>$40</td>
<td>$80</td>
<td>$75</td>
<td>$600</td>
<td>$650</td>
<td>$5,200</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>AST</td>
<td>92</td>
<td>7</td>
<td>$258</td>
<td>$23,736</td>
<td>$2,484</td>
<td>$40</td>
<td>$80</td>
<td>$75</td>
<td>$525</td>
<td>$650</td>
<td>$4,550</td>
</tr>
</tbody>
</table>

*Students enrolling in programs that require English (EN or ENG) and Math (MH and MTH) courses will be required to complete the WBST. Students who do not meet the minimum requirement on the assessments will be required to take Math and/or English foundations. Students needing foundations courses will incur respective charges for those courses which will add to the total cost of program.

### Tuition and Fees for clock hour programs

Tuition and fees for clock hour programs are calculated and charged for the entire program. They are not charged by the hour. The following tables show the cost of tuition and fees for the clock hour programs offered at McCann School of Business & Technology, Sunbury Campus.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Books per credit</th>
<th>Registration Fee</th>
<th>Graduation Fee</th>
<th>Total program charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Massage Therapy</td>
<td>$19,202</td>
<td>$2,326</td>
<td>$40</td>
<td>$21,648</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Books per credit</th>
<th>Registration Fee</th>
<th>Graduation Fee</th>
<th>Total program charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td>$10,480</td>
<td>$1,900</td>
<td>$40</td>
<td>$12,500</td>
</tr>
</tbody>
</table>

### Other Fees

- Returned Check Fee: $25 per item

Students re-enrolling at McCann School of Business & Technology Sunbury will be charged the same $40 registration fee which applies to all enrolling students, but will not be charged for an additional re-entry fee.
Payment Plans
Tuition, fees, and book supply charges are due and payable at registration. Arrangements may be made for students to pay on a monthly basis the portion of their charges not met by financial aid, scholarships, grants, or other sources. All payment arrangements must be discussed with the Financial Services office prior to registration.

Students expecting to use loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the school and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges.

Working students who are eligible for company-sponsored tuition reimbursement are required to advise and provide appropriate documentation to the Financial Services office.

Textbooks
Textbooks are available for purchase at the campus’ online-bookstore and may be in addition to tuition and fees based on your enrollment agreement.

Appropriate charges for textbooks will be added to your student account. Textbooks purchased by the student become the property of the student. The bookstore is offered as a service to students. Students are not required to purchase their books at the bookstore or from the school.

Book Provision for Pell Grant Eligible Students
Effective July 1, 2011, Section 668.164(i) of the regulations under Title IV of the Higher Education Act of 1965, as amended, requires that a school provide a way for a Federal Pell Grant eligible student to obtain or purchase required books and supplies by the seventh day of a payment period under certain conditions if the student were to have a Title IV credit balance. To satisfy that requirement, this institution provides required books and supplies to students through its online bookstore.

Students may choose to opt out of this method and obtain books and supplies on their own. To do so the students will need to notify the Business Office prior to the start of the term.

Past Due Accounts
The student is obligated for tuition, books, and other fees for each period of enrollment. Any student who is delinquent in payments due to the school is subject to exclusion from school privileges including, but not limited to, receiving grade reports, issuing of transcripts, and participation in graduation ceremonies. Students whose accounts are past due are subject to dismissal and/or referred to a collection agency at the discretion of the school.

Financial Aid
All students seeking financial assistance are required to meet with a Financial Services Officer or a representative of the Central Financial Services Team in order to determine Financial Services qualifications. The financial aid office of McCann School of Business & Technology Sunbury administers federal, state, and institutional financial aid programs as well as assists students receiving 3rd party benefits such as Veteran’s Benefits and Vocational Rehabilitation. All students seeking federal, state and institutional financial aid are required to submit the Free Application for Federal Student Aid (FAFSA). Please refer to the below sections on specific financial aid programs offered at McCann School of Business & Technology Sunbury.

Grants
Grants are money awards that do not have to be repaid and are given to students based specifically on financial need.

The Federal Pell Grant Program Provides federal grants to students who demonstrate calculated financial need. A student's Federal Pell Grant will vary depending upon his/her enrollment status (i.e. full-time, half-time, etc.). The Federal Pell Grant is considered to be the "floor" of the financial aid package, and may be combined with other forms of financial aid. Qualifications for the Federal Pell Grant are determined by the FAFSA.

State Grant Information
Pennsylvania Higher Education Assistance Agency (PHEAA) Grants are available to students who are residents of Pennsylvania. Eligibility is determined by financial need for Pennsylvania residents who are at least half-time students enrolled in PHEAA approved programs at McCann School of Business & Technology. Full-time students can receive a maximum of six (6) awards. Part-time students can receive a maximum of twelve (12) awards.
Loans

There are several loan programs available. Loans must be repaid.

A. William D. Ford Federal Direct Loan Program

Loans made through this program are referred to as Direct Loans, because eligible students and parents borrow directly from the U. S. Department of Education at participating schools. A student must be enrolled at least halftime to be eligible for a loan. Direct Loans include the following:

- **Direct Subsidized Stafford Loans**: Subsidized Stafford Loans are available to undergraduate students who display financial need. Financial need is determined by the results of the student’s FAFSA application and the school’s Cost of Attendance. The U. S. Department of Education pays (subsidizes) the interest that accrues on a Direct Subsidized Loan during the time the student is enrolled and during the student’s six month grace period (except for loans first disbursed between July 1, 2012 and July 1, 2014) before repayment on the loan begins. First year dependent and independent undergraduate students may borrow up to $3,500; second year dependent and independent undergraduate students may borrow up to $4,500 and third year dependent and independent undergraduate students may borrow up to $5,500.

- **Direct Unsubsidized Stafford Loans**: Unsubsidized Stafford Loans are available to undergraduate and graduate students. There is no requirement for a student to demonstrate financial need. The student is responsible for paying the interest that accrues on the Direct Unsubsidized Loan. Independent students (and dependent students whose parents are unable to obtain a Direct PLUS loan) may borrow up to an additional $6,000 for first and second year loans, and an additional $7,000 for third year loans. Also, all dependent undergraduate students whose parents do not qualify for a Direct PLUS Loan may borrow up to an additional $2,000 of Direct Unsubsidized Loans.

- **Direct PLUS Loan**: Direct PLUS loans are available to the parents, or adoptive parents, of undergraduate students. The PLUS loan allows parents to borrow to assist their dependent children in paying educational expenses. Payments on both principal and interest begin when the loan is fully disbursed. Parents may borrow up to the Cost of Attendance for the student’s program, less any other financial aid received. Federal PLUS loans are subject to credit check. Note: Direct PLUS loans are also available to graduate or professional students.

**Interest Rate Determination**

In August 2013, the Bipartisan Student Loan Certainty Act of 2013 (P.L. 113-28) changed how interest rates are determined on new loans. Interest rates are now linked to the 10-year Treasury rate, plus a fixed margin, and are determined as of July 1st of that year. Interest rates are still fixed for the life of the loan. For example, if the first disbursement of the subsidized or unsubsidized loan is between July 1, 2014 and June 30, 2015, the interest rate on the loan is fixed at 4.66%. The interest rate for a PLUS loan first disbursed between July 1, 2014 and June 30, 2015, is 7.21%.

B. Tuition Options

Students who have a gap for charges after all other financial aid fund sources have been exhausted and who can demonstrate an ability to pay can be offered extended payment plans through our third party servicer, Tuition Options. Tuition Options plans have a maximum of $8,000 per student with repayment periods of 12 months to 60 months depending on the amount of the loan. Students can see the Financial Services office for more information on this loan program.

C. Federal Work Study Program

The Federal Work Study Program (FWS) enables students to earn money for their educational expenses by working in part-time positions. Students are paid hourly for working generally twenty hours per week, depending upon the position. Federal Work Study students may work only in positions related to student services or their programs of study. Applications may be obtained from the Financial Services office and the application must be submitted to the Director of Financial Services. Students holding a bachelor’s degree are eligible to participate in the FWS. Applicants may be required to go through an interview process.

Vocational Rehabilitation

A student with a physical or mental disability which may be a handicap to employment may be eligible for training services provided through the state government agency for Vocational Rehabilitation. Students desiring further information should contact the admissions office or call Vocational Rehabilitation directly.

Veterans Education Benefits

Veterans, children, widows, widowers, and spouses of disabled or deceased veterans, and war orphans are eligible for educational benefits. The required application forms should be obtained, completed, and submitted to the school as far in advance of enrollment as possible, and may be obtained from the Veterans Administration office. Veteran benefits will be governed by the latest policies pertaining to the Veterans Administration regulations.

Veterans and eligible persons using veterans’ benefits are measured academically based on the satisfactory progress thresholds defined in Standards of Satisfactory Progress (SAP) policy as are all students attending the school. Veterans’ benefits will be suspended for any students who are academically suspended from the school. Refer to the SAP policy section for details of this policy.

Financial Aid Eligibility

Student financial aid applicants must satisfy certain requirements in order to be able to receive and continue to use financial aid. These requirements include, but are not limited to:

- Fulfilling all admission requirements;
- Submitting all documentation requested by the school or lender(s) or both;
- Maintaining satisfactory academic progress in accordance with school policy;
- Completing “aid specific” requirements, such as entrance and exit loan counseling.

In addition, graduating students who received federal student loans must complete exit loan counseling and meet all other graduation requirements before they will be considered a graduate and awarded a degree, diploma, or certificate. Withdrawing students who used federal student loans must attend exit counseling.
Enrollment Certification
For enrollment certification purposes: Full-time in clock hours is at least 24 clock hours per calendar week. Half-time in clock hours is at least 12 and less than 24 clock hours per calendar week.

Verification Policy
Because students sometimes make errors on their application, there is a process for verifying applications and making corrections. The U.S. Department of Education’s Central Processing System (CPS) selects which applications are to be verified, but the school also has the authority to verify additional students. If selected for verification of data submitted on the FAFSA, a copy of both the student’s and parents’ federal Tax Transcript may be required, and must be sent to the Financial Services office, along with required verification worksheets. All documentation must be submitted to the Financial Services office by the verification deadline as stipulated in the Federal Register. Please see the Financial Services office for those specific deadlines. If the required documentation is not submitted the student will not be considered for Federal Pell Grant or Federal student loans. The Financial Services office will notify the student in writing if an award has changed due to verification.

Scholarships
The following scholarships are available to eligible students:

Presidental
Up to five (5), 25% scholarships will be awarded to students in the top one-tenth of their high school graduating class. This scholarship applies only to tuition costs. Graduating high school seniors who begin their full-time program of study during the July academic term at a McCann campus in the same year as their high school graduation are eligible. The process includes an application, testing, and an interview. Applications are available in the Admissions office.

Academic Excellence
Up to three (3) 50% scholarships will be awarded to students. This scholarship applies only to tuition costs. Graduating high school seniors who begin their full-time program of study during the July academic term in the same year as their high school graduation are eligible. The process includes an application, testing, and an interview. Applications are available in the Admissions office.

Alumni
Children of McCann alumni can receive a maximum $600 scholarship over six terms (18 months) awarded at $100 per term to be used for bookstore purchases. Students must have full-time status and be enrolled in a degree or diploma program. There is no application deadline for this scholarship, but verification of parent attendance will be completed by the Campus Director’s office. Please contact the Admissions office for more information on qualifying for an Alumni scholarship.

Institutional Scholarships
McCann School of Business & Technology Sunbury offers scholarships in conjunction with the Imagine America Foundation’s Imagine America High School Scholarship Program (http://www.imagine-america.org/ highschoollscholarships). Under this program, McCann School of Business & Technology Sunbury offers a $1,000 scholarship in the form of a tuition credit each calendar year to one graduating senior or graduate at each participating high school. Interested persons should apply online directly to the Imagine America Foundation. The executive and guidance staff at each participating high school select the student who will receive the tuition credit. McCann School of Business & Technology Sunbury will apply the tuition credit in equal amounts each payment period during the selected student’s first academic year.
Cancellation and Refund Policy

The SCHOOL has adopted this Cancellation and Refund Policy for all of its campuses. The reason for a student’s cancellation or withdrawal does not affect how this Cancellation and Refund Policy is applied.

Written notice of cancellation or withdrawal will take place on the date the letter is postmarked or in a case where the notice is hand carried, it shall occur on the date the notice is delivered to the SCHOOL. The date of acceptance will be the delivery date of the notice of acceptance. If the notice is delivered by mail, it will be the postmarked date of the letter of acceptance.

Provisional Enrollment

Students who do not successfully move from provisional enrollment to regular enrollment are not responsible for tuition, fees or other charges. Any tuition, fees and other charges that have been paid will be refunded in full if a student is not accepted for regular enrollment.

When written notice of cancellation is received from a student prior to the end of the drop/add period of the initial period of enrollment and prior to attending any course(s), all tuition, fees and other charges will be refunded in full. (California students will receive a full refund of tuition, fees and other charges if notice of cancellation is received by the conclusion of the first class session attended, or by the seventh day after signing an ENROLLMENT AGREEMENT, whichever is later.)

Regular Enrollment

This section of the Cancellation and Refund Policy determines the amount of institutional charges that the SCHOOL has earned, and for which the student who has successfully moved from provisional enrollment to regular enrollment must pay, based on the student’s attendance. For purposes of determining the refund or the amount a student owes for the time attended, a student shall be deemed to have withdrawn when any of the following occurs: (a) the student notifies the SCHOOL of the student's withdrawal or the actual date of withdraw, (b) the SCHOOL terminates the student’s enrollment as provided in the ENROLLMENT AGREEMENT; or (c) the SCHOOL withdraws the student if the student fails to attend as outlined by the attendance policy. In these cases, the date of withdrawal will be assumed to be the last date of recorded attendance.

For non-term-based programs:

If a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the period charged, but before completion of 60% of the period charged (75% for students attending in Texas), the amount charged for tuition for the completed portion of the period charged shall not exceed the prorated portion of the total tuition charged for the period arrived at by multiplying the total tuition charged for the period by the ratio of the length of the completed portion of the period charged to the total length of the period charged.

Example: Assume that a student, upon enrollment in a 720-hour (32 week) program that costs $6,400 for tuition and $325 for books and supplies, as specified in the ENROLLMENT AGREEMENT, withdraws after attempting 240 hours and without returning the books and supplies the student obtained. The pro rata refund to the student would be $4,267 based on the calculation set forth below. In addition, books returned within seven days following withdrawal will be credited to the student's account if they are in "like new" condition.

\[
\frac{\text{Amount charged}}{720 \text{ Total Hours}} \times 480 \text{ Remaining Hours} = \frac{\$6,400}{480} \times 480 = \$4,267
\]

Actual Refund Amount

For term-based programs:

If a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the period charged, but before completion of 60% of the period charged (75% for students attending in Texas), the amount charged for tuition for the completed portion of the course(s) shall not exceed the prorated portion of the total tuition charged for the period arrived at by multiplying the total tuition charged for the period by the ratio of the number of days attended to the total number of days in the period.

Example: Assume that a student, upon enrollment in a 78 day (12 week) term with the following costs $4,980 for tuition, $288 Program Fee, $100 Technology Fee, and $325 for books and supplies, as specified in the ENROLLMENT AGREEMENT, withdraws after attending 25 days and without returning the books and supplies the student obtained. The pro rata refund to the student would be $3,384 based on the calculation set forth below. In addition, books returned within seven days following withdrawal will be credited to the student's account if they are in like new condition.

\[
\frac{\text{Amount charged}}{78 \text{ Days}} \times 53 \text{ Days Remaining} = \frac{\$4,980}{78} \times 53 = \$3,384
\]

Actual Refund Amount

(Fees are included for students who attend in Tennessee)

If the student ceases to attend the SCHOOL after completing 60% of the period charged (75% for students attending in Texas), the student will be charged 100% of the tuition and charges applicable for all courses in the payment/academic period.
Return to Title IV
SUMMARY OF THE REQUIREMENTS OF 34 CFR 668.22 - TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how McCann School of Business & Technology Sunbury must determine the amount of Title IV program assistance that a student earns if the student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. Please note that McCann School of Business & Technology Sunbury does not participate in all of these Title IV programs.

When a student withdraws during his or her payment period or period of enrollment the amount of Title IV program assistance that a student has earned up to that point is determined by a specific formula.

If a student did not receive all of the funds that the student earned, the student may be due a Post-withdrawal disbursement. The school may automatically use all or a portion of the student’s Post-withdrawal disbursement of grant funds for tuition and fees. If the student’s Post-withdrawal disbursement includes loan funds, the school must get the student’s permission before McCann School of Business & Technology Sunbury can disburse them. The student may choose to decline some or all of the loan funds so that the student doesn’t incur additional debt. However if the student owes a balance to the school, the student may want to authorize the loan disbursement to pay those charges in order to avoid having a payment to the school in addition to the Federal Loan payment.

While McCann School of Business & Technology Sunbury will automatically use all or a portion of the student’s Post-withdrawal disbursement of grant funds for tuition and fees, the school needs the student’s permission to use these funds for any other school charges. If the student did not give permission, the student will be offered the funds.

There are some Title IV funds that cannot be disbursed to the student once he or she withdraws because of other eligibility requirements. For example, a first-time, first-year undergraduate student who has not completed the first 30 days of his or her program before withdrawing will not receive any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If a student receives (or the school or parent receives on the student’s behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

a. The student’s institutional charges multiplied by the unearned percentage of the student’s funds, or
b. The entire amount of excess funds.

The regulations require that the school return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

a. Unsubsidized Direct Stafford loans (other than PLUS loans).
b. Subsidized Direct Stafford loans.
c. Federal Perkins loans.
d. Direct PLUS loans.
e. Federal Pell Grants
f. Federal Supplemental Educational Opportunity Grants (FSEOG) Federal Teach Grants for which a Return is required.
g. Iraq Afghanistan Service Grant for which a return is required.

Refunds to the student or any of the Title IV or State programs will be paid within 45 days from the withdrawal/termination date (30 days for Georgia students and any shorter period required by applicable law).

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the borrower makes scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called a grant overpayment. Any overpayment as a result of withdrawal will be returned to the Department of Education on the student’s behalf. However, the return of this overpayment may result in a debt owed to McCann School of Business & Technology Sunbury. The requirements for Title IV program funds when a student withdraws are separate from the school’s refund policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges that the school was required to return.

For purposes of calculating a clock hour return to Title IV that has externships or clinic classes without a defined schedule in CampusVue, the scheduled hours used in the return to Title IV calculation will be determined by using the total contact hours for the course divided by the number of weeks in the externship or clinic classes. If a daily hour subdivision is needed, to determine a student’s LDA, a week in an externship or clinic class will be divided by 5 days. This is only in the case a student drops in that class and they need to calculate scheduled hours up to LDA.

This policy explains the requirements for the return of Title IV funds, which is part of the institutional refund policy.
**Definition of Withdraw and Return to Title IV**

For purposes of calculating Return to Title IV, a student is considered to have withdrawn from a payment period or period of enrollment if—

(A) In the case of a program that is measured in credit hours, the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete;

(B) In the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete; or

For a student in a non-term or nonstandard-term program, the student is not scheduled to begin another course within a payment period or period of enrollment for more than 45 calendar days after the end of the module the student ceased attending.

For answers to questions about Title IV program funds, students should contact one of the school’s Financial Services Officers.

**Return to Title IV and Recording of Attendance**

For purposes of calculating Return to Title IV, because this institution voluntarily records attendance in all programs and classes, the school is determined to be a school that is required to take attendance, and as such, uses the student’s last recorded day of attendance in determining the percentage of Title IV aid earned for the payment period or period of enrollment.

**Career Services**

The primary purpose of Career Services is to help McCann School of Business & Technology Sunbury graduates obtain employment in their areas of specialization. Satisfactory completion of program course work by the student is the first step in the employment process. The Career Services office provides specific training in various job-seeking skills through required coursework, optional training sessions, graduation seminars, and individual advisement. The Career Services staff works with each student throughout his or her program to determine areas of employment interest and to explore placement options. This assistance continues through graduation and for alumni. Students are required to provide information that enables them to partner with Career Services in achieving their career goals. Students and graduates are notified of appropriate employment opportunities as they arise. Although it is impossible to guarantee each graduate a job, the Career Services office works to provide job leads and to assist the student in the placement process.

**Graduation Preparation**

Career Services provides a graduation preparation program for all students. The program acquaints new students with what the school expects of the student and what the student can expect from the school. The program is designed to provide the opportunity for advisement on academic matters, registering for classes, and answering questions. All new students are required to participate in the graduation preparation program.

**Advising Services**

Advising services are available to assist students in resolving educational, career, and vocational problems. General personal concerns relating directly to academic success can be addressed on campus whereas more serious concerns will be referred to the appropriate outside agency. The Director of Education, Business Manager, Registrar, and Program Directors can help students plan their educational programs as well as adjust to the demands of school.

**Tutorial Assistance**

The school provides assistance for students experiencing academic difficulties. Faculty will make every effort to identify students in need of assistance. Students are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their instructors. Tutors are available to work with students on an “as needed” basis at no charge to the student.

**Health Services**

McCann School of Business & Technology Sunbury has no health services located at the school. However, hospitals, clinics, and physicians are located nearby. The school seeks to assist students who have special health problems or limitations in the attainment of their educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973.

In the event of accident or illness on campus, the Director of Education should be notified immediately. Students who become ill, injured, or develop health problems requiring professional attention are referred to the emergency room of the hospital or to a local physician in accordance with instructions given by the student or the student’s family. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital.

Environmental health and safety on the campus are the responsibility of the school. It is the policy of the school to have all facilities comply with the requirements of the state and local building codes, the board of health, and fire department regulations.

**School Closings Due to Weather**

When inclement weather causes the possible delay or closing of the school, this information will be announced on local television stations after 6:00 a.m. for day classes and after 3:00 p.m. for evening classes. Closings for day and evening classes will be announced separately. Specific information is available via Schoolcast which can be accessed through the student portal.
Emergency Information

In the event of a fire or other disaster that requires evacuation of the campus, students should vacate classrooms and other areas of the building in an orderly fashion and gather at the designated locations so that the instructor may take attendance. Re-entry into the building is allowed only when the all-clear signal has been given. Students will find evacuation routes posted in each classroom.

Library

The library offers curriculum related resources, a quiet room to study and computers in the library. Library collections are online through LIRN (Library and Information Resources Network). Every student has access to online periodicals, e-books, videos and more. The online library has over 10,000 full-text material. The content includes academic, peer-reviewed, general interest, and reference material. In addition to resources there is trained library staff to help each student successfully complete their chosen programs. In addition to on-site assistance students can chat with a librarian online.

Online librarians can be accessed via the Student Portal and Campus Library Page at the following times:

Monday-Thursday: 1:00pm–9:00pm
Friday: 1:00pm – 6:00pm
Saturday: 10:00am – 6:00pm

Phone: 1-866-789-8006
Email: onlinelibrarian@mccann.edu

Housing

As most students reside within commuting distance, the school does not maintain dormitory facilities. However, students desiring housing accommodations should contact the Director of Admissions for information.

Publications and Announcements

Announcements can be read via the student portal. Announcements and updates are also posted on the bulletin boards throughout the corridors, classrooms, and student lounge. Student should check the student portal and bulletin boards periodically for any notices and/or special announcements.

Hours of Operation

Classes are scheduled Monday through Thursday, from 8:00 am to 10:30 pm and Fridays and Saturdays as needed. Administrative offices are open Monday through Friday. The dates of operation of the online bookstore are announced prior to the beginning of each term and at registration. Hours for each department are posted on office doors or near the offices. For current information, check the student portal.

Crime Awareness

Students are to report to the Campus Director, or in his/her absence to a faculty/staff member, any criminal activities taking place on the premises or in the parking lot of McCann School of Business & Technology Sunbury. This includes any school-sponsored function. Such actions will then be reported to the proper authorities.

Campus Visitors

Visitors to the school must check in at the reception desk upon arrival. Students are invited to have their parents, relatives, or friends tour the campus. If visitors have questions, they are welcome to meet with the staff.

Children

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the policy and ask him or her to remove the child from the classroom. If a child is left unattended, the Director of Education or other administrator should be notified. The Director of Education will then locate the parent and inform him or her of the policy. The school assumes no liability for injuries incurred by minors while on campus.

Student Code of Conduct

Statement of Shared Responsibility

Students, faculty, staff and administration constitute a community of learners. Collectively, we share responsibility for exchanging knowledge and information, creating a culture that respects and values diversity and for maintaining an environment of accountability. Within the challenging and supporting learning environment at McCann School of Business & Technology Sunbury, students of all ages, ethnicities, religions, genders, abilities, socio-economic backgrounds and sexual orientations are welcome to engage in the process of preparation for career readiness, active citizenship and lifelong learning.

In order to realize its mission, all members of the McCann School of Business & Technology Sunbury community have a responsibility to promote and the right to expect:

Respect for Persons: The opportunity to ask questions and to express opinions is fundamental to the learning process. Diversity in perspective strengthens the learning environment for all participants. All members of the community will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the campus is free from intimidation and harassment. Disagreements among members of the community are expected to be resolved through a process that preserves mutual respect.
Respect for the Learning Process: Community members should be committed to a journey of continuous improvement for themselves and for others. Each individual brings with him/her a unique set of knowledge, skills, abilities and experiences that add richness to the learning environment. Individuals will progress at their own rate, within the approved parameters of the curriculum, capitalizing upon their own preferred style of learning in order to make progress on their journey. The unique journey of each individual should be encouraged and honored. The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals.

Respect for the Learning Environment: The physical and virtual classroom, the institutional facilities and the campus, as well as all equipment and learning materials constitute the learning environment. Expectations for adherence to the Student Code of Conduct apply to those instances where the learning experience extends beyond the institution, such as situations that involve a field trip or the completion of a course assignment that requires interaction beyond the campus or the immediate area of the institution. Property, equipment, or learning materials vary by program. The safety of all members of the learning environment is of the utmost concern to the institution. Students must adhere to the dress code requirements for their program of study. All members of the learning community will utilize the resources provided by the institution as instructed and with caution, making college officials aware of issues associated with facilities, equipment or learning materials.

Respect for Academic Integrity: All members of the community are required to adhere to institutional standards of academic integrity. One of the greatest values of participating in a community of learners is the opportunity to learn from others; however, individuals must acknowledge the sources of the information that are used to advance a point of view. Academic misconduct involves dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one’s work or submitting the same assignment for multiple courses without the knowledge of the instructor.

Student Code of Conduct Policy Statement
McCann School of Business & Technology Sunbury affirms its commitment to provide an engaging learning environment and promote the exchange of ideas among the members of the learning community. All individuals who come to McCann School of Business & Technology Sunbury to work and study will be accepted as unique individuals worthy or making a valuable contribution to the learning environment. Discrimination, disruption or harassment on the basis of age, ethnicity, religion, gender, ability, socio-economic background or sexual orientation will not be tolerated.

McCann School of Business & Technology Sunbury accepts responsibility for communicating these values to students, faculty, staff, administration and the community served by the institution. The success of the policy to protect the learning environment and those engaged in the learning process is dependent upon the willingness of members of the community to make known behaviors and conduct that violate the policy.

A student found to have committed any one of the following Student Code of Conduct Offenses will be subject to the full range of sanctions including written reprimand, suspension and expulsion.

Student Code of Conduct Offenses
Academic Misconduct – Dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one’s work or submitting the same assignment for multiple courses without the knowledge of the instructor.

Dating Violence – Violence committed an individual (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship (ii) The type of relationship (iii) The frequency of interaction between the persons involved in the relationship. This offense applies to any such illegal activity by a current student, staff or faculty member.

Domestic Violence – Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. This offense applies to any such illegal activity by a current student, staff or faculty member.

Dishonesty – Provision and/or submission of false information to the institution by forgery, alteration or misuse of documents or records, falsifying a written or oral statement or submission of false identification to the institution.

Failure to Adhere to Dress Code – Programs of study are created to develop the knowledge, skills and competencies required for an identified set of career outcomes. As such, dress code standards that replicate the work environment may be imposed upon students enrolled in particular programs of study. The Dress Code may include requirements to wear a specific uniform. Alternatively, the Dress Code may limit attire that is worn to school or to school - related activities to defined standard, such as business attire or business casual attire. Finally, the Dress Code may necessitate removal of piercings and/or requirements to cover tattoos.

Mental or Bodily Harm to Self – Conduct that causes harm or has the potential to cause harm to one’s self including the intentional infliction of mental or bodily harm upon one’s self or taking reckless but not accidental, action which could result in mental or bodily harm.

Mental or Bodily Harm to Others – Conduct that causes harm or has the potential to cause harm to another individual, including:

- Behavior that intentionally inflicts mental or bodily harm on another person;
- Behavior that attempts to inflict mental or bodily harm on another person;
- Taking reckless, but not accidental, action that could result in infliction of mental or bodily harm on another person;
- Causing another individual to believe that the offender may cause mental or bodily harm to them;
- Sexual misconduct;
- Any act that deems or degrades another individual; and/or
- Coercion of an individual to inflict mental or bodily harm to another person.
Sex Discrimination and Harassment – Conduct that encompasses discrimination on the basis of an individual’s sex in any aspect of employment or education, including but not limited to,

- Hiring and firing;
- Compensation, assignment, or classification of employees;
- Transfer, promotion, layoff, or recall;
- Job advertisements;
- Recruitment;
- Testing;
- Grading;
- Acceptance or participation in an academic program or school activity;
- Use of employer's facilities;
- Training programs;
- Fringe benefits;
- Pay, retirement plans, and disability leave; or other terms and conditions of employment; and
- Engaging in conduct that has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment, including sexual violence, is a form of discrimination; it is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty and staff will treat one another with respect. All students, faculty, staff, and other members of the campus community, including intern/extern/practicum sites, are subject to this policy.

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature, constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
- Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
- The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms-subtle and indirect, or blatant and overt, including but not limited to, the following:

- It may occur between individuals of the opposite sex or of the same sex;
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student);
- It may be aimed at coercion an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance;
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe;
- It may also rise to the level of a criminal offense, such as battery or sexual violence.

Sexual violence is a physical act perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to discipline in action, but would not fall under the definition of sexual harassment. Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- Rape, sexual assault, sexual battery, sexual coercion or other sexual violence;
- Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person's body or other inappropriate touching of an individual's body;
- Remarks of a sexual nature about a person's clothing or body;
- Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- Sexual advances, whether or not they involve physical touching;
- Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- Inquiries, remarks, or discussions about an individual’s sexual experiences or activities and other written or oral references to sexual conduct.

Any employee or student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be subjected to retaliation in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information, however, is grounds for discipline.
"Retaliation" may include, but is not limited to, such conduct as:

- The denial of adequate personnel to perform duties;
- Frequent replacement of members of the staff;
- Frequent and undesirable changes in the location of an office;
- The refusal to assign meaningful work;
- Unwarranted disciplinary action;
- Unfair work performance evaluations;
- A reduction in pay;
- The denial of a promotion;
- Dismissal;
- Transfer;
- Frequent changes in working hours or workdays;
- Unfair grade;
- Unfavorable reference letter.

Determining what constitutes discrimination under this policy will be evaluated on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of discrimination. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the McCann School of Business & Technology Sunbury’s Student Code of Conduct. Other, lesser sanctions may be imposed, depending on the circumstances. Victims of dating violence, domestic violence, sexual assault, and stalking should contact his or her Campus Director to request changes to academic and working situations and how to request protective measures and receive support resources as set forth in the campus Annual Security Reports.

**Discrimination** - Civilly, criminally or administratively prohibited unequal treatment of a person based upon age, ethnicity, religion, gender, ability, socio-economic background, veteran status or sexual orientation.

**Disruption/Obstruction** – Obstructing or interfering with any institutional functions or activities, including instruction within a physical or virtual classroom.

**False Report of Emergency** – Causing, making or circulating a false report or warning of fire, explosion, crime or other threat to safety.

** Destruction of Property** – Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with institutional property, property associated with the institution including internship/externship sites or the property of any person on or associated with the campus.

**Theft or Possession of Stolen Property or Service** – Taking an item or utilizing a service without consent of an official of the institution or possessing property that can reasonably be determined to have been stolen from the college for from an employee or student of the college.

**Trespassing** – Forcible or unauthorized entry into any institutional facilities or facilities associated with the institution.

**Possession of Weapons or Dangerous Materials** – Unauthorized possession of a weapon or dangerous materials, including, but not limited to firearms, compressed-air guns, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous materials.

**Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Alcohol** – Manufacture, distribution, sale, offer for sale, possession or use of any illegal drug or narcotic or possession or use of alcohol while on campus or engaged in any school related activities.

**Use of Tobacco Products or Electronic Cigarettes in Unapproved Locations** - Smoking or use of tobacco products or electronic cigarettes in locations other than those approved for that purpose.

**Violation of Criminal Law** – An alleged violation of any federal, state or local criminal law where the conduct of a student interferes with the institution’s exercise of its educational objectives or responsibilities.

**Misuse or Abuse of Computers or Computer Networks** – Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, or network, including telephone or computer lines and wireless networks. Abuse includes utilization of school computers or Internet access in order to access pornographic web sites or to distribute pornographic material.

**Misuse of Safety Equipment** – Unauthorized use of or alteration of firefighting equipment, safety devices or other emergency safety equipment.

**Sanctions**

Enrollment into the institution signifies the student’s agreement to comply with the Student Code of Conduct. Failure to comply with the Code of Conduct will result in appropriate disciplinary sanctions.

The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals. The Code of Conduct additionally serves as a mechanism for educating members of the learning community about appropriate standards of behavior. In the event that a violation of the Code of Conduct occurs, the school will strive to utilize the incident as a teachable moment, imposing fair and progressive discipline. However, should an individual commit an egregious violation of the Student Code of Conduct, the school has the responsibility to impose the strictest of sanctions upon the student, up to and including suspension or expulsion.

Disciplinary sanctions are described below.
Verbal Warning
A verbal warning is an official conversation held between the Director of Education, or the Campus Director, and the student, making the student aware of an incidence of unacceptable behavior that is in violation of the Student Code of Conduct. A notation will be entered into the Student Information System but documentation does not become part of the student’s permanent record. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Written Reprimand
A reprimand is an official written notification of unacceptable behavior that is in violation of the Student Code of Conduct. The reprimand will be entered into the Student Information System and will become a permanent document in the student’s file. The student will be asked to sign the document and will be provided a copy of the reprimand. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Disciplinary Probation
Disciplinary probation is a conditional status imposed for a designated period of time within a term prohibiting the student from being present without permission on the campus or any property associated with the campus, including internship/externship sites. Disciplinary probation requires completion of a Code of Conduct Violation Form by an instructor and an approval by the Director of Education or Campus Director. Disciplinary probation may be used in those limited instances where a student is asked to leave a class for the duration of the day or day or until the Procedural Interview is conducted. The Procedural Interview should be scheduled within two business days of the incident. A copy of the form should be mailed and/or emailed to the student, indicating when he/she may return to class. The Disciplinary Probation Form becomes a permanent part of the student file and should also be notated in the Student Information System. The student must meet with the Director of Education or Campus Director to sign the form prior to returning to class. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Suspension
Suspension is the loss of privileges of enrollment at the institution for a designated period of time and prohibits the student from being present without permission on the property of the campus or any property associated with the campus, including internship/externship/clinical/practicum sites. As a result of being placed on suspension, the student will be awarded a grade of WF for any course in which they are currently enrolled. Regardless of whether or not the student is subsequently allowed to return to school to complete the program of study, the student is responsible for payment of tuition and fees and/or repayment of financial aid. The student shall be notified of the suspension in writing. The notification of suspension indicates the earliest possible date, in a future term, in which the student may consider submission of a request to return to school. The student is entitled to an opportunity to appeal the suspension. The notification of suspension becomes a permanent part of the student record and also must be noted in the Student Information System. Any further misconduct may result in more serious disciplinary sanctions. The Chief Academic Officer or the General Counsel/Chief Compliance Officer of Delta Career Education Corporation must approve suspensions before they are imposed and before a student is notified.

Expulsion
Expulsion is the permanent loss of privilege of enrollment at the institution and prohibits the student from being present without permission on the campus or on any property associated with the campus. The student will be unable to complete his/her program of study with the institution. As a result of being expelled, the student will be awarded a grade of WF for any course in which they are currently enrolled. The student is responsible for payment of tuition and fees and/or repayment of financial aid. The student is entitled to an opportunity to appeal the expulsion. The notification of expulsion becomes a permanent part of the student record and also must be noted in the Student Information System. In the event that a student appeal results in retraction of the expulsion, any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion. The Chief Academic Officer or the General Counsel/Chief Compliance Officer of Delta Career Education Corporation must approve expulsions before they are imposed and before a student is notified.

Procedures
Filing of a Conduct Violation Form
Any member of the learning community (students, faculty or staff) may file a Code of Conduct Violation Form to initiate the process to respond to an alleged violation of the Student Code of Conduct. The Code of Conduct Violation Form may be found on the DeltaShare site under Academic Forms. The individual who files the Code of Conduct Violation Form becomes the complainant. The student being charged with the alleged offense is referred to as the accused.

All Code of Conduct Violation Forms are first reviewed by the Director of Education. If the Director of Education determines that sufficient evidence exists to warrant further exploration of the complaint, the next step is for the accused to be scheduled for a Procedural Interview. The accused is sent a copy of the Code of Conduct Violation Form, via email and/or UPS or FedEx, providing a receipt and proof of delivery, which includes a detailed description of the incident, accompanied by a Notification of Violation Letter that indicates the date and time of the procedural interview. The Notification of Violation Letter provides details concerning the student’s rights and explains the entire process for resolving the alleged violation.

Procedural Interview
Any student charged with a violation of the Student Code of Conduct will be scheduled for a Procedural Interview with the Director of Education. In those instances where the Director of Education has filed the Code of Conduct Violation Form, the Campus Director should also be present for the Procedural Interview. The accused is sent a Notification of Violation Letter that indicates the date and time of the Procedural Interview, along with a copy of the Conduct Violation Form, describing the alleged violation. The Procedural Interview should be scheduled within five (5) business days of receipt of the Code of Conduct Violation Form.

The accused must attend the Procedural Interview. If the accused fails to appear for the scheduled Procedural Interview, one attempt will be made to reschedule the meeting. The rescheduled meeting shall occur within ten (10) business days of the receipt of the Code of Conduct Violation Form. If the student again fails to appear for the Procedural Interview, the Director of Education may move forward with the determination of the sanction. The purpose of the Procedural Interview is to provide the accused with the opportunity to discuss the allegation that resulted in the filing of the Code of Conduct Violation Form. The Director of Education and/or the Campus Director will begin the meeting by delineating the student’s rights and options, as well as the potential sanctions that may be imposed for the alleged violation. The accused will have an opportunity to admit or deny the charge made against him/her in the Procedural Interview. The complainant also has the opportunity to attend the Procedural Interview either in person or via conference call.
In the event that the accused admits to the charge filed against him/her, the Director of Education and/or the Campus Director will determine the sanction during the Procedural Interview. The sanction will be notated on a copy of the original Code of Conduct Violation Form. The Code of Conduct Violation Form will then be signed by the Director of Education and/or the Campus Director. The student will be required to sign and date the form as well. The Code of Conduct Violation Form with the original signatures will be placed in the student file; the student will be provided with a copy of the signed form. The Director of Education will enter a notation in Contact Manager within the Student Information Systems.

The accused may deny the alleged violation of the Student Code of Conduct and request a Hearing to further explore the facts concerning the alleged violation. If a hearing is requested, the date and time of the hearing are determined during the Procedural Interview and they are documented on a copy of the original Code of Conduct Violation Form. The student is provided a copy of the updated Code of Conduct Violation Form with this information as well as a copy of the Hearing Guide.

Hearing Procedures
The purpose of a hearing is to provide a forum for the complainant and the accused to present their case regarding the alleged violation of the Student Code of Conduct. The Campus Director serves as the Hearing Authority and will ultimately determine whether or not the alleged violation is proven. Please note that the definition of Hearing Procedures proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

The Campus Director or otherwise designated Hearing Authority will begin the Hearing by explaining the accused’s rights and will assure that fairness will be observed throughout the hearing. Attendees of the hearing are limited to the Campus Director or designee, the complainant and the accused.

The complainant will be given the opportunity to state the main points of the violation, providing evidence supplemented by statements with witnesses. After the complainant concludes his/her presentation, the accused will have the opportunity to state his/her case. The Campus Director or designee may question both the complainant and accused.

After all evidence and testimony has been presented, the Campus Director will determine whether or not the allegation is warranted. If the accused is found not to be in violation, the case will be dismissed and the Code of Conduct Violation Form will be documented accordingly and the student will be provided with a copy.

If the accused is found to be in violation of the Student Code of Conduct, the Campus Director will dismiss the complainant and the accused, indicating that notification of the sanction will be communicated to the student at a specified date and time in the office of the Campus Director.

As the Hearing Authority, the Campus Director or designee will consider the following when determining the sanction to be imposed:

- Statements from witnesses and evidence presented during the hearing;
- Seriousness of the violation;
- Prior disciplinary record of the student;
- Academic record; and
- Student progress against program of study.

Upon reaching a decision, the Campus Director is expected to update the Conduct Violation Form by indicating the sanction that will be imposed as a result of the violation of the Student Code of Conduct. The Campus Director then meets with the student at the predetermined date and time to discuss the sanction and consequences of any repeat violation of the Student Code of Conduct. The student is required to sign the form and is provided a copy. At the same time the student is notified of the outcome of the hearing, a copy of the updated Conduct Violation Form will be provided to the complainant. The Campus Director is expected to make a notation in Contact Manager in the Student Information System and returns the hard copy of the Code of Conduct Violation Form to the student file.

In the event that the Campus Director determines either suspension or expulsion to be the appropriate sanction, the Code of Conduct Violation Form should be completed accordingly and emailed to the Chief Academic Officer and the General Counsel. Upon approval from either the Chief Academic Officer or the General Counsel/Chief Compliance Officer, the Campus Director may proceed with the suspension or expulsion.

Appeals
The accused and/or complainant have the right to request an appeal by notifying the Campus Director or Director of Education of his/her intent to do so within three business days after receipt of the written notification of the sanction. Appeals may be filed for the following reasons:

- Inappropriate sanction; or
- New evidence that was not available at the time of the hearing has become available and is found to be substantial enough to change the outcome of the hearing.

The Appeal Board should be comprised of the Campus Director, Director of Education, and three other members of the administrative staff of the institution. In the event that the complainant is a member of the Appeal Board, that individual will recuse him/herself from the decision-making process. The Appeal Board meets in a closed session, within a reasonable period of time, and either grants or denies the appeal by a majority vote. In the event that there is a tie, due to absence of a member of the Appeal Board, the Campus Director will determine the outcome. In the event that the Campus Director was the complainant, the Director of Education will determine the outcome. If the appeal is granted, the sanction may be changed.

The individual filing the appeal will be notified in writing, utilizing the Code of Conduct Violation Form, of the decision of the Appeal Board within a reasonable period of time. The notification will be emailed and/or sent through the U.S. Postal Service. A hard copy of the form will be placed in the student file and the Director of Education will enter notes in the Contact Manager Field within the Student Information System.

Re-enrollment After Suspension
Students who have been suspended from the institution must petition to return to school after the specified period of time has elapsed. A Request to Re-enroll After Suspension Form is accessible from the office of the Director of Education. Students who have been suspended must contact the Director of Education for permission to return to the campus or to request that a copy of the form be emailed or mailed. The Petition is submitted to the Director of Education but must be unanimously approved by the Appeal Board. Re-enrollment may be granted but any repeat instance of violation of the Student Code of Conduct will be grounds for permanent dismissal from the institution.

Copyright Infringement Policy

Members of the McCann School of Business & Technology Sunbury community are expected to follow copyright law, Title 17 of the United States Code, while fulfilling the core mission of teaching, research, and extending knowledge and creativity in all areas. The provisions in the copyright law allow an author, artist, composer or other creator of a work to control the use of his or her work by others, with important exceptions. Copyright protections and the accompanying exceptions extend to print and digital formats of literary works, musical works, unpublished materials such as manuscripts, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Failure to observe copyright or license agreements may result in disciplinary action from the School and/or legal action by the copyright owner.

Questions concerning this institution's copyright policy should be directed to your campus librarian or utilize Vice President of Information and Library Services.

Attendance Policy

McCann School of Business & Technology Sunbury is committed to the principle that class attendance is an essential part of its educational programs and its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class. All absences, late arrivals, and early departures are recorded, are counted as class time missed, and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in failure to meet course competencies, suspension, or dismissal. Extremity and clinic courses have their own specific attendance criteria that are announced at the beginning of the class and may require makeup of all hours missed.

The student is responsible for all material covered daily in each class for which the student is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Makeup of missed classes does not remove an absence from a student's record. If a student is absent from all classes for 11 or more calendar days, the student may be withdrawn from school. The student may meet with the Director of Education and request reinstatement if there are extreme mitigating circumstances that warrant the reinstatement. There are no leaves of absence.

Attendance Policy for Provisional Enrollment: If a student is enrolled in a provisional status, the student may not miss more than 20% of any class or the student may be withdrawn from the class.

Clock hour programs: Programs that are considered clock hour programs for Title IV purposes, and are identified as such in this catalog, may have specific attendance requirements. Students are expected to attend all classes and to be in class at the appropriate times. The licensing boards that govern some of these programs may require that all missed class time be made up and may impose limits on the number of hours that may be missed and subsequently made up. Make up hours are scheduled by the instructor and attendance is monitored and recorded. Any make up hours that are allowed must be completed prior to the end of the term in which the class is taken. The instructor of each class will notify students of the specific attendance policy at the beginning of the course. Students who miss classes in clock hour programs may experience a delay in the disbursement of their aid, as disbursements are based on the students' attendance.

The attendance policy described in this section is also applicable for Online Courses.

Make-up Work

The campus recognizes that there are circumstances and events which require students to miss classes and may result in the need for makeup work. Because Delta believes that the purpose of completing work is to help the student ultimately learn and be successful, instructors are expected to work with students on the submission of makeup work. The student will work with the instructor on new deadlines and any deductions that may result based on the late work, not to exceed 20% per assignment. The procedure for requesting the opportunity to makeup required work can be obtained from the instructor. *Students will not be charged for completing makeup work.

Withdrawal

Students desiring to withdraw from the school or an individual course should contact the Director of Education or Registrar to obtain the necessary forms and procedures for official withdrawal. Students who withdraw from all courses within the drop/add period will receive a grade of "W." Students who withdraw from one or more courses during drop/add but maintain enrollment in at least one or more course will be unregistered from the courses being dropped. Students withdrawing after the drop/add period and prior to the last day to withdrawal will receive a "W." Students withdrawing from one or more classes after the last day to withdrawal will receive the grade earned in the class. "W"s are not computed in the student's GPA. Students who receive Federal Student Loans must schedule an exit interview with a Financial Services Officer before they leave school, either by graduation or withdrawal. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard will find the policy regarding military withdrawals in the "Withdrawal due to Military Deployment" section of this catalog.

Last Day to Withdrawal: A student is awarded a grade of W (Withdrawal) when withdrawing from a course or all courses prior to the last day to withdrawal for a term or grading period. The last day to withdraw for a standard quarter is the last day of the ninth week of the quarter. The last day to withdrawal for a course delivered in a six week module is the last day of the fifth week.

Loss of Personal Property

The school does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the Receptionist all articles found so that the owner may claim them.
Administrative Prerogatives
The school reserves the right, at any time, to make changes as it deems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable, and to withdraw or re-sequence subjects, courses, and programs if registration falls below the required number.

Student Grievance Policy and Procedure
McCann School of Business & Technology Sunbury's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members. The student should first attempt to resolve the situation with the person whose action is being questioned. If the student does not feel the matter has been resolved, he or she may proceed through the following steps:

Step 1: The student may file a complaint in writing within three (3) working days of the incident. The dispute should be filed with the Director of Education. The Director of Education will investigate the complaint and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Director of Education within ten (10) working days of receipt of the grievance.

Step 2: If the grievance remains unresolved, or if the grievance involves the Director of Education, it may be appealed within five working days to the Campus Director. The Campus Director may take whatever steps are deemed necessary to resolve the matter. The Campus Director or the Campus Director's representative will render a decision that is final and binding upon all parties. If any grievance is not resolved to the student's satisfaction within thirty (30) days, the student may forward the grievance to the school's accrediting body. The procedure for contacting the accrediting body can be found under Complaint Procedure in this catalog. Students making complaints may not be subject to unfair actions as a result of filing a complaint.

A student has the right to file a complaint in his or her home state regardless of whether the school is licensed to operate in that state. The list on the following pages includes contact information for the state agencies that will receive and review student complaints. Because websites are frequently edited, the published links in this catalog are reviewed and updated on a regular basis. If a link does not work, the student should use the other contact information listed to contact the agency. The student grievance policy published in this catalog is the most effective way for a student to communicate concerns to the McCann School of Business & Technology Sunbury administration.

ALABAMA
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000
https://www.accs.cc/index.cfm/school-licensure/complaints/

ALASKA
Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
customer.service@alaska.gov
Alaska Office of Attorney General
Consumer Protection Unit
1301 West Fourth Avenue, Suite 200
Anchorage, AK
http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
(602) 542-5709
www.azppse.gov

ARKANSAS
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
ADHE_Info@adh.edu
Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov
http://sbpce.arkansas.gov/students/Pages/complaintProcess.aspx

CALIFORNIA
California Bureau of Private Postsecondary Education
P.O. Box 980818

NEW HAMPSHIRE
New Hampshire Postsecondary Education Commission
3 Barrell Court #300
Concord, NH 03301-8531
http://www.nh.gov/postsecondary/complaints

NEW JERSEY
New Jersey Commission on Higher Education
New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
http://www.hed.state.nm.us/institutions/complaints.aspx

NEW YORK
New York Office of College and University Evaluation
New York State Education Department
5 North Mezzanine Albany, NY 12234
ocueinfo@mail.nysed.gov
http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html

NEW YORK
New York Bureau of Proprietary School Supervision
New York State Education Department
99 Washington Avenue, Room 1613 OCP

McCann School of Business & Technology, Sunbury, PA - School Catalog - November 23, 2015 - Page 35 of 92
COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
http://highered.colorado.gov/Academics/Complaints/default.html

CONNECTICUT
Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
info@ctdhe.org
Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov
Consumer Complaint Hotline: (800) 842-2649

DELAWARE
Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us
Delaware Attorney General
Consumer Protection
820 North French Street, 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002

FLORIDA
Florida Commission on Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
commissioner@fldoe.org
http://www.fldoe.org

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place #220
Tucker, GA 30084-5334
www.gnpec.org

HAWAII
Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ocp@dcca.hawaii.gov
http://hawaii.gov/dcca/ocp/consumer_complaint

OHIO
Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215
http://www.ohioattorneygeneral.gov/consumercomplaint

OKLAHOMA
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864

Oklahoma Office of the Attorney General
Consumer Protection Unit
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
IDAHO
Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street, Room 307
P. O. Box 83720
Boise, ID 83720-0037

ILLINOIS
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
info@ibhe.org
Institutional Complaint Hotline: (217) 557-7359
Illinois State Board of Education
100 North 1st Street
Springfield, IL 62777
http://webprod1.isbe.net/contactisbe/
Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706
Consumer Fraud Hotline: (800) 243-0618

INDIANA
Indiana Commission on Proprietary Education
Attn: Director of Regulatory Compliance
302 West Washington Street, Room E20
Indianapolis, IN 46204
http://www.in.gov/cpe/files/sf39280-complaint.pdf

IOWA
Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov

KANSAS
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

KENTUCKY
Kentucky Council on Postsecondary Education
1024 Capital Center Drive #320
Frankfort, KY 40601-7512
Kentucky Commission of Proprietary Education
Capital Plaza Tower, Room 302
500 Mero Street
Frankfort, Kentucky 40601
http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf
Office of the Attorney General
Capitol Suite 118700, Capitol Avenue
Frankfort, KY 40601-3449
consumer.protection@ag.ky.gov

OREGON
Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, OR 97401
Oregon Department of Education
Private Career Schools Office
255 Capitol Street NE
Salem, OR 97310-0203
http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/complaint-procedures.doc
Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301-4096
https://justice.oregon.gov/forms/consumer_complaint.asp

 PENNSYLVANIA
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333
Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
https://www.attorneygeneral.gov/Complaints/Consumer_Complaint_Form/

PUERTO RICO
Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910-1900
Puerto Rico Department of Justice
G.P. O. Box 90192
San Juan, PR 00902-0192

RHODE ISLAND
Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903
Rhode Island Department of Attorney General Consumer Protection Unit
150 South Main Street
Providence, RI 02903
https://riaq.wufoo.com/forms/q1851amb1bdd4d5/

SOUTH CAROLINA
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/complaint_procedures_and_form.pdf

SOUTH DAKOTA
South Dakota Board of Regents
306 East Capitol Avenue, Suite 200
Pierre, SD 57501-2545
LOUISIANA
Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677

MAINE
Maine Department of Education
Complaint Investigator
23 State House Station
Augusta, ME 04333-0023
jonathan.braff@maine.gov

Maine Attorney General
Consumer Protection Division
6 State House Station
Augusta, ME 04333

MARYLAND
Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, MD 21401-3013
http://www.mhec.md.gov/career/ocs/gripe.asp

Maryland Attorney General Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
Consumer Protection Hotline: (410) 528-8662

MASSACHUSETTS
Massachusetts Board of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108
http://www.mass.edu/forstudents/complaints/complaintprocess.asp

MICHIGAN
Michigan Department of Labor & Economic Growth
Office of Postsecondary Services
Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913
http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35395_35396-139958-00.html

MINNESOTA
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
http://www.ohe.state.mn.us/MPg.cfm?pageID=1078

Minnesota Attorney General's Office
1400 Bremer Tower, 445 Minnesota Street
St. Paul, MN 55101
http://www.ag.state.mn.us/Office/Complaint.asp

MISSISSIPPI
Mississippi Commission of Proprietary Schools and College Registration

SOUTH DAKOTA
South Dakota Office of Attorney General
Division of Consumer Protection
1302 East Highway 14, Suite 3
Pierre, SD 57501-8053
http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx

TENNESSEE
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
http://tn.gov/thec/Divisions/LRA/PostsecondaryAuth/ComplaintForm.pdf

TEXAS
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778-0001
http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf

Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752
Office of the Attorney General Consumer Protection Division P.O. Box 12548
Austin, TX 78711-2548
https://www.oag.state.tx.us/consumer/complaintform.pdf

U.S. VIRGIN ISLANDS
Government of the U.S. Virgin Islands
Department of Education
Office of the Commissioner
1834 Kongens Gade
St. Thomas, V.I. 00802

UTAH
Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
consumerprotection@utah.gov
http://consumerprotection.utah.gov/complaints/index.html

VERMONT
Vermont Department of Education
State Board of Education
120 State Street
Montpelier, VT 05620-2501

VIRGINIA
State Council of Higher Education for Virginia
101 North 14th St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu
http://www.schev.edu/forms/StudentComplaintInformation.pdf

WASHINGTON

Complaint Procedure

If any grievance submitted via the school’s grievance policy is not resolved to the student’s satisfaction within thirty (30) days, the student may forward the grievance to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, NE Suite 980  
Washington, D.C. 20002-4241  
Telephone (202) 336-6780

Accrediting Council for Independent Colleges and Schools  
750 First Street, NE Suite 980  
Washington, D.C. 20002-4241  
Telephone (202) 336-6780
State Complaint Information

Students have the right to file complaints against a licensed school. The point of contact for student complaints is:

Pennsylvania Department of Education
State Board of Private Licensed Schools
333 Market Street
Harrisburg, PA 17126-0333
(717)783-0333

Statement of Non-Retaliation

In many instances, Delta Career Education Corporation must rely on individual faculty, staff, and students to report to the appropriate office cases where it appears that a member or members of the community are not complying with applicable law or policy. A major deterrent to such reporting is the fear that the person or persons against whom the report is made will retaliate against the person making the report. The purpose of this policy is to clearly articulate that Delta Career Education Corporation prohibits retaliation against those who make reports of possible non-compliance and good-faith grievances raised by students.

Faculty, administrators, and staff shall not intimidate or take retaliatory action, as defined below, against any member of the community, who makes a report of the type defined below in good faith and without malice.

This Policy also prohibits persons from knowingly and intentionally making a report of non-compliance or grievance that is knowingly false.

The prohibition against retaliation applies to:

1. The disclosure of information concerning conduct that the reporter believes is illegal or in violation of campus policies;
2. Disclosures made during compliance review or a peer review process;
3. The filing of a legitimate complaint, grievance, or incident report

The types of retaliation that are prohibited include but are not limited to:

1. Intimidation;
2. Adverse actions with respect to the reporter's work assignments, salary, vacation, and other terms of employment;
3. Unlawful discrimination;
4. Termination of employment;
5. Adverse actions against a relative of the reporter who is a Delta Career Education Corporation employee or student at an institution owned and operated by Delta Career Education Corporation; and
6. Threats of any of the above

Note that an adverse personnel, academic or other disciplinary action against an employee or student whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.

Individuals who violate this policy shall be subject to appropriate disciplinary proceedings as set forth in the catalog, and, if found to have violated the policy, they may be subjected to the full range of available sanctions, up to and including termination of employment or dismissal from an academic program.

Arbitration

A condition of enrollment is the signing of an enrollment agreement by both the student and a school administrator. The following provision with respect to arbitration is part of the enrollment agreement.

You (the student) and McCann School of Business & Technology Sunbury agree that any dispute arising out of or relating to this enrollment agreement, your enrollment or your attendance at McCann School of Business & Technology Sunbury, whether such dispute arises during or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be resolved by binding arbitration in the city and county in which the school is located. You (the student) and McCann School of Business & Technology Sunbury each further agrees that this arbitration provision provides each party with its exclusive remedy for redress of any grievance or resolution of any dispute arising out of this Agreement. AND EACH PARTY EXPRESSLY WAIVES ANY RIGHT, INCLUDING WITHOUT LIMITATION THE RIGHT TO TRIAL BY JURY, IT MIGHT HAVE TO SEEK REDRESS IN ANY FEDERAL, STATE OR LOCAL COURT OR OTHER FORUM, except for an action to enforce in court an arbitration award rendered to this Agreement.

Care of Facilities

Smoking, eating, and drinking are prohibited in the classrooms and the hallways of McCann School of Business & Technology Sunbury. The school has provided a student lounge for eating and drinking and an outside area for smoking. McCann School of Business & Technology Sunbury maintains a smoke-free environment.
Student Consumer Information

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 1998, and the Family Educational Rights and Privacy Act of 1974 requires institutions to provide annual notice to students of the availability of consumer information on a range of topics, including:

- retention and graduation rates;
- financial assistance available to students and requirements and restrictions imposed on Title IV aid;
- campus crime statistics;
- other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies.

In addition to the annual notice, students and the general public can access each disclosure and related consumer information online at the following address:

http://www.mccann.edu/about-mccann/consumer-information

Students are entitled to receive a paper version of this information upon request from the Campus Director.

Permanent Closure

If the Board of Directors of the school decides to close the school, currently enrolled students in good standing and who remain in good standing will be allowed to complete their program of study. New students will not be admitted or former students readmitted. Currently enrolled students in good standing may be transferred to comparable institutions.

Alumni Association

The McCann School of Business & Technology Chapter of the Delta Alumni Association was established to engage graduates, students, employers, community members, faculty and staff in an organization that adds value to everyone who joins. From alumni events and receptions to exclusive jobs and national discounts, your alumni association is dedicated to changing futures and changing lives.

Membership is FREE, but the relationships built, discounts received, resources offered, and lives changed are PRICELESS.

Please visit the alumni website for more information: www.MCCANN-ALUMNI.com

Academic Resources, Policies, & Procedures

Student Classification
a. Full-time Student - For credit hour programs, a full-time student is a student scheduled for 12 or more credit hours per term. For clock hour programs, all students enrolled in a program of at least 900 clock hours are considered to be full-time.

b. Three-quarter time Student - A three-quarter time student is a student scheduled for at least 9 but less than 12 credit hours per term.

c. Half-time Student - A half-time student is a student scheduled for at least 6 but less than 9 credit hours per term.

d. Regular Student - A regular student is an admitted student who is enrolled in a degree, diploma, or certificate program in good academic standing.

e. Non-Matriculating Students – Non-matriculating students are those who seek admission for course credit in order to meet specific educational needs but do not wish to take the entire required curriculum leading to an academic credential. The non-matriculating student is required to submit an application as such and is not eligible for federal or state aid.

f. Auditing Students – In some instances a student may be allowed to audit a previously passed course in his/her program for the purpose of improving skills or knowledge base. Audited courses are assigned a grade of AU and do not count as credits attempted or earned for any purposes and do not have any effect on calculations of pace or GPA.

g. Provisional Students - For the first 28 calendar days of a program with a provisional period requirement, the student’s enrollment is provisional only. The student’s enrollment becomes regular only after the student maintains continuous enrollment for the 28-day period and satisfies all other conditions of regular enrollment that are identified in writing to the student. These other conditions (which also apply to programs without a provisional period requirement) include, but may not be limited to, (a) sufficient proof that the student has a high school diploma or its equivalent, (b) sufficient proof that the student has no more than $20,000 (or a higher amount, if approved in writing by the School) of student loan indebtedness and is not in default in repayment of any student loan indebtedness and (c) a satisfactory background check on the student. For certain programs, regular enrollment may also require the student’s passing enhanced entrance testing or enrolling in additional classes.
**Definition of a Credit Hour**

McCann School of Business & Technology Sunbury awards quarter credit hours for all degree programs and most diploma/certificate programs, with the exception of some clock hour programs as noted below.

A credit hour is defined as an amount of work represented by intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

Credit in traditionally delivered programs is measured in credit hours and is calculated based upon the following attribution formula:

One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of externship. A class hour is an instructional period of fifty (50) minutes of instruction in a sixty (60) minute period. For Title IV purposes, the school uses the classroom hours of instruction plus out-of-class hours (Study/Prep/Review) identified for the course(s).

The syllabus for each course describes both the hours of classroom instruction as well as the out-of-class learning activities required to support the academic credit awarded for the course. Many courses are a combination of lecture, lab, and practicum.

**Definition of a Clock Hour**

A clock hour is defined as fifty minutes of instruction within a sixty-minute period.

**Admission to Classes**

Students are admitted to classes only with official written authorization (i.e., schedules, class change notifications, and attendance change notifications). No visitors (including relatives, spouses, children, friends, and pets) are permitted in classes at any time without prior permission of the instructor or administration. Students are expected to attend all classes beginning with the first class session. To remain officially enrolled in a class, a student must attend at least once prior to the conclusion of the drop/add period.

**Registration**

All students are expected to register during the time scheduled for that purpose. Quarterly registration dates are published and announced. The school reserves the right to schedule classes that are deemed appropriate for the best educational sequence for the student and the school. Course schedules and course loads should be carefully planned by the student in consultation with his/her Program Director or the Director of Education. Each student is responsible for being familiar with the requirements of his/her program of study and for keeping account of progress toward completion of graduation requirements. The student is expected to be familiar with the regulations set forth in the catalog. Copies are available in the administrative offices. An electronic copy of the catalog is available on the student portal. A student who desires to register for course work above the normal course load outlined for the curriculum must obtain written permission from his/her Program Director who must receive final approval from the Director of Education.

**Schedule Changes**

Term-based Programs (comprised of 12-week classes in a term)

The equivalent of the first five school days of each term are designated as the “drop/add period” for schedule changes involving individual classes for students who start at the beginning of the term. By the end of the drop/add period, each student’s schedule must be in place for the remainder of the term. Individual classes dropped during drop/add will not appear on a student’s transcript and no tuition will be charged for those classes.

Modular-based Programs (comprised of two modules of five- or six-week courses within a term)

Students in modular-based programs may only add courses to the first module during the first three days, but are permitted to add courses to the second module or drop any course during the first five school days of the term. The first three school days is designated as the “drop/add” period for mid-term starts, who do not attend the first module of the term. A student registered in a modular-based program must request all schedule changes by the end of the “drop/add” period of the first module to avoid tuition charges or withdrawal grades from appearing on the student’s transcript. Unused books for these dropped classes may be returned to the online bookstore within 30 days of the shipping date in new, unopened condition for a full credit to your student account.
### Grading System
(effective 1/21/2015)

Previous grading scales are available on the school website at http://www.mccann.edu/sites/all/grade_scale.pdf

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100 Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89 Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79 Average</td>
<td>2</td>
</tr>
<tr>
<td>*D</td>
<td>60-69 Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59 Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not calculated</td>
</tr>
<tr>
<td>W*</td>
<td>Withdrawal excluded from SAP</td>
<td>Not calculated</td>
</tr>
<tr>
<td>**WP</td>
<td>Withdrawal Passing after drop/add</td>
<td>Not calculated</td>
</tr>
<tr>
<td>**WF</td>
<td>Withdrawal failing after drop/add</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not calculated</td>
</tr>
<tr>
<td>P</td>
<td>Passed by examination</td>
<td>Not calculated</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (70% or higher)</td>
<td>Not calculated</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (Below 70%)</td>
<td>Not calculated</td>
</tr>
<tr>
<td>T</td>
<td>Credit by Transfer</td>
<td>Not calculated</td>
</tr>
<tr>
<td>T1</td>
<td>(As of February 2011)</td>
<td>Not calculated</td>
</tr>
<tr>
<td>PASS</td>
<td>Pass (60% or higher)</td>
<td>Not calculated</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (Below 60%)</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Not calculated</td>
</tr>
</tbody>
</table>

Certain programs may have special minimum grade requirements. Please refer to the program section in this catalog.

** WP/WF Grades were issued prior to the Summer 2014 Quarter and subsequently replaced with W Grades. Effective 07/16/2014, courses dropped after the deadline to withdrawal are issued the final grade earned at the end of the term.

Students who transfer between campuses of an institution that has a main campus with additional locations will have all applicable coursework transferred, both successful and unsuccessful Grades used are listed below. These grades will be used in calculating both qualitative grade point average and pace of progress as defined in the Standards of Academic Progress policy.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Grade of A transferred in</td>
<td>4</td>
</tr>
<tr>
<td>B1</td>
<td>Grade of B transferred in</td>
<td>3</td>
</tr>
<tr>
<td>C1</td>
<td>Grade of C transferred in</td>
<td>2</td>
</tr>
<tr>
<td>D1</td>
<td>Grade of D transferred in</td>
<td>1</td>
</tr>
<tr>
<td>F1</td>
<td>Grade of F transferred in</td>
<td>0</td>
</tr>
<tr>
<td>W*1</td>
<td>Grade of W* transferred in</td>
<td>Not calculated</td>
</tr>
<tr>
<td>W1</td>
<td>Grade of W transferred in</td>
<td>Not calculated</td>
</tr>
<tr>
<td>WP1</td>
<td>Grade of WP transferred in</td>
<td>Not calculated</td>
</tr>
<tr>
<td>WF1</td>
<td>Grade of WF transferred in</td>
<td>0</td>
</tr>
<tr>
<td>S1</td>
<td>Grade of S transferred in</td>
<td>Not calculated</td>
</tr>
<tr>
<td>U1</td>
<td>Grade of U transferred in</td>
<td>Not calculated</td>
</tr>
</tbody>
</table>

### Grade Measurement

Grades measure the degree to which a student masters the competencies in program coursework and are one measure of a student's ability to meet employment standards in the field for which the student is preparing. Upon the completion of each term, the student is given a letter grade in each class based upon written examinations, practical exercises, projects and other submitted work, as defined in the course syllabus. Reports showing the final grade in each course, the term summary and CGPAs are furnished to each student at the end of each term. Every course for which a student officially registers will appear on the student's official transcript unless the student cancels his/her enrollment prior to the commencement of classes or drops an individual course prior to the end of the drop/add period. All courses entered on a student's official transcript are assigned a letter grade.
Extra Credit Policy
Each course within a program of study is thoughtfully designed to build upon prior knowledge, introduce new concepts, provide supportive resources, allow the student to validate and remediate personal mastery of the content, and to assess student development of a defined set of competencies and the achievement of a prescribed list of learning objectives. Each activity, assignment and/or assessment associated with a course is carefully constructed to support the development of one or more course learning objectives and one or more competencies. Therefore, the institution does not provide opportunities to earn “extra credit.”

Grade Reports
Reports showing the final grade earned in each course and grade point averages are issued to students upon completion of each term. Students demonstrating unsatisfactory work at mid-term are notified by instructors through mid-term reports. Students are encouraged to discuss their progress with their instructors throughout each term. Students with questions about a grade should contact the instructor immediately upon receiving the grade.

Grade Challenges
Students wishing to contest a grade for a valid reason must do so by the end of the Drop/Add period immediately following the term in which the original grade was earned. A Grade Change Request Form must be submitted to the Director of Education prior to the last day Drop/Add of the immediately following term. The Director of Education will investigate the original grade based on the information provided by the student. The grade change must be resolved within 30 days of the request being made.

Graduation Requirements
Candidates for graduation must:

a. Complete successfully all courses and credits required for the program
b. Earn a cumulative grade point average of at least a 2.0. Certain programs may require a higher a cumulative grade point average. Refer to the section on program requirements
c. Complete all competency and skill performance testing required for the program
d. Complete and submit an Application for Graduation
e. Attend any required graduation meetings and seminars
f. Attend exit interview(s) conducted by the Financial Services Office if the student has utilized student loans
g. Attend an exit interview with the Career Services Office
h. Be free of all indebtedness to the school

Graduation with Honors
Students who meet the requirements for graduation with associate in specialized business/technology degrees and whose cumulative grade-point averages meet the following criteria are graduated with the honors indicated:

<table>
<thead>
<tr>
<th>HONORS</th>
<th>MINIMUM GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.25</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.50</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.75</td>
</tr>
</tbody>
</table>

Diploma and Certificate graduates whose cumulative grade point averages meet the following criteria are graduated with the honors indicated:

<table>
<thead>
<tr>
<th>HONORS</th>
<th>MINIMUM GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Distinction</td>
<td>3.25</td>
</tr>
</tbody>
</table>

Students achieving academic and attendance excellence at the end of each term are eligible for the following awards:

Academic Excellence: Term GPA 4.0
Academic Honors: Term GPA 3.5-3.99
Perfect Attendance: Perfect Attendance for the term

Graduation Ceremony
A formal graduation ceremony is held biannually in January and July. Candidates who have fulfilled all graduation requirements at the end of that quarter are eligible to participate in the ceremony.
Special Programs
Single courses or combinations of single courses are available to prospective students in either day or evening classes. Charges for these courses may vary based on the number and type of courses taken.

Transcripts
A complete record of every course for which a student registers is maintained in an electronic student records system. The record of all credits attempted and earned is posted to this form concurrent with the issuance of term grade reports to students. A record that has been delivered electronically through the secure transcript request website or is printed, sealed and dated constitutes an Official Transcript. One “Issued to Student” Transcript will be provided at no charge to the student for the school to release a Transcript to a third party.

Transcripts may be requested at www.parchment.com

Satisfactory Academic Progress
A student must meet the following standards of academic achievement and successful course completion while enrolled at McCann School of Business & Technology Sunbury. Satisfactory Academic Progress (SAP) applies to all students enrolled in any program on the institution’s grant of accreditation, including full or part time status, and all periods of enrollment regardless of whether or not the student receives financial aid. Student enrollment status is determined at the end of the drop/add period for any given term or module. All courses in a program must be successfully completed in order for a student to graduate from the program. Permanent records are maintained for every student indicating courses completed and grades earned. Students must be considered to be in good standing, either as a result of having met SAP or having an approved appeal on file, in order to maintain enrollment in a subsequent term. Students who are not enrolled in a program of study leading to a credential are excluded from the SAP requirements.

The following SAP standards are for Credit Hour Programs:

**Evaluation Points:** All financial aid SAP evaluations for Credit Hour Programs occur at the end of the quarter and are cumulative in nature. All students re-entering after a period of non-attendance will have their most recent SAP status reviewed to determine eligibility to return. Re-entries will then be evaluated for SAP at the end of the quarter. SAP is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s pace toward completion of course credit hours attempted in the academic program. The calculated CGPA and pace are compared against thresholds (see table below) to determine whether or not the student meets SAP (at or above threshold).

For credit hour programs, credits attempted are those credits for which the student is enrolled at the end of the drop/add period of an academic term. Credits earned are credits for which the student receives a passing grade at the end of the term.

**Satisfactory Progress Thresholds for Credit Hour Programs:**

<table>
<thead>
<tr>
<th>Programs greater than 80 Credit Hours</th>
<th>Programs with 60-80 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Hours Attempted</strong></td>
<td><strong>Min. CGPA</strong></td>
</tr>
<tr>
<td>0-36</td>
<td>1.5</td>
</tr>
<tr>
<td>37-64</td>
<td>1.75</td>
</tr>
<tr>
<td>65+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programs less than 60 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum CGPA</strong></td>
</tr>
<tr>
<td>2.0</td>
</tr>
</tbody>
</table>

At the end of any measurement period, if a student’s CGPA or Pace is below the stated threshold, the student’s academic progress is considered to be unsatisfactory.

**Maximum Timeframe/Maximum Program Length:** A student must complete an academic program in no more than one and one half (1.5) times the published normal program length. To determine the maximum timeframe for programs measured in credit hours (for financial aid purposes), take the published number of credit hours necessary to graduate and multiply by 1.5.

Example:
If, at any time, it is determined that a student cannot complete the program of study within the Maximum Timeframe, the student may be dismissed from the program of study. Students may appeal dismissal for extenuating circumstance and must meet with the Director of Education for the appeal process.

**Unsatisfactory Academic Progress:** Students not meeting SAP are subject to dismissal from their programs of study and are ineligible to receive financial aid, except under certain circumstances.

**Financial Aid Warning for Credit Hour Programs:** If a student’s progress in a credit hour program, measured at the end of a term is determined to be unsatisfactory, the school may place the student on Financial Aid Warning status for one term. The student will be advised of the performance necessary to reestablish SAP. A student on Financial Aid Warning is still eligible to receive financial aid. If, at the end of the term during which the student was placed on Financial Aid Warning status, the student’s academic progress is above both thresholds for SAP, the student is removed from Financial Aid Warning.

**Financial Aid Probation for Students in Credit Hour Programs:** If, at the end of the term which the student was placed on Financial Aid Warning status, the student’s academic progress is not above both SAP thresholds for pace and CGPA, the student will be placed on Financial Aid Probation and is no longer eligible to receive federal financial aid. This decision is subject to appeal by the student as defined below.

**Appeals of adverse determinations:** Students who are ineligible to receive financial aid and are academically ineligible to continue due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the Academic Review Committee.

This appeal should be filed within five (5) business days of notification of the decision and must explain in writing the circumstances that led to their unsatisfactory academic performance and why these circumstances will not be a factor going forward. The Academic Review Committee will consider all information including potential mitigating circumstances such as a severe illness, medical condition or injury, the death of a family member or other special circumstances presented by the student. The Academic Review Committee will uphold or deny the appeal within five (5) business days following receipt of the appeal from the student. A student who has been placed on probation due to unsatisfactory academic progress must have an appeal upheld in order to remain in school. This should occur prior to the final drop/add date of the term in order to make appropriate scheduling adjustments. The student should attend class while the appeal is being reviewed.

If an appeal is denied, the student will be dismissed and ineligible to receive financial aid. If the appeal is upheld, the student will be placed on Financial Aid Probation status for one term. An academic plan will be created for the student, and the student will be considered eligible to receive financial aid. The academic plan must be structured so that a student reestablishes SAP within a reasonable timeframe. The student’s performance against the academic plan will be reviewed at the end of each term. If, at the end of a term the student’s performance is consistent with the terms of the academic plan, the student remains eligible to receive financial aid and may continue in school for the subsequent term. If, at the end of a term the student’s performance is determined to be unsatisfactory, the student will be dismissed from the program of study. Students on academic plans will be advised at the end of each term to ensure that they understand their required performance for reestablishing satisfactory academic progress by the end of the plan. A student may be dismissed at any time if the Academic Review Committee does not believe the student will be successful in upholding the Academic Plan. A student may reestablish satisfactory academic progress upon successful completion of a term by meeting the thresholds listed in the SAP tables above. Students who reestablish satisfactory academic progress are advised that they no longer need to be on an academic plan and remain eligible to receive financial aid.

The following SAP standards are for Clock Hour Programs:

**Evaluation Points:** Clock Hour Programs will have an academic evaluation at the end of each module and a financial aid SAP evaluation after the student has attempted the expected hours in a payment period. All students re-entering after a period of non-attendance will have their most recent SAP status reviewed to determine eligibility to return. Re-entries will be evaluated for financial aid SAP after attempting the required hours for the payment period in which they returned. SAP is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s pace toward completion of clock hours attempted in the academic program. The calculated CGPA and pace are compared against thresholds to determine whether or not the student meets SAP (at or above threshold).

For clock hour programs, the clock hours attempted are the total clock hours required for courses in which the student is enrolled after the drop/add period and for which a grade has been entered. Clock hours earned are the hours for courses in which the student successfully completes and earns a passing grade at the end of the grading period.

**Satisfactory Progress Threshold for Clock Hour Programs:**

<table>
<thead>
<tr>
<th>Clock Hour Programs</th>
<th>Minimum CGPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

At the end of a payment period, if a student’s CGPA or Pace is below the stated threshold, the student’s academic progress is considered to be unsatisfactory.
Maximum Timeframe/Maximum Program Length: A student must complete an academic program in no more than one and one half (1.5) times the published normal program length.

To determine the maximum timeframe for programs measured in clock hours (for financial aid purposes), take the published number of clock hours necessary to graduate and multiply by 1.5.

Example:

1200 Published Clock Hours X 1.5 Maximum Timeframe = 1800 Maximum Clock Hours Attempted Permitted to Complete the Program

If, at any time, it is determined that a student cannot complete the program of study within the Maximum Timeframe, the student will be dismissed from the program of study.

Unsatisfactory Academic Progress: Students not meeting SAP are subject to dismissal from their programs of study and are ineligible to receive financial aid, except under certain circumstances.

Academic Warning for Students in Clock Hour Programs: A student in a clock hour program will have an academic evaluation at the end of each module to determine academic performance. If the student’s performance is determined to be below standard, the student will be placed on Academic Warning and advised of the performance necessary to meet the SAP requirements by the end of the payment period. A student on Academic Warning is still eligible to receive financial aid. If, after the student has attempted the expected hours for the payment period, the student’s academic progress is above both thresholds for SAP, the student will be removed from Academic Warning.

Financial Aid Probation for Students in Clock Hour Programs: If, after the student has attempted the expected hours for the payment period, the student’s academic progress is not above both SAP thresholds for pace and CGPA, the student will be placed on Financial Aid Probation and is no longer eligible to receive federal financial aid. This decision is subject to appeal by the student as defined below.

Appeals of adverse determinations: Students who are ineligible to receive financial aid and are academically ineligible to continue due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the Academic Review Committee.

This appeal should be filed within five (5) business days of notification of the decision and must explain in writing the circumstances that led to their unsatisfactory academic performance and why these circumstances will not be a factor going forward. The Academic Review Committee will consider all information including potential mitigating circumstances such as a severe illness, medical condition or injury, the death of a family member or other special circumstances presented by the student. The Academic Review Committee will uphold or deny the appeal within five (5) business days following receipt of the appeal from the student. A student who has been placed on probation due to unsatisfactory academic progress must have an appeal upheld in order to remain in school. This should occur prior to the final drop/add date of the term in order to make appropriate scheduling adjustments. The student should attend class while the appeal is being reviewed.

If an appeal is denied, the student will be dismissed and ineligible to receive financial aid. If the appeal is upheld, the student will be placed on Financial Aid Probation status for one payment period. An academic plan will be created for the student, and the student will be considered eligible to receive financial aid. The academic plan must be structured so that a student reestablishes SAP within a reasonable timeframe. The student’s performance against the academic plan will be reviewed at the end of each module. If, at the end of a module the student’s performance is consistent with the terms of the academic plan, the student remains eligible to receive financial aid and may continue in school for the subsequent term. If, at the end of a payment period the student’s performance is determined to be unsatisfactory, the student will be dismissed from the program of study. Students on academic plans will be advised at the end of each module to ensure that they understand their required performance for reestablishing satisfactory academic progress by the end of the plan. A student may be dismissed at any time if the Academic Review Committee does not believe the student will be successful in upholding the Academic Plan. A student may reestablish satisfactory academic progress upon successful completion of a term by meeting the thresholds listed in the SAP tables above. Students who reestablish satisfactory academic progress are advised that they no longer need to be on an academic plan and remain eligible to receive financial aid.

Other Factors Impacting Academic Standing for Credit and Clock Hour Programs:

Program Changes: When a student transfers to a new program, the total program length of the new program is used as a basis for determining the maximum program length. All previously attempted coursework that is applicable in the new program is carried forward into the new program, whether it was completed successfully or not (i.e., including grades of F or W), for the purposes of calculating both qualitative and quantitative academic progress. A student who is not meeting SAP standards is not eligible for a program change without approval of the Academic Review Committee. This also applies to students who were not meeting SAP standards at the point of being withdrawn and wish to reenter in a different program.

Transfer and Proficiency Credits: Transfer and Proficiency credits are entered as grades of “T1” or “P” which are not computed in a student’s qualitative grade point average. Transfer and proficiency credits are counted as credits attempted and earned for the purposes of calculating a student’s pace of progress in the program. See also Transfer of Credit in this catalog. Students who transfer between campuses of an institution that have a main campus with additional locations will have all applicable coursework transferred, both successful and unsuccessful. These grades will be used in calculating both qualitative grade point average and pace of progress as defined in the Standards of Academic Progress policy.
Foundation Courses: When an entering student's assessments indicate the need for any foundation courses (English Language Foundation Courses (ELF), English, Mathematics), those courses are included as institutional requirements. Refer to the specific program listing for details. Foundation courses may only be repeated once. A student who fails to successfully complete a particular foundation course on the second attempt is subject to dismissal from the program. This determination is subject to appeal. The Academic Review Committee will consider an appeal for a third attempt of a foundations course. The student must submit a written appeal which includes potential mitigating circumstances such as a severe illness, medical condition or injury, the death of a family member or other special circumstances presented by the student. If an appeal is denied, the student will be dismissed from the institution. If the appeal is upheld, the student will be re-attempt the foundations course.

Additional Degrees/Diplomas: Degree or diploma students who wish to remain continuously enrolled and pursue an additional program must complete all requirements of the first program before enrolling in a subsequent program. Any successfully completed courses that are contained in the subsequent program will be counted towards completion of that program.

Pass/Fail courses: Grades of S and U are assigned to classes that do not fulfill graduation requirements such as foundation courses that are graded on a pass/fail basis. A grade of W* is assigned for withdrawal from a Pass/Fail class after the Drop/Add period. Foundation courses may not be repeated more than one time.

Repeated courses: F, U, W, and W* grades require repeating and are retained on the transcript. Repeated courses will appear on the transcript with both the new letter grade earned and the original letter grade earned. The new grade will replace the original grade for the purposes of calculating the CGPA. Courses which have been repeated will count as credits/hours attempted for the purposes of calculating pace. Students in clock hour programs may not receive financial aid for repeated courses. Students in term-based credit hour programs may receive financial aid to repeat failed courses. Other than Foundation courses, which can only be repeated a single time, there is no fixed limit to the number of times a particular course may be repeated as long as a student is making satisfactory academic progress. As of July 1, 2011, a student’s enrollment status in a term-based, credit hour program for Title IV purposes may include coursework being repeated that was previously taken in the program, but may not include more than one repetition of a specific, previously passed course. The original grade and the repeated grade will both appear on the transcript. Only the repeated grade will count for purposes of calculating the CGPA. All attempts count in the pace of the program.

Audited courses: Audited courses are assigned a grade of AU. Audited courses do not count as credits attempted or credits earned for any purposes and do not have any effect on the calculations of pace or GPA.

Grades and CGPA
The following table summarizes the effect of specific grades on the calculations of pace and CGPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Attempted for Pace</th>
<th>Credits Attempted for CGPA</th>
<th>Credits Earned</th>
<th>Quality Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>S</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>U</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>W*</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WP</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>T1</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>P</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>TO</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>PASS</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>NP</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*WP/WF Grades were discontinued and replaced with the W Grade effective summer 2014 Quarter.

Withdrawal Grades for Institutional Withdrawals: The W grade is assigned to class withdrawals when a student withdrawals or stops attending all courses prior to the last day to withdrawal. The earned grade in the course is awarded after the last day to withdrawal.

Withdrawal Grades for Individual Course Withdrawals: A course is unregistered during the drop/add period for a student who maintains enrollment in one or more course. Courses dropped after the drop/add period but prior to the last to withdrawal is issued a grade of W (Withdrawal). The earned grade in the course is awarded after the last day to withdrawal.
A grade of W* is recorded for Pass/Fail courses (institutional credits) or for module-based courses that are dropped after drop/add but prior to the start of the module in which the course was scheduled. W grades count as credits attempted but not earned for the purposes of calculating the pace in academic progress and are excluded from CGPA. W* grades are excluded from both the CGPA and Pace components of SAP.

Incomplete Grades: The grade of Incomplete (I) is given for a valid reason when a student is unable to complete all the work in the class by the time the class ends. An Incomplete Grade Request Form must be submitted to the Director of Education prior to the last day of class. Students must initiate arrangements with instructors and receive approval of the Director of Education to make up the required work before the end of the add/drop period of the immediately following term. At that time, the grade will be calculated based on the work submitted and will replace the Incomplete. Incomplete grades count as credits/hours attempted but not completed. When the Incomplete is converted to a letter grade, it will be computed as credits/hours completed or failed, depending on the grade assigned.

Satisfactory Academic Progress for Financial Aid Eligibility
Federal regulations require that students receiving financial aid must satisfactorily progress toward completion of the appropriate degree or diploma. See the Satisfactory Academic Progress section of this catalog.

Repeated Coursework
Beginning with the 2011-2012 award year, a student’s enrollment status in a term-based program for Title IV purposes may include previously passed coursework being repeated in the program, but may not include more than one repetition of a specific previously passed course.

Family Educational Rights and Privacy Act
All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Registrar oversees the educational records. Students may request a review of their records by writing to the Registrar or his/her designee and identifying the record(s) they wish to review. Such review will be allowed during regular school office hours under appropriate supervision and within 45 days of the date the request is received by the school. A copy of the records may be obtained for $1.00 per page. When grades are included, the transcript charge applies.

A student may request the school to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Registrar and identify the part of the record he or she wants to change and specify why it is inaccurate. The Registrar, together with other involved school personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the school will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student’s permanent record.

The following are exemptions to FERPA:

- Financial records submitted by a student’s parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1973. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

The school will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the school in writing within ten (10) days after the first date of attendance if the student does not wish to have any or all of such information released by the school. Such directory information includes some or all of the following data: student’s name, address(es), telephone number, e-mail address, program, dates of attendance, photograph, degree or diploma awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime. The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Additional information on FERPA is available from the Campus Director's office.
The Externship Experience

The externship is a class that is a requirement in designated programs. Students participate in an externship during their final term or final modules. Learning takes place "on the job" as students experience first-hand the day-to-day operations of their career field. Supervised externships are customized to each student’s program area and capabilities. Because it is an academic requirement, it requires oversight by academic staff members who are specialists in the career field.

Prior to a student's beginning an externship, a completed Externship Agreement and Externship Assignment Form must be executed with McCann School of Business & Technology Sunbury, the externship site and the student. A copy of this information is maintained by the Externship Coordinator and Career Services Department and become part of the student’s permanent record. The externship site and the student are also provided a general competency list for the student’s program that reflects the competencies acquired by the student. This provides guidance to the site supervisor on the student’s expected skill sets.

The student submits weekly reports to document his/her externship attendance, activities and learning. The sponsoring externship host evaluates the student at the midpoint and at the conclusion of the required hours. In addition, evaluations are made by the externship supervisor based on site visitation and observations.

The Externship Coordinator makes a planned visit to the externship site to observe the student on the job. The site supervisor is notified of the visit and is involved in communicating with the Externship Coordinator about the student's progress. Each student is visited at least once a term by an Externship Coordinator. A second visit may be necessary if a student needs additional coaching or training, or at the request of the site.

The Externship Coordinator completes and Externship Visit Form for each visit that is conducted. These visit reports are filed with the Director of Education.
Programs of Study

The following programs of study are offered at McCann School of Business & Technology Sunbury Campus:

Associate in Specialized Business
- Business Administration
- Business Administration with Hospitality Option
- Business Administration with Marketing Option
- Criminal Justice
- Electronic Health Records
- Medical Assisting
- Professional Massage Therapy

Associate in Specialized Technology
- Medical Laboratory Technician
- Network Administration and Security
- Surgical Technology

Diploma
- Massage Therapy
- Medical Billing and Coding
- Phlebotomy Technician

Effective, July 1, 2011, all required program disclosure information regarding McCann School of Business & Technology programs is available on line at http://disclosure.mccann.edu.
Business Administration
Associate in Specialized Business

Program Objective
The Business Administration program provides training for an entry-level position in business management. Students are given a solid foundation in all aspects of managing a business, including accounting, finance, marketing and sales. Students will examine the fiscal, marketing, and human capital areas of daily operations of businesses. The program offers three tracks for the student: straight Business Administration (BA); BA with emphasis in Marketing, or BA with emphasis in Hospitality. Graduates of the program may seek employment as managers, management trainees, or supervisors of business operations in business, industry, and government agencies.

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<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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<tr>
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**Total Quarter Credit Hours Required for Graduation**: 104

Full-time students earning an average of 16 credit hours per term may complete this program in seven consecutive terms or approximately twenty-one months. The length of time required to complete this program as a part-time student will vary depending on the number of credits earned each term. Graduates are awarded the Associate of Applied Business Degree in Business Administration.
Business Administration with Hospitality Option
Associate in Specialized Business

Program Objective
The Business Administration program provides training for an entry-level position in business management. Students are given a solid foundation in all aspects of managing a business, including accounting, finance, marketing, and sales. Students will examine the fiscal, marketing, and human capital areas of daily operations of businesses. The program offers three tracks for the student: straight Business Administration (BA); BA with emphasis in Marketing, or BA with emphasis in Hospitality. Graduates of the program may seek employment as managers, management trainees, or supervisors of business operations in business, industry, and government agencies.

Major & Related Requirements

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General Education Requirements

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Total Quarter Credit Hours Required for Graduation 104

Full-time students earning an average of 16 credit hours per term may complete this program in seven consecutive terms or approximately twenty-one months. The length of time required to complete this program as a part-time student will vary depending on the number of credits earned each term. Graduates are awarded the Associate of Applied Business Degree in Business Administration.
Program Objective
The Business Administration program provides training for an entry-level position in business management. Students are given a solid foundation in all aspects of managing a business, including accounting, finance, marketing and sales. Students will examine the fiscal, marketing, and human capital areas of daily operations of businesses. The program offers three tracks for the student: straight Business Administration (BA); BA with emphasis in Marketing, or BA with emphasis in Hospitality. Graduates of the program may seek employment as managers, management trainees, or supervisors of business operations in business, industry, and government agencies.

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<tr>
<td>AC101 Accounting Principles I</td>
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<td>BU210 Advertising Principles</td>
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<th>General Education Requirements</th>
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<td>COM1101 Interpersonal Communications</td>
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<td>SCI1101 Environmental Science</td>
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</table>

Total Quarter Credit Hours Required for Graduation: 104

Full-time students earning an average of 16 credit hours per term may complete this program in seven consecutive terms or approximately twenty-one months. The length of time required to complete this program as a part-time student will vary depending on the number of credits earned each term. Graduates are awarded the Associate of Applied Business Degree in Business Administration.
Criminal Justice
Associate in Specialized Business

Program Objective
The broad scope of the Criminal Justice program prepares students for entry-level careers in corrections, law enforcement, and/or security. Students examine the legal process from law enforcement, to the courts, and through the corrections system as well as its effect upon society. Graduates may seek careers as corrections officers, court clerks, juvenile support assistants, probation support assistants, or as security or investigative professionals in business, industry, and government.

<table>
<thead>
<tr>
<th>Major &amp; Related Requirements</th>
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<td>C125 Writing for Criminal Justice</td>
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</table>

**Total Quarter Credit Hours Required for Graduation** 104

Full-time students earning an average of 16 credit hours per term may complete this program in six to seven consecutive terms or approximately eighteen to twenty-one months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term. Graduates are awarded the Associate in Specialized Business Degree in Criminal Justice.

Note: This program is not intended to meet state requirements for a law enforcement officer or police officer.
Electronic Health Records
Associate in Specialized Business

Program Objective
The Electronic Health Records program provides students with a foundation in managing healthcare data and information resources. Students receive training in planning, collecting, aggregating, analyzing, and disseminating individual patient and aggregate clinical hospital data. Graduates may seek entry-level employment in physician’s offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance offices and nursing homes.

Major & Related Requirements

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Full-time students earning an average of 16 credit hours per term may complete this program in six to seven consecutive terms or approximately eighteen to twenty-one months. The length of time required to complete the program as a parttime student will vary depending upon the number of credits earned each term. Graduates are awarded the Associate of Specialized Business Degree in Electronic Health Records.
Medical Assisting
Associate in Specialized Business

Program Objective
The Medical Assisting program provides training for an entry-level career as an important member of the healthcare team. The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program emphasizes hands-on experience in both front-office administrative and back-office clinical skills and develops traits employers seek such as the ability to assume responsibility, make decisions, and work independently. Graduates are eligible to sit for an examination that leads to a certification or registration in the medical field. Students should talk to the Program Director for more information about certification examinations. Graduates may pursue career opportunities in the growing healthcare industry in doctors' offices, medical clinics, and other medical facilities as clinical medical assistants, administrative medical assistants, and medical office managers where they work under the supervision and direction of a physician or licensed healthcare practitioner.

Major & Related Requirements

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<td>MA222</td>
<td>Medical Office Systems</td>
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<td>Medical Review</td>
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General Education Requirements

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<tr>
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<th>Quarter Credit Hours</th>
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<tr>
<td>COM1101</td>
<td>Interpersonal Communications</td>
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<td>ENG1101</td>
<td>English Composition I</td>
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Full-time students earning an average of 12 credit hours per term may complete this program in eight consecutive terms or approximately twenty-four months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term. Graduates are awarded the Associate in Specialized Business Degree in Medical Assisting.
**Program Objective**
The Massage Therapy program provides training for an entry-level career as a professional massage therapist. Students develop the knowledge necessary to develop massage protocol and perform an extensive therapeutic massage with focus on whole body wellness. Graduates are prepared for employment opportunities in hospitals, rehabilitation centers, medical offices, spas, health clubs, and private practice and are eligible to sit for the National, state or MBLEx licensing exam.

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<thead>
<tr>
<th>Major &amp; Related Requirements</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>GS201 Career Management</td>
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<tr>
<td>GS235 Critical Thinking</td>
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<td>IT100 Introduction to Computers</td>
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<td>MT160 Massage Therapy Theory</td>
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<tr>
<td>MT165 Anatomy and Physiology</td>
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<td>MT166 Anatomy and Physiology</td>
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<tr>
<td>MT169 Somatic Psychology</td>
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<tr>
<td>MT175 Kinesiology Upper Body</td>
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<td>MT176 Kinesiology Lower Body</td>
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<td>MT180 Swedish Massage</td>
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<td>MT181 Massage Pathology</td>
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<tr>
<td>MT185 Law Business and Ethics</td>
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<tr>
<td>MT190 Student Clinic C</td>
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<td>MT193-48 Student Clinic F</td>
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<td>MT266 Energy Based Modalities</td>
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<tr>
<td>MT268 Hydrotherapy &amp; Aromatherapy</td>
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<td>MT273 Therapeutic Massage II</td>
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<td>MT275 Special Populations</td>
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<td>MT276 Seated &amp; Sports Massage</td>
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<td>MT296 Spa Therapy</td>
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<th>General Education Requirements</th>
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<tr>
<td>COM1101 Interpersonal Communications</td>
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<td>ENG1101 English Composition I</td>
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**Total Quarter Credit Hours Required for Graduation**

90.1

This program is considered a clock hour program for Title IV purposes. There are 1460 total clock hours in this program.
**Medical Laboratory Technician**
Associate in Specialized Technology

**Program Objective**
The Medical Laboratory Technician program provides training for an entry-level career in the clinical laboratory field. Medical laboratory technicians perform complex chemical, biological, hematological, immunologic, microscopic, and bacteriological tests. They microscopically examine blood and other body fluids; make cultures of body fluid and tissue samples, to determine the presence of bacteria, fungi, parasites, or other microorganisms; analyze samples for chemical content or a chemical reaction and determine concentrations of compounds such as blood glucose and cholesterol levels. They also type and cross match blood samples for transfusions. Some Medical Laboratory Technicians supervise laboratory assistants.

**Major & Related Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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</thead>
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<tr>
<td>GS101</td>
<td>Career Development</td>
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<td>IT100</td>
<td>Introduction to Computers</td>
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<tr>
<td>MA100</td>
<td>Medical Orientation</td>
<td>2</td>
</tr>
<tr>
<td>MA105</td>
<td>Medical Law &amp; Ethics</td>
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<td>MA110</td>
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<td>MA112</td>
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<tr>
<td>MA160</td>
<td>Healthcare Regulation</td>
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<td>MA161</td>
<td>Phlebotomy Theory</td>
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<td>MA261</td>
<td>Phlebotomy Clinic</td>
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<tr>
<td>MH205</td>
<td>College Algebra</td>
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<td>ML225</td>
<td>Medical Lab Review</td>
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<td>ML105</td>
<td>Clinical Chemistry</td>
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<td>Clinical Chemistry Laboratory</td>
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<td>Hematology</td>
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<td>Microbiology Laboratory</td>
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**General Education Requirements**

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<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>COM1101</td>
<td>Interpersonal Communications</td>
<td>4</td>
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<tr>
<td>ENG1101</td>
<td>English Composition I</td>
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<td>MTH1101</td>
<td>College Mathematics</td>
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<td>SCI1101</td>
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<tr>
<td>SOC1101</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Total Quarter Credit Hours Required for Graduation** 100

Full-time students earning an average of 16-18 credit hours per term may complete this program in eight consecutive terms or approximately twenty-four months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term. Graduates are awarded the Associate in Specialized Technology degree in Medical Lab Technician.
Network Administration and Security
Associate in Specialized Technology

Program Objective
The Network Administration and Security program provides training for the person seeking an entry-level position in the growing computer industry. The program emphasizes hands-on experience with currently popular business programs and encourages students to sit for various certification examinations available in systems administration. Graduates may pursue career opportunities in business, industry, or government as network administrators, network applications assistants, network support specialists, help desk support, or other related technical support positions.

Major & Related Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>GS101</td>
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<td>Introduction to Computers</td>
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<td>IT107</td>
<td>Productivity Software</td>
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<tr>
<td>IT110</td>
<td>PC Operating Systems</td>
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<td>IT111</td>
<td>PC Hardware &amp; Software (A+)</td>
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<td>IT116</td>
<td>Networking Concepts</td>
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<td>IT130</td>
<td>Microsoft Client</td>
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<td>IT131</td>
<td>Linux +</td>
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<td>IT215</td>
<td>Certification Preparation</td>
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<td>IT240</td>
<td>Security +</td>
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<td>Network Security: Firewalls, VPNs, &amp; Other Defenses</td>
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<td>Routing and Switching I</td>
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<td>IT270</td>
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General Education Requirements

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<tbody>
<tr>
<td>COM1101</td>
<td>Interpersonal Communications</td>
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<tr>
<td>ENG1101</td>
<td>English Composition I</td>
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<td>MTH1101</td>
<td>College Mathematics</td>
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<td>SCI1101</td>
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</table>

Total Quarter Credit Hours Required for Graduation

98

Full-time students earning an average of 16 quarter credit hours per term may complete this program in six to seven consecutive terms or approximately eighteen to twenty-one months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term. Students are awarded an Associate in Specialized Technology degree in Network Administration and Security.
Program Objective
The Surgical Technology program provides training for an entry-level career as a vital member of the operating room team where the Surgical Technologist works together with surgeons, anesthesiologists, registered nurses, and other surgical team members. The program is designed to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Surgical Technologists maintain asepsis in the operating room, pass instruments and sterile items and equipment to the surgeon during a procedure, maintain the sterile field, and prepare patients, instruments, supplies, and equipment before and after an operation. Graduates may seek career opportunities in hospitals, surgical suites, or surgical centers as scrub surgical technologist, circulating surgical technologist, or second assisting technologist. Graduates of CAAHEP-accredited programs are eligible to sit for the national certification examination for Surgical Technology to become a Certified Surgical Technologist (CST).

Major & Related Requirements

<table>
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<tr>
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<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS101</td>
<td>Career Development</td>
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<td>MA110</td>
<td>Medical Terminology</td>
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<td>MA116</td>
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<td>ST111</td>
<td>Anatomy and Physiology I</td>
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<td>Pharmacology and Anesthesiology</td>
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<td>Pathophysiology</td>
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<td>Surgical Principles</td>
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<td>ST117</td>
<td>Surgical Techniques</td>
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<td>ST230</td>
<td>Minor Surgical Procedures</td>
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General Education Requirements

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<tbody>
<tr>
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<tr>
<td>ENG1101</td>
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<tr>
<td>MTH1101</td>
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<td>SCI1101</td>
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<td>SOC1101</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

Total Quarter Credit Hours Required for Graduation 92

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Clinical Case Requirements

1. The number of cases required for graduation from the Surgical Technology Program is 120 cases (CCST6e, AST).
2. As per the Association of Surgical Technologists (AST), Core Curriculum for Surgical Technology 6th Edition, the following will apply:
   A. General Surgery cases
      1. Each student will be required to complete a minimum of 30 cases in General Surgery; 20 cases must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
   B. Specialty cases
      1. Each student will complete a minimum of 90 cases in a variety of surgical specialties. (CCST6e, AST) The following areas are considered Specialty: Cardiothoracic, ENT, Ophthalmic, GU, Neuro, OB/GYN, Oral/Maxillofacial, Orthopedics, Peripheral Vascular, and Plastic.
         a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
            1. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
            2. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
         b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
   C. Optional surgical specialties
1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
   a. Diagnostic endoscopy cases must be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.
   b. Vaginal delivery cases must be documented in the category of “Labor & Delivery” rather than in the OB/GYN specialty.

3. Case experience in the Second Scrub Role is not mandatory. All cases must be documented, including Observation Cases, but do not count towards the 120 required cases.

4. All students are required to monitor clinical progress on a daily basis. Cases will be counted according to surgical specialty. (CCST6e, AST)

* Clinical Case requirements listed above apply to all new cohort starts meeting the requirements of the Core Curriculum for Surgical Technology, 6e (CCST6e).

First and Second Scrub Role and Observation Definitions (CCST6e)

First Scrub Role
The Student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role
The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role
The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.
Program Objective
The Massage Therapy program provides training for an entry-level career as a professional massage therapist. Students develop the knowledge necessary to develop massage protocol and perform an extensive therapeutic massage with focus on whole-body wellness. Graduates are prepared for employment opportunities in hospitals, rehabilitation centers, medical offices, spas, health clubs, and private practice, and are eligible to sit for the Massage and Bodywork Licensing Examination (MBLEX).

Major & Related Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock Hours</th>
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<tr>
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<td>Anatomy and Physiology</td>
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<td>MT175</td>
<td>Kinesiology Upper Body</td>
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<td>MT176</td>
<td>Kinesiology Lower Body</td>
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<td>MT180</td>
<td>Swedish Massage</td>
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<td>Anatomy and Physiology</td>
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<td>Energy Based Modalities</td>
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<td>MT185</td>
<td>Law Business and Ethics</td>
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<td>MT193-48</td>
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<td>900</td>
</tr>
</tbody>
</table>

Full-time students may complete this program in three terms or nine months. Modules A&B must be completed with a passing grade before any other module can be taken.
Program Objective
The Medical Billing & Coding program prepares graduates to work as entry-level medical billing specialists. Students receive training in standard medical procedure coding, insurances, reimbursements, healthcare standards, and information storage and retrieval systems. Graduates may seek entry-level employment in physician's offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance offices, and nursing homes.

<table>
<thead>
<tr>
<th>Major &amp; Related Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM1101 Interpersonal Communications</td>
<td>4</td>
</tr>
<tr>
<td>ENG1101 English Composition I</td>
<td>4</td>
</tr>
<tr>
<td>GS101 Career Development</td>
<td>4</td>
</tr>
<tr>
<td>GS201 Career Management</td>
<td>2</td>
</tr>
<tr>
<td>IT100 Introduction to Computers</td>
<td>4</td>
</tr>
<tr>
<td>MA105 Medical Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>MA110 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA111 Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MA112 Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MA115 Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>MA130 Health Information Technology Orientation</td>
<td>2</td>
</tr>
<tr>
<td>MA132 Healthcare Standards</td>
<td>4</td>
</tr>
<tr>
<td>MA134 Health Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>MA215 Medical Insurance</td>
<td>4</td>
</tr>
<tr>
<td>MA216 Advanced Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>MA220 Medical Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>MA222 Medical Office Systems</td>
<td>4</td>
</tr>
<tr>
<td>MA236 Externship &amp; Seminar</td>
<td>4</td>
</tr>
<tr>
<td>MTH1101 College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>OT101 Document Processing I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70</strong></td>
</tr>
</tbody>
</table>

Total Quarter Credit Hours Required for Graduation: 70

Full-time students earning an average of 16-18 quarter credit hours per term may complete this program in four consecutive terms or approximately twelve months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term. Students are awarded a Diploma in Medical Billing and Coding.
Phlebotomy Technician
Diploma

Program Objective
The Phlebotomy Technician program prepares students to work as entry-level phlebotomists. Students receive training in standard medical procedures for specimen collection and handling, special collections, laboratory tests, and review for the certifying examination. Students may seek entry-level employment in physician’s offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance offices and nursing homes.

Major & Related Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA107</td>
<td>Human Anatomy</td>
<td>48</td>
</tr>
<tr>
<td>MA110</td>
<td>Medical Terminology</td>
<td>48</td>
</tr>
<tr>
<td>MA161-60</td>
<td>Phlebotomy Theory</td>
<td>60</td>
</tr>
<tr>
<td>MA261-108</td>
<td>Phlebotomy Clinic</td>
<td>108</td>
</tr>
<tr>
<td>MA264</td>
<td>Phlebotomy Review</td>
<td>36</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

Total Clock Hours Required for Completion 300

This program is not within the scope of ACICS accreditation. This program is not eligible for Title IV funding.
Course Descriptions

Course Numbering System

Two or three letters followed by three numbers identify courses. The letters indicate the following subject areas:

- **AC** Accounting
- **BU** Business
- **CJ** Criminal Justice
- **COM** General Studies
- **EN** General Studies
- **ENG** General Studies
- **GS** General Studies
- **HM** Hospitality Management
- **IT** Information Technology
- **MA** Medical
- **MH** General Studies
- **ML** Medical
- **MT** Massage Therapy
- **MTH** General Studies
- **OT** Office Technology
- **PL** Legal
- **SCI** General Studies
- **SOC** General Studies
- **ST** Surgical Technology

The first number of the three digits indicates the level of the course:
- **0** Preparatory courses
- **1** Normally a first-year course
- **2** Normally a second-year course

General Education Courses are designated by **;**; Online available for approved campuses are designated by ❱

Prerequisites and course hours are identified at the end of the course description:

**(AA-BB-CC-DD, E)** at the ending of each course description where AA is Lecture hours, BB is Lab hours, CC is Externship Hours, DD is Outside Hours, and E is Total Quarter Credit Hours
## Accounting (AC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC101</td>
<td>Accounting Principles I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Students are acquainted with basic accounting principles. Emphasis is on the accounting cycle, accounting for cash receipts, disbursements, banking procedures and reconciliations, payroll processes and recording the basic transactions of a sole proprietorship. (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>AC102</td>
<td>Accounting Principles II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A continuation of accounting concepts with the introduction of partnership accounting practices. Students are exposed to accounting for sales, purchases, inventory, long-term assets, and receivables. Emphasis is placed on merchandising businesses and partnerships. Prerequisite(s): (AC101) (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>AC103</td>
<td>Accounting Principles III</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>A continuation of accounting concepts with focus on accounting for corporations. Topics include issuance of capital stocks and bonds, earnings and distributions to shareholders, and accounting for a manufacturing business. Managerial accounting is introduced with emphasis on job order, standard, process costing, and variance analysis. Students become familiar with the statement of cash flows as well as financial statement analysis. Prerequisite(s): (AC102) (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>AC120</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course provides a study of the requirements and regulations relating to the payment of wages and salaries; payroll taxes and withholding; basic payroll systems and procedures; Federal and State payroll reports; and practice in all phases of payroll preparation and recordkeeping. Prerequisite(s): (AC101) (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>AC225</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Students combine accounting knowledge with the skills required for a computerized accounting system. Confidence is gained in operating an automated accounting system including general ledger, accounts payable, accounts receivable and payable, inventory, and payroll processing. Prerequisite(s): (AC102) (36-24-0-84, 4)</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>BU105</td>
<td>Management Principles</td>
<td>4</td>
</tr>
<tr>
<td>BU110</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BU115</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>BU120</td>
<td>Marketing Principles</td>
<td>4</td>
</tr>
<tr>
<td>BU125</td>
<td>Sales Principles</td>
<td>4</td>
</tr>
<tr>
<td>BU205</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>BU210</td>
<td>Advertising Principles</td>
<td>4</td>
</tr>
<tr>
<td>BU215</td>
<td>Finance</td>
<td>4</td>
</tr>
<tr>
<td>BU225</td>
<td>Sales Management</td>
<td>4</td>
</tr>
<tr>
<td>BU230</td>
<td>Labor &amp; Management Relations</td>
<td>4</td>
</tr>
<tr>
<td>BU240</td>
<td>Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BU255</td>
<td>Externship &amp; Seminar</td>
<td>8</td>
</tr>
</tbody>
</table>

**BU105 Management Principles**
An introduction to the concepts of business management through a survey of the history of management and the challenges managers face. Small business and start-up management, managerial ethics and corporate social responsibility, human resource management, and leadership and motivation in organizations are among the topics discussed. (48-0-0-96, 4)

**BU110 Business Law**
Law is introduced in relation to the conduct of business including the nature and source of law; courts, and courtroom procedures. A survey of basic laws includes discussion of topics such as contracts, agency, employment, leases, real property, insurance, trusts, bankruptcies, partnerships and corporations. (Also listed as PL104) (48-0-0-96, 4)

**BU115 Customer Service**
The role of customer service in business is explored including basic communication skills needed to work effectively with individuals and groups. Strategies for developing excellent service, dealing with challenging consumers, solving problems, and developing positive telephone communication skills are introduced along with methods of increasing customer retention and surveying customer satisfaction. (48-0-0-96, 4)

**BU120 Marketing Principles**
Marketing concepts in the development of the proper promotional mix of product, place, promotion, and price are presented. Includes market research dealing with consumer preference, needs and desires. (48-0-0-96, 4)

**BU125 Sales Principles**
Students study the art of selling from the personal and economic aspect through the actual selling process. Dealer service selling, product analysis, sales ethics, behavior patterns, and buying motives are discussed. (48-0-0-96, 4)

**BU205 Human Resource Management**
A study of the human resource functions in business and industry from the viewpoint of management. Topics include selection, placement, compensation, training, developing, evaluation, and maintaining a labor force and the function of work teams in the business setting. (48-0-0-96, 4)

**BU210 Advertising Principles**
Focus is on advertising management in business. Students will learn common industry practices, basics of copy, media, and budget decisions, and discuss the legal and moral aspects of advertising. Students prepare and present an advertising campaign for a product or service in consultation with the instructor. Prerequisite(s): (BU120) (48-0-0-96, 4)

**BU215 Finance**
This course introduces the student to financial markets, institutions, and management. Emphasis is placed on the markets in which funds are traded, the institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in the making of sound decisions. (48-0-0-96, 4)

**BU225 Sales Management**
Students explore approaches to planning, organizing, staffing, training, directing and controlling a sales force in support of existing marketing objectives. Prerequisite(s): (BU125) (48-0-0-96, 4)

**BU230 Labor & Management Relations**
This course is designed to provide the student with an understanding of unionism. The course will examine the union-management process and administration of labor agreements. Emphasis is on evolving management and labor institutions and the collective bargaining process. Prerequisite(s): (BU205) (48-0-0-96, 4)

**BU240 Small Business Management**
Students are introduced to the environment of small businesses and entrepreneurs. Topics include initial organization, funding, franchising, start-up, marketing and advertising, legal and governmental control, fiscal decisions, risk management, inventory, and production processes. Students prepare a business plan for a product or service in consultation with the instructor. Prerequisite(s): (BU105) And Final Term (48-0-0-96, 4)

**BU255 Externship & Seminar**
This 264-hour course provides the advanced student with an opportunity to observe and assist in a realistic supervised working environment at school-approved business, industrial, or governmental agencies. Includes seminar hours for coordination and evaluation of the externship experience as well as completion of the professional portfolio. The student's externship hours are served without compensation and are usually scheduled during daytime hours on Mondays through Fridays. Prerequisite(s): Final term or permission of Program Director (12-0-252-24, 8)
Criminal Justice (CJ)

CJ100 Intro to Criminal Justice 4 Quarter Credit Hours
An introduction to the historical development, present operations, and future trends in the American system of criminal justice. Each of its individual components including criminal law, law enforcement, the courts, corrections, and the juvenile system are examined. (48-0-0-96, 4)

CJ105 Criminology 4 Quarter Credit Hours
This course examines causation, criminal deviation, and processes in criminal justice. Criminal typology and patterns are studied as well as the social, economic, and psychological forces involved in the perpetration of a crime. Prerequisite(s): ( CJ100 ) (48-0-0-96, 4)

CJ110 Criminal Law & Procedures 4 Quarter Credit Hours
This comprehensive course, covering both substantive criminal law and criminal procedures, examines crimes against persons, property, and the public, as well as the law enforcement and justice system proceedings that follow. A specific segment on this state's criminal law statutes is included. (This course is also listed as PL110.) Prerequisite(s): ( CJ100 Or PL100 ) (48-0-0-96, 4)

CJ115 Criminal Investigation & Evidence 4 Quarter Credit Hours
Theory and practice associated with crime scene investigation and forensic evidence gathering are introduced. Topics include crime scene searches, collection and preservation of evidence, and the capabilities of the crime laboratory. Prerequisite(s): ( CJ100 ) (36-24-0-84, 4)

CJ120 Substance Abuse 2 Quarter Credit Hours
An historical and contemporary overview of substance abuse within the context of the criminal justice system. The major drug categories are examined, along with the effect(s) of historically abused substances on the human body and mind. Treatment approaches are examined as well as contemporary policy and law enforcement responses to substance abuse. Prerequisite(s): ( CJ100 ) (24-0-0-48, 2)

CJ125 Writing for Criminal Justice 4 Quarter Credit Hours
An introduction to written communication for the criminal justice professional. Students are introduced to the various forms and reports encountered by criminal justice practitioners. Emphasis is placed on sentence and paragraph structure, organization, content, and clarity along with the use of proper spelling and grammar. Note taking, report writing, and preparing search and arrest warrants and warrant affidavits are examined. Prerequisite(s): ( CJ100 And EN101 ) (36-24-0-84, 4)

CJ205 Security Procedures 4 Quarter Credit Hours
Principles and concepts in physical security, loss control, and crime prevention are studied in this course. Security measures and responsibilities taken by corporations, the retail industry, the military, and the government are examined from the perspective of the security professional. Prerequisite(s): ( CJ100 ) (48-0-0-96, 4)

CJ210 Juvenile Justice 4 Quarter Credit Hours
Juvenile delinquent behavior, theory, cause, and prevention are examined. Biological, psychological, and sociological factors are considered as cases of juvenile crime are viewed from the perspective of the juvenile justice system and its current practices. Prerequisite(s): ( CJ105 ) (48-0-0-96, 4)

CJ212 Constitutional Law 4 Quarter Credit Hours
The study of the Constitution of the United States and the interpretations made by the United States Supreme Court are the focus of this course. Topics include the jurisdiction and organization of the U.S. Supreme Court and federal courts, judicial review, the organization and powers granted to the Legislative, Judicial, and Executive branches of the government, and items covered under the Bill of Rights. (Also listed as PL212) Prerequisite(s): ( CJ100 ) (48-0-0-96, 4)

CJ215 Introduction to Corrections 4 Quarter Credit Hours
This course is an introduction and overview of correctional operations, procedures, treatments, and practices in federal, state, and local prisons. Studies include institutionalization, theories of rehabilitation, programs and services, life in prison, and the roles of corrections personnel as part of this process. Prerequisite(s): ( CJ100 ) (48-0-0-96, 4)

CJ220 Probation, Parole & Pardon 2 Quarter Credit Hours
This course focuses on the principles of probation, parole, and pardon as governmental functions on the federal, state, and local levels. The philosophy of punishment, rehabilitation, and methods of treatment of the public offender are examined in light of the roles of the probation and parole officers. Prerequisite(s): ( CJ100 ) (24-0-0-48, 2)

CJ225 Terrorism & CounterTerrorism 2 Quarter Credit Hours
This course examines the global pattern of terrorism and the measures being taken to counter such attacks. Study includes the origins of terrorism, the dynamics of terrorist groups, weapons of mass destruction, the cultural, economic, political, and psychological causes of terrorist activity, and the United States Department of Homeland Security. Prerequisite(s): ( CJ100 ) (24-0-0-48, 2)

CJ230 Police Operations & Administration 4 Quarter Credit Hours

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From the foundations of law enforcement in America to present day police activities, this course covers the role of the police officer in society, including personal characteristics, training, common operating procedures, and challenges confronting the law enforcement professional in the administration of justice. Prerequisite(s): (CJ100) (48-0-0-96, 4)

CJ255 Externship & Seminar  8 Quarter Credit Hours
This 264-hour course provides the advanced student with an opportunity to observe and assist in a realistic supervised working environment at school-approved business, industrial, or governmental agencies. Includes seminar hours for coordination and evaluation of the externship experience as well as completion of the professional portfolio. The student's externship hours are served without compensation and are usually scheduled during daytime hours on Mondays through Fridays. Prerequisite(s): Final term or permission of Program Director (12-0-252-24, 8)
General Studies (COM)

**COM1101 Interpersonal Communications**
The principles of effective verbal and non-verbal communication are the focus of this course. Students are given the opportunity to learn and apply communication techniques based on content, context, and audience. (40-0-0-80, 4)

**EN001 English Foundations**
A course to assist students in achieving a level of competence as writers that will prepare them to work successfully in advanced studies. Fundamentals of standard written English are developed and reinforced. Students whose score on the placement examination is below the minimum required must enroll in this course. This course does not apply toward the graduation requirements of any program, and the grade is not counted in the grade point average. Successful completion qualifies the student for enrollment in EN101. (48-0-0-96, 4)

**EN101 English Composition I**
A course to strengthen writing skills by emphasizing the development and the improvement of the writing process: prewriting, thesis development, organization, and revision. Library and electronic resources and their documentation are introduced. Focus of this course will be on writing the essay. Critical reading and responding are a major part of this course. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite(s): Qualification by Examination (48-0-0-96, 4)

**EN102 English Composition II**
A continuation of English Composition I, this course focuses on more advanced forms of writing and revision. Appropriate techniques for achieving the best results in these types of writing are introduced and developed. Literacy analysis is an integral part of the course. Writing skills are refined in terms of fluency, style, and transitions for unity and coherence. Research processes are reviewed and students produce a documented research paper. Prerequisite(s): (EN101) (48-0-0-96, 4)

**EN210 Oral Communication**
Public speaking skills are developed from audience analysis to delivery. Principles and practices of effective speech are examined whether addressing small or large groups on formal or informal topics. (48-0-0-96, 4)

**EN215 Business Communication**
Application of the principles of effective business communication to reach, motivate, and influence corporate audiences are studied. Oral and written applications of these principles are practiced in executive, sales, customer, employee, and shareholder communication. Letters, memoranda, reports, proposals, and presentations are evaluated in this context. Prerequisite(s): (EN101) (48-0-0-96, 4)

**ENG1101 English Composition I**
In this course, students learn about the context of writing and are given the opportunity to practice their personal writing skills. Elements of this course include awareness of audience, understanding of the writing process and elements of grammar and style, and critical reading and document writing. Overall, students are expected to learn about writing and its function within practical contexts. (40-0-0-80, 4)

**GS101 Career Development**
A course that examines issues relevant to an individual's professional success. Topics include motivation, self-esteem, attitudes, goal setting, time management, health and stress, communication, family, and employment. Students begin the creation of their professional portfolios. (48-0-0-96, 4)

**GS110 General Psychology**
This course examines the scientific study of human behavior. Emphasis is on the historical standpoint, theoretical concepts, and empirical research that are used to describe and understand behavior from biological, cognitive, affective, and social perspectives. (48-0-0-96, 4)

**GS201 Career Management**
Emphasis is placed on the transferable skills and career objectives of each student. Course content includes resume preparation, job search techniques, contact with prospective employers, and practice employment interviews. Students complete professional portfolios for presentation. Prerequisite(s): (GS101) (24-0-0-48, 2)

**GS210 Principles of Sociology**
This course provides an overview of the study of society. Topics include socialization; culture; social structure; social institutions, including family, religion, politics and laws; social stratification; diversity, and deviance. (48-0-0-96, 4)

**GS230 Introduction to Economics**
This course examines the free enterprise system of the United States, the operation of the Federal Reserve, and the World Economy as it covers personal finance, banking, and the stock market. Macroeconomics and microeconomics concepts are introduced. (48-0-0-96, 4)

**GS235 Critical Thinking**
This course develops and improves critical thinking skills by concentrating on four principles: perceiving, valuating, making decisions, and taking action. Reasoning and developing the intellectual capacity to analyze, synthesize, and defend substantiated responses, both oral and written, are explored. (48-0-0-96, 4)
GS280 Microbiology 4 Quarter Credit Hours
A survey of topics in microbiology as they relate to the care of patients and protection against infectious disease. They include classification of organisms, parasitology, biotechnology, and infection control. Corequisite(s): GS280 for ML280 majors only (48-0-0-96, 4)

GS285 Microbiology 4 Quarter Credit Hours
A survey of topics in microbiology as they relate to the care of patients and protection against infectious disease. They include classification of organisms, parasitology, biotechnology, and infection control. (36-24-0-84, 4)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM100</td>
<td>Introduction to Hospitality Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>The student is introduced to the hospitality industry which is comprised of businesses that provide lodging, food and beverage, and other services to travelers. Students examine the history and development of the industry, noting growth and trends. Emphasis is placed on customer service for hotels, motels, inns, resorts, and restaurants. (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>HM110</td>
<td>Hotel/Motel Operations Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course provides the student with techniques and procedures utilized in the daily operation of a lodging facility. Topics include front office operations, cash control procedures, guest services, housekeeping, accounting, and public relations. Students will examine a property management system. Prerequisite(s): (HM100 And BU105) (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>HM120</td>
<td>Hospitality Marketing &amp; Sales</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course examines current principles and practices of marketing hospitality operations. The student will examine the role of the sales department, client behavior, pricing strategies, market research, planning, advertising, communications, and selling. Prerequisite(s): (HM100) (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>HM150</td>
<td>Introduction to Food and Beverage Services</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course presents an overview of the principles and practices employed in today's hotels and restaurants. The focus will be the practical day-to-day operations of this service industry. Students will examine all aspects of food and beverage service, including facilities and equipment, wait staff, menus, food and beverage preparation, seating, clean-up, sanitation in hotels and restaurants. Prerequisite(s): (HM100) (48-0-0-96, 4)</td>
<td></td>
</tr>
<tr>
<td>HM240</td>
<td>Conferences, Banquets &amp; Hosting Special Events</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course builds on the Food and Beverage Management course by studying the necessary procedures for successfully addressing large numbers of guests as well as catering the event. It focuses on the principles of facility promotion, the logistics of handling food production in large quantities, guest accommodations, and facilities arrangements while maintaining quality of service for the guests. (48-0-0-96, 4)</td>
<td></td>
</tr>
</tbody>
</table>
Information Technology (IT)

IT100 Introduction to Computers  4 Quarter Credit Hours
This course introduces students to the field of business information technology and provides the necessary background for further study in computers. Topics include the history of computers, fundamental terminology, physical components of computer hardware, software applications, and care and maintenance of equipment. Students are introduced to the Internet and email and receive an overview of common computer applications such as word processing, spreadsheets, databases, and presentation programs. (36-24-0-84, 4)

IT101 Word Processing  2 Quarter Credit Hours
An introduction to the basic techniques of electronic word processing. Students apply word processing skills to prepare, revise, edit, or adjust business and personal documents. Prerequisite(s): ( IT100 ) (0-48-0-24, 2)

IT102 Spreadsheets  2 Quarter Credit Hours
This course provides instruction for using a computerized spreadsheet program to manipulate various data in row and column formats. Students create, edit, and print spreadsheets. Prerequisite(s): ( IT100 ) (0-48-0-24, 2)

IT103 Database Management  2 Quarter Credit Hours
This course focuses on the concepts of database management and manipulation. Students create a database using records and files and prepare forms and reports using the most common database commands. Prerequisite(s): ( IT100 ) (0-48-0-24, 2)

IT104 Presentation Graphics  2 Quarter Credit Hours
This course explores the application of graphics software in business presentations. Students create and edit software presentations, use proofing tools, incorporate clip-art, charts, drawings, and special effects, and build slide shows. Prerequisite(s): ( IT100 ) (0-48-0-24, 2)

IT105 Desktop Publishing  2 Quarter Credit Hours
A step-by-step approach is used to create and enhance publications using word processing and graphics. Major emphasis will be placed on designing and producing specific office applications - such as letterheads, newsletters, brochures, flyers, forms, calendars, announcements, and presentation materials. Prerequisite(s): ( IT100 ) (0-48-0-24, 2)

IT107 Productivity Software  2 Quarter Credit Hours
This course provides word processing, spreadsheet, database, and presentation graphics skills necessary to prepare, revise, edit, present, or adjust business and personal data. Additionally, the integration and use of software will be the goal of this course. Prerequisite(s): ( IT100 ) (0-48-0-24, 2)

IT110 PC Operating Systems  4 Quarter Credit Hours
This course provides a working knowledge of the PC operating system and examines popular operating systems such as DOS, Windows, Linux, and Mac OS. Instruction relative to basic commands or actions involved in file management, directory organization, system setup, software installation, and data security is included. Prerequisite(s): ( IT100 ) (36-24-0-84, 4)

IT111 PC Hardware & Software (A+)  4 Quarter Credit Hours
PC hardware, software, and troubleshooting skills are discussed. Students learn the components of a PC and how each part functions while obtaining the knowledge and skills necessary to service microcomputer hardware and supported peripherals and to build a computer from parts. This course also helps prepare students to take the A+ certification examination. Prerequisite(s): ( IT100 ) (36-24-0-84, 4)

IT112 Introduction to E-Commerce  4 Quarter Credit Hours
This course introduces the Internet and its organization with emphasis on business applications. Students learn the conduct of selling, buying, logistics, or other organization-management activities via the web. The basics of web page creation are also discussed. Prerequisite(s): ( IT100 ) (36-24-0-84, 4)

IT116 Networking Concepts  4 Quarter Credit Hours
This course develops technical skills in networking administration and support. Topics include media and topologies, protocols and standards, network implementation, and network support. The course helps prepare students with the necessary knowledge and skill to take the Network + Certification Exam. Prerequisite(s): ( IT110 ) (36-24-0-84, 4)

IT130 Microsoft Client  4 Quarter Credit Hours
This course instructs students to implement, administer and troubleshoot a Microsoft client OS as a desktop operating system in any network environment. This class helps prepare the student for Microsoft certification. Prerequisite(s): ( IT110 ) (36-24-0-84, 4)

IT131 Linux +  4 Quarter Credit Hours
This course instructs students in the technical skills necessary to implement, administer and troubleshoot a Linux operating system in any network environment. Prerequisite(s): ( IT110 ) (36-24-0-84, 4)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT202</td>
<td>Advanced Spreadsheets</td>
<td>2</td>
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<tr>
<td></td>
<td>This course is a continuation of IT102 with an emphasis on business modeling and advanced spreadsheet functions. Prerequisite(s): (IT102) (0-48-0-24, 2)</td>
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<tr>
<td>IT215</td>
<td>Certification Preparation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>This course is designed to further prepare the student for A+ Hardware and Software certification. Prerequisite(s): (IT110 Or IT111) (0-48-0-24, 2)</td>
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</tr>
<tr>
<td>IT236</td>
<td>Microsoft Server Network Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course is intended to introduce the students to the deployment of applications and terminal services in a Microsoft Server Environment. Upon completion of this course the student will have a basic understanding of deployment of a Microsoft Applications Server, the server's role in multi-segment networks, and deployment of various Microsoft Applications Server. Prerequisite(s): (IT116) (36-24-0-84, 4)</td>
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</tr>
<tr>
<td>IT237</td>
<td>Microsoft Active Directory</td>
<td>4</td>
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<td></td>
<td>This course teaches students through lecture, discussion, demonstration, and laboratory exercises the skills and knowledge necessary to administer and support Microsoft Active Directory Services. This class helps prepare students for the Microsoft certification exams. Prerequisite(s): (IT116) (36-24-0-84, 4)</td>
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<tr>
<td>IT239</td>
<td>Management Information Systems</td>
<td>4</td>
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<td></td>
<td>This course prepares the student to manage day-to-day security operations of a computer network. Students will examine security risks and assessments, management models, current practices and protective mechanisms for maintaining the integrity and confidentiality of the establishment's computer network. Prerequisite(s): (IT116) (48-0-0-96, 4)</td>
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</tr>
<tr>
<td>IT240</td>
<td>Security +</td>
<td>4</td>
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<td>This course develops technical skills in network security. Topics include security concepts, risk identification, intrusion detection, implementing and maintaining a secure network, cryptography basics, methods, and standards, security policies, procedures and management. The course helps prepare students with the necessary knowledge and skill to take the Security + Certification Exam. Prerequisite(s): (IT116) (36-24-0-84, 4)</td>
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<tr>
<td>IT243</td>
<td>Network Security: Firewalls, VPNs, &amp; Other Defenses</td>
<td>4</td>
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<td>This course provides instruction and hands-on exercises in applications of firewalls, virtual private networks, and other anti-intrusion mechanisms to protect a network information system. Students will examine Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), Hardening Routers and Operating System, Patch Management, Log Analysis, Web Security, Email Security, Authentication, Encryption, Digital Signatures, Assessment, and Disaster Recovery. Prerequisite(s): (IT116) (36-24-0-84, 4)</td>
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<tr>
<td>IT245</td>
<td>Routing and Switching I</td>
<td>4</td>
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<td></td>
<td>This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including basic router operation and routing on Cisco devices. Prerequisite(s): (IT116) (36-24-0-84, 4)</td>
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<tr>
<td>IT248</td>
<td>Mail Server</td>
<td>4</td>
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<td>This course is intended to introduce the students to administration of an E-mail Server. Upon completion of this course, the student will have a basic understanding of the function of the E-mail Server, the server's role in multi-segment networks, configuration of Server operating systems that typically have multiple physical locations, mixed client connection protocols, and internet messaging connectivity. Prerequisite(s): (IT116) (36-24-0-84, 4)</td>
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<tr>
<td>IT256</td>
<td>Externship &amp; Seminar</td>
<td>8</td>
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<td>This 264-hour course provides the advanced student with an opportunity to observe and assist in a realistic supervised working environment at school-approved business, industrial, or governmental agencies. Includes seminar hours for coordination and evaluation of the externship experience as well as completion of the professional portfolio. The student's externship hours are served without compensation and are usually scheduled during daytime hours on Mondays through Fridays. Prerequisite(s): Final term or permission of Program Director (12-0-252-24, 8)</td>
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<tr>
<td>IT270</td>
<td>Window Server Administrative Fundamentals</td>
<td>4</td>
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<td></td>
<td>This course teaches students through lecture, discussion, demonstration, and laboratory exercises, the skills and knowledge necessary to administer and support a Microsoft network. This class helps prepare students for the Microsoft certification exams. Prerequisite(s): (IT116) (36-24-0-84, 4)</td>
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</tbody>
</table>
Medical (MA)

**MA100 Medical Orientation**
This introduction to the field of healthcare covers the history of medicine, medical assisting, and related health care professions. The impact of government on health care, the impact of consumers on health care, and women in medicine are discussed. The student will explore training, job responsibilities, employment opportunities, and career ladder. Professionalism, communication skills, and patient care concepts are emphasized. (24-0-0-48, 2)

**MA105 Medical Law & Ethics**
The general ethical and legal principles and responsibilities involved in the medical field are presented. Legal responsibilities, professional liability, licensing, contracts, confidentiality, HIPAA, risk management, and other applications of law in medicine are included. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. (24-0-0-48, 2)

**MA107 Human Anatomy**
Introduction to the systems of the human body. The emphasis of this course is the examination of the organs and systems of the human body interacting and maintaining life, with a special focus on the cardiopulmonary system. This course does not meet the graduation requirements of any other medical program. (48-0-0-96, 4)

**MA110 Medical Terminology**
The language of medicine is studied by combining all senses of learning (visual, hearing, speaking, and writing). The investigation of the structure and formation of medical terms, including the roots, suffixes, and combining forms is stressed. Emphasis is centered on defining and spelling anatomic structures, disease terminology, surgical and diagnostic procedures, and descriptive terms in the work analysis. (48-0-0-96, 4)

**MA111 Anatomy & Physiology**
Students will study the structural systems of the human body and the principles of human physiology. The design of this course is to assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the integumentary, skeletal, muscular, and nervous systems. Prerequisite(s): (MA110) (48-0-0-96, 4)

**MA112 Anatomy & Physiology**
This course will assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, and how the various organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the nervous, cardiovascular, lymphatic, digestive, respiratory, urinary, endocrine, and reproductive systems. Prerequisite(s): (MA110) (48-0-0-96, 4)

**MA113 Pathology**
This course provides a general overview of the disease process and the mechanisms by which the human body copes with disease. Also included are surveys of the more common diseases affecting various body systems and discussions of diseases of the endocrine, integumentary, musculoskeletal, digestive, respiratory, circulatory, urinary, and reproductive systems. Prerequisite(s): (MA112) (48-0-0-96, 4)

**MA115 Medical Coding**
Students will be taught the primary skills needed for medical procedural and diagnostic coding. Emphasis is placed on the use of coding manuals to complete the universal claim form for insurance processing. Prerequisite(s): (MA110) (48-0-0-96, 4)

**MA116 All Hazards Preparation**
The All-Hazard Preparation course is designed to prepare students to assist in emergency situations. Students will be taught preparation, planning, detection and communication of information related to disasters and emergencies. Students will become familiar with incident management and support systems. They will explore safety and security concerns, clinical/public health assessment and intervention. Students will also be taught how to establish contingency, continuity, and recovery plans following a disaster. Public health law and ethics are also an integral part of this course where students will be taught CPR, basic First Aid, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). This course is intended for Health Care providers in a number of in-hospital and out-of-hospital related fields. (12-24-0-36, 2)

**MA121 Pharmacology**
The identification of commonly administered drugs, their uses, side effects and interactions will be emphasized. Topics taught include terminology and abbreviations relating to pharmaceuticals, various routes of drug administration, drug calculations, anatomical injection sites, and legal records and ethical standards necessary for the administration and dispensing of drugs by a physician. Prerequisite(s): (MA110 And MH110) (48-0-0-96, 4)

**MA125 Emergency Procedures**
The Emergency Procedures course is designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. This course teaches First Aid skills needed to manage emergencies. Finally, Emergency Preparedness is also covered in this course preparing the healthcare student for national disasters and emergencies. (0-48-0-24, 2)

**MA130 Health Information Technology Orientation**
This course provides an introduction to the health information science profession. Topics include organizational resources, information and communication technologies, roles of providers and disciplines involved in healthcare, and the role of health information technologists in the workplace. (24-0-0-48, 2)

**MA132 Healthcare Standards**  
This course provides the student with a study of regulations and standards for health facilities with emphasis on health information systems. Emphasis is placed on health data structure, content, analysis, and standards. Policies and procedures to ensure accuracy of health data, compliance to changes in regulations, data quality and integrity, data monitoring and compliance reporting, and health record documentation requirements are discussed. Prerequisite(s): ( MA111 And MA130 ) (48-0-0-96, 4)

**MA134 Health Information Systems**  
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems. This course includes information regarding hardware and software components of computers for medical record applications. Methods of controlling accuracy and security of data in computer systems, records linkage, and data sharing concepts are discussed. Prerequisite(s): ( IT100 And MA110 ) (36-24-0-84, 4)

**MA160 Healthcare Regulation**  
This course examines the regulations set forth by the Occupational and Safety Health Administration (OSHA) that relate to the allied health area and specifically to blood handling and storage. Includes information on infection control and safety and how to make sure a facility is in compliance with OSHA standards. (48-0-0-96, 4)

**MA161 Phlebotomy Theory**  
The theory and practice of phlebotomy are presented. The course includes such topics as phlebotomists in health care delivery systems, collection equipment, reagents and interfering factors in blood collection, venipuncture and capillary puncture blood collection procedures, requisitioning, and specimen transport and processing. (48-0-0-96, 4)

**MA161-60 Phlebotomy Theory**  
The theory and practice of phlebotomy are presented. The course includes such topics as phlebotomists in health care delivery systems, collection equipment, reagents and interfering factors in blood collection, venipuncture and capillary puncture blood collection procedures, requisitioning, and specimen transport and processing. Prerequisite(s): ( MA107 And MA110 ) (36-24-0-84, 4)

**MA200 Medical Assisting-Clinical**  
This competency-based course focuses on the clinical medical assisting skills required to prepare the patient for examination and to assist the physician during patient examination and treatment. Students are trained to obtain vital signs, position the patient for procedures, document in the medical record, obtain infant weight and measurement, and perform patient teaching. Infection control and safety and AIDS-related precautions are stressed. Prerequisite(s): ( MA110 ) And ( MA111 Or MA112 ) (36-24-0-84, 4)

**MA205 Medical Assisting- Procedures**  
This competency-based course teaches the skills necessary to perform selected diagnostic, pharmacologic, and surgical procedures that are completed in the physician's office. Training in electrocardiography, respiratory testing, radiology, wound care, and catheterization is completed. Risk management, HIPAA, infection control, safety, and AIDS-related precautions are stressed. Prerequisite(s): ( MA112 And MA110 ) (36-24-0-84, 4)

**MA210 Medical Assisting - Laboratory**  
This competency-based course teaches the skills necessary for the performance of selected laboratory procedures. Students will learn phlebotomy techniques, glucose testing, microscopic examination skills, gram staining procedures, urinalysis testing, blood typing, pregnancy testing, and various laboratory-testing procedures performed in the physician's office. Students will practice how to obtain samples for testing and how to follow up patient test results. Risk management, quality control, HIPAA, infection control, safety, and AIDS-related precautions are stressed. Prerequisite(s): ( MA112 And MA110 ) (36-24-0-84, 4)

**MA215 Medical Insurance**  
Students will examine the guidelines for completing CMS-1500 (Universal) and additional forms for commercial group insurance, Medicare, Medicaid, TRICARE, and Workman's compensation claims. Instruction will be given on processing and billing insurance claims. Prerequisite(s): ( MA115 ) (48-0-0-96, 4)

**MA216 Advanced Medical Coding**  
This course is designed to provide the student with expert skills in medical coding. Emphasis is placed on analyzing complex health data and accurately reporting each patient's condition with reimbursement as a goal. Students will discuss ICD-9, ICD-10-CM, ICD-10-PCS, CPT modifier use, HCPCS Level II modifiers, home health, LTAC coding, rehabilitation, and SNF cases. Prerequisite(s): ( MA115 ) (0-48-0-24, 2)

**MA220 Medical Computer Applications**  
Students will work with computer software simulating the office procedures and patient information used in an actual medical office. Students build databases, schedule appointments, enter patient information, enter charges and payments to patient accounts, and print insurance forms and financial reports. Word processing software is used for typing medical reports and transcribing physician's dictated reports. Prerequisite(s): ( MA110 ) And ( IT100 ) (0-48-0-24, 2)

**MA222 Medical Office Systems**  
The administrative aspect of the medical office is studied. Students integrate acquired knowledge and communication skills with the application of medical office procedures in a simulated office environment. Students learn to organize and plan assigned tasks, set priorities, work under pressure, develop initiative, and make decisions as a member of the healthcare team. Prerequisite(s): ( IT100 ) (36-24-0-84, 4)
MA225 Medical Review 2 Quarter Credit Hours
This course assists the student in preparing for the Medical Assisting certification examination. Material covered in the medical assisting program is reviewed along with sample questions comparable to those asked on the certification examination. Prerequisite(s): Final term or permission of Program Director (24-0-0-48, 2)

MA230 Registries & Statistics 4 Quarter Credit Hours
This course includes a study of vital and health care statistics and registries in health information systems. Students will collect, organize, and present data and compute and interpret healthcare statistics. Prerequisite(s): (MH101 And MA134) (48-0-0-96, 4)

MA234 Health Information Technology Review 2 Quarter Credit Hours
This course provides a comprehensive review of health information management and assists students in preparing for certification examinations. This capstone course is designed to promote interactive discussion related to the HIM professions to include career issues and opportunities. This course includes specific capstone competencies in a mock testing environment. Prerequisite(s): Final term or permission of Program Director (24-0-0-48, 2)

MA235-300 Externship & Seminar 9 Quarter Credit Hours
Students are assigned for administrative and clinical applications in a suitable physician's office or ambulatory health care facility under the supervision of the externship coordinator and site preceptor. Students receive no remuneration while completing their 300-hour externship. In addition, students attend a weekly seminar. Externship hours are required to be served during daytime hours. Prerequisite(s): Final term or permission of Program Director (12-0-288-24, 9)

MA236 Externship & Seminar 4 Quarter Credit Hours
This course provides the Medical Billing and Coding program students with the opportunity to apply the skills in a realistic supervised working environment at a school-approved healthcare facility. Students work under the supervision of the practicum coordinator and site preceptor. Students receive no remuneration for this practicum and are expected to complete this required course during the daytime hours. In addition, students attend a weekly seminar. Prerequisite(s): Final term or permission of Program Director (12-0-108-24, 4)

MA255 Practicum & Seminar 10 Quarter Credit Hours
Students are assigned for administrative and clinical applications in a suitable physician's office or ambulatory health care facility under the supervision of the practicum coordinator and site preceptor. Students receive no remuneration while completing their practicum. In addition, students attend a weekly seminar. Practicum hours are required to be served during daytime hours. Prerequisite(s): Final term or permission of Program Director (12-0-324-24, 10)

MA261 Phlebotomy Clinic 4 Quarter Credit Hours
This course provides training in collection, transportation, and processing of specimens and the opportunity to perform a variety of procedures, including venipuncture, skin puncture, capillary punctures, the Allen Test, Point-of-Care Testing, blood smear preparation and selected lab tests. Students learn proper laboratory techniques and safety considerations. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite(s): (MA161) (36-24-0-84, 4)

MA261-108 Phlebotomy Clinic 4 Quarter Credit Hours
This course provides training in collection, transportation, and processing of specimens and the opportunity to perform a variety of procedures, including venipuncture, skin puncture, capillary punctures, the Allen Test, Point-of-Care Testing, blood smear preparation and selected lab tests. Students learn proper laboratory techniques and safety considerations (12-24-72-36, 4)

MA264 Phlebotomy Review 2 Quarter Credit Hours
This course assists the student in preparing for the national certification examinations in phlebotomy and electrocardiography. Material covered in major and core courses are reviewed along with sample questions comparable to those asked on the certification examination. Prerequisite(s): (MA161) (12-24-0-48, 2)
### General Studies (MH)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MH001</td>
<td>Mathematics Foundations</td>
<td>4</td>
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</tbody>
</table>

A course to develop and improve the basic skills of working with numbers and fundamental math operations. The number system; addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; integers, and one-step algebraic equations are covered. Students whose scores on the placement examination fall below the minimum required must enroll in this course. This course does not apply toward the graduation requirements of any program, and the final grade for this course is not counted in the grade point average. Successful completion is required for MH101. (48-0-0-96, 4)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MH101</td>
<td>College Mathematics</td>
<td>4</td>
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</table>

This course covers the practical use of math in everyday situations and emphasizes the number system, integers, algebraic expressions, graphs and data, and basic geometric principles. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite(s): Qualification by Examination (48-0-0-96, 4)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MH205</td>
<td>College Algebra</td>
<td>4</td>
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</tbody>
</table>

This course examines real numbers, variable, linear equations and inequalities, exponents, polynomials, order of operations, and word problems. Focus of these topics is the development of problem solving skills and critical thinking. Prerequisite(s): (MH101) (48-0-0-96, 4)
### Medical (ML)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ML105</td>
<td>Clinical Chemistry</td>
<td>4 QH</td>
</tr>
<tr>
<td></td>
<td>Application and theory of manual and automated techniques</td>
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<tr>
<td></td>
<td>used in diagnostic and therapeutic medicine. Quality</td>
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<td></td>
<td>assessment and laboratory techniques and instrumentation.</td>
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<td></td>
<td>Prerequisite(s): (MA110 And MA112 And MH101) Corequisite(s):</td>
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<tr>
<td></td>
<td>(ML107)</td>
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<tr>
<td>ML107</td>
<td>Clinical Chemistry Laboratory</td>
<td>2 QH</td>
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<tr>
<td></td>
<td>Application and theory of manual and automated techniques</td>
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<tr>
<td></td>
<td>used in diagnostic and therapeutic medicine. Quality</td>
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<tr>
<td></td>
<td>assessment and laboratory techniques and instrumentation.</td>
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<tr>
<td></td>
<td>Prerequisite(s): (MA110 And MA112 And MH101) Corequisite(s):</td>
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<tr>
<td></td>
<td>(ML105)</td>
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<tr>
<td>ML120</td>
<td>Hematology</td>
<td>4 QH</td>
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<tr>
<td></td>
<td>Quantitative and qualitative study of the formed elements</td>
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<td>of the blood with emphasis on the normal versus abnormal</td>
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<td></td>
<td>coagulation and hemostasis. Prerequisite(s): (MA112)</td>
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<tr>
<td>ML200</td>
<td>Body Fluid Analysis Laboratory</td>
<td>2 QH</td>
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<td></td>
<td>The study and implementation of laboratory procedures for</td>
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<td></td>
<td>routine examination of urine and body fluids. Identification</td>
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<td>of various parasites encountered in body fluid analysis.</td>
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<td></td>
<td>Prerequisite(s): (GS280 And ML201)</td>
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<tr>
<td>ML201</td>
<td>Microbiology Laboratory</td>
<td>2 QH</td>
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<tr>
<td></td>
<td>Practical application of topics covered in microbiology as</td>
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<td></td>
<td>they relate to the care of patients and protection</td>
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<td>against infectious disease. This includes identifying and</td>
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<td></td>
<td>classifying organisms, staining and observation, culture</td>
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<td></td>
<td>methods and multitest systems. Corequisite(s): (GS280)</td>
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<tr>
<td>ML205</td>
<td>Immunology/Serology Laboratory</td>
<td>2 QH</td>
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<tr>
<td></td>
<td>The study of immunology concepts and the use of immunologic</td>
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<td></td>
<td>assays.</td>
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<tr>
<td>ML210</td>
<td>ImmunoHematology</td>
<td>4 QH</td>
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<tr>
<td></td>
<td>Study of blood and component transfusions; their risks</td>
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<td></td>
<td>complications and quality assurance. Includes blood</td>
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<td></td>
<td>component therapy and testing of the neonate and adult.</td>
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<tr>
<td></td>
<td>Prerequisite(s): (MA110 And MA112)</td>
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<tr>
<td>ML225</td>
<td>Medical Lab Review</td>
<td>2 QH</td>
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<tr>
<td></td>
<td>This course assists the student in preparing for the Medical</td>
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<tr>
<td></td>
<td>Laboratory Technology certification examination. Material</td>
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<td></td>
<td>covered in the medical laboratory technology program is</td>
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<td></td>
<td>reviewed along with sample questions comparable to those</td>
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<td></td>
<td>asked on the certification examination. (12-24-0-36, 2)</td>
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<tr>
<td>ML255</td>
<td>Externship and Seminar</td>
<td>8 QH</td>
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<tr>
<td></td>
<td>Students are assigned for administrative and clinical</td>
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<td>applications in a suitable physician's office or health</td>
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<td>care facility under the supervision of the externship</td>
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<td></td>
<td>coordinator and site preceptor. Students receive no</td>
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<td>remuneration while completing their 264-hour externship. In</td>
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<td></td>
<td>addition, students attend a weekly seminar. Externship</td>
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<td>hours are required to be served during daytime hours.</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite(s): Final term or permission of Program</td>
<td></td>
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<tr>
<td></td>
<td>Director (12-0-252-24, 8)</td>
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</table>
### Massage Therapy (MT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT160</td>
<td>Massage Therapy Theory</td>
<td>4 QH</td>
</tr>
<tr>
<td>MT165</td>
<td>Anatomy and Physiology</td>
<td>4 QH</td>
</tr>
<tr>
<td>MT166</td>
<td>Anatomy and Physiology</td>
<td>4 QH</td>
</tr>
<tr>
<td>MT169</td>
<td>Somatic Psychology</td>
<td>2 QH</td>
</tr>
<tr>
<td>MT175</td>
<td>Kinesiology Upper Body</td>
<td>4 QH</td>
</tr>
<tr>
<td>MT176</td>
<td>Kinesiology Lower Body</td>
<td>4 QH</td>
</tr>
<tr>
<td>MT180</td>
<td>Swedish Massage</td>
<td>4.5 QH</td>
</tr>
<tr>
<td>MT181</td>
<td>Massage Pathology</td>
<td>4 QH</td>
</tr>
<tr>
<td>MT185</td>
<td>Law Business and Ethics</td>
<td>4 QH</td>
</tr>
<tr>
<td>MT190</td>
<td>Student Clinic C</td>
<td>2 QH</td>
</tr>
<tr>
<td>MT193-48</td>
<td>Student Clinic F</td>
<td>1.3 QH</td>
</tr>
</tbody>
</table>

#### MT160 Massage Therapy Theory
This course introduces students to the massage profession and the fundamentals of massage therapy techniques. Students will examine the historical development of massage and study basic principles of massage therapy including indications, contraindications, duration, and energy theory. Holism and self-care will be taught and discussed. Massage effects on pain and various body systems will be discussed. Students are introduced to the major movements and concepts of massage therapy. Client evaluation, draping, hygiene, and safe sanitary practices are introduced. (36-24-0-0, 4)

#### MT165 Anatomy and Physiology
Students will study the structural systems of the human body and the principles of human physiology. The design of this course is to assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the integumentary, skeletal, muscular, and nervous systems. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. (48-0-0-0, 4)

#### MT166 Anatomy and Physiology
Students will study the structural systems of the human body and the principles of human physiology. The design of this course is to assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the integumentary, skeletal, muscular, and nervous systems. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. (48-0-0-0, 4)

#### MT169 Somatic Psychology
Somatic Psychology introduces the mind/body connection, posture analysis, and motor/sensory amnesia. (24-0-0-0, 2)

#### MT175 Kinesiology Upper Body
This course is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Emphasis is placed on the upper body: head, neck, arm and hand. (36-24-0-0, 4)

#### MT176 Kinesiology Lower Body
This course is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Emphasis is placed on the trunk and lower body: pelvis, thigh, leg and foot. (36-24-0-0, 4)

#### MT180 Swedish Massage
The major techniques of massage therapy are put together in the massage laboratory into hour massage routines. Proper draping techniques, range of motion and proper body mechanics are stressed and put together into routines. Concepts of intentional touch and grounding will be put into practice. The importance of rhythm and correct pressure will be developed. (12-84-0-0, 4.5)

#### MT181 Massage Pathology
This course provides a general overview of the disease process and the mechanisms by which the human body copes with disease. Also included are surveys of the more common diseases affecting various body systems and discussions of diseases of the endocrine, integumentary, musculoskeletal, digestive, respiratory, circulatory, urinary and reproductive systems. Students study basic medical terminology encountered by massage therapists. Prerequisite(s): ( MT165 And MT180 ) (36-24-0-0, 4)

#### MT185 Law Business and Ethics
This course introduces students to state massage law, rules, and regulations and discusses ethical issues, rules of conduct, and professional responsibilities of massage therapists. Communication skills, personal hygiene and health habits will be discussed. The operation of a massage enterprise will be explored through the integration of basic business practices, marketing strategies, financial management, and record keeping requirements. Supplemental business opportunities will be explored. (48-0-0-0, 4)

#### MT190 Student Clinic C
Students perform a minimum of 72 hours in the school's massage teaching clinic under the supervision of a licensed massage therapist. Students will interact with clinic clients from the community as if they were at a private facility and perform a minimum of 36 massage services. In preparation for the real-life experience of managing a massage business, students will interview clients, discuss massage needs, perform therapeutic services, and maintain SOAP notes on the services performed. Students will also gain experience on the practical side of a massage therapy practice by making, confirming, and canceling appointments, maintaining client files, and keeping records. Students receive no compensation or fees for their work while completing these clinical graduation requirements. Prerequisite(s): ( MT166 And MT180 ) (0-0-72-0, 2)

#### MT193-48 Student Clinic F
Students perform a minimum of 48 hours in the school's massage teaching clinic under the supervision of a licensed massage therapist. Students will interact with clinic clients from the community as if they were at a private facility and perform a minimum of 24 massage services. In preparation for the real-life experience of managing a massage business, students will interview clients, discuss massage needs, perform therapeutic services, and maintain SOAP notes on the services performed. Students will also gain experience on the practical side of a massage therapy practice by making, confirming, and canceling appointments, maintaining client files, and keeping records. Students receive no compensation or fees for their work while completing these clinical graduation requirements (0-0-48-0, 1.3)
MT195 Student Clinic J 2 Quarter Credit Hours
Students perform a minimum of 72 hours in the school's massage teaching clinic under the supervision of a licensed massage therapist. Students will interact with clinic clients from the community as if they were at a private facility and will perform a minimum of 36 massage services. In preparation for the real-life experience of managing a massage business, students will interview clients, discuss massage needs, perform therapeutic services, and maintain SOAP notes on the services performed. Students will also gain experience on the practical side of a massage therapy practice by making, confirming, and canceling appointments, maintaining client files, and keeping records. Students receive no compensation or fees for their work while completing these clinical graduation requirements. Prerequisite(s): (MT166 And MT180) (0-72-0, 2)

MT196 Student Clinic D 1.3 Quarter Credit Hours
Students perform a minimum of 48 hours in the school's massage teaching clinic under the supervision of a licensed massage therapist. Students will interact with clinic clients from the community as if they were at a private facility and will perform a minimum of 24 massage services. In preparation for the real-life experience of managing a massage business, students will interview clients, discuss massage needs, perform therapeutic services, and maintain SOAP notes on the services performed. Students will also gain experience on the practical side of a massage therapy practice by making, confirming, and canceling appointments, maintaining client files, and keeping records. Students receive no compensation or fees for their work while completing these clinical graduation requirements. Prerequisite(s): (MT166 And MT180) (0-48-0, 1.3)

MT266 Energy Based Modalities 4 Quarter Credit Hours
This course introduces students to the Oriental philosophy and anatomy of bodywork and to energy-based modalities. The five-element theory is explored. The concept of energy meridians is explained and the influences and history from India distinguished. Traditional Chinese Medicine, Shiatsu, Thai Traditional Massage, other Asian-Based Modalities, Craniosacral Therapy, reflexology, and other energy-based modalities are explored. Prerequisite(s): (MT166 And MT180) (24-48-0, 4)

MT268 Hydrotherapy & Aromatherapy 2 Quarter Credit Hours
Hydrotherapy and aromatherapy are the external use of water in all its forms (steam, liquid and ice) and essential oils, as well as, complementary agents (e.g. herbs and salt). Students learn how to apply moist heat, contrast therapies, and a variety of cold applications for therapeutic purposes. Aromatherapy is the controlled use of essential oils to help bring into balance one's physical and mental health. Students evaluate the type of modality most appropriate in varying therapeutic situations. Prerequisite(s): (MT180) (0-48-0, 2)

MT272 Therapeutic Massage 4 Quarter Credit Hours
This course introduces the student to therapeutic massage. Topics include deep tissue massage, trigger point, therapy, and neuromuscular therapy. Prerequisite(s): (MT180 And MT160) (36-24-0, 4)

MT273 Therapeutic Massage II 2 Quarter Credit Hours
This course is a continuation of Therapeutic Massage I. Emphasis is on application of concepts learned in Therapeutic Massage I: deep tissue massage, trigger point therapy, and neuromuscular therapy. Prerequisite(s): (MT180 And MT160) (0-48-0, 2)

MT275 Special Populations 2 Quarter Credit Hours
Special populations include those who require alternate massage techniques from the basic Swedish massage such as pregnant women, infants, geriatric clients, and people with certain dysfunction. This course explores how to perform massage on people with special massage needs and encourages the student to develop an awareness of those qualities required to operate a successful practice incorporating special populations. Prerequisite(s): (MT180 And MT180) (0-48-0, 2)

MT276 Seated & Sports Massage 2 Quarter Credit Hours
The modality of seated massage will be taught followed by certification of the student. Discussions of sports massage will include information applicable to working with both professional and amateur athletes. Pre-event and post-event massage will be addressed as well as the maintenance application of sports massage. Prerequisite(s): (MT160 And MT180) (0-48-0, 2)

MT296 Spa Therapy 3 Quarter Credit Hours
Spa therapies are specialized therapeutic body treatments used for adjunctive treatments with massage. Spa treatments include paraffin body wax, salt glows, and various body wraps Prerequisite(s): (MT180 And MT175) (12-48-0, 3)
MTH1101 College Mathematics  4 Quarter Credit Hours
The ability to reason and solve quantitative problems from a wide array of authentic contexts, including the capacity to understand and create rationale supported by quantitative evidence represented in a variety of formats including words, tables, graphs, mathematical equations, etc. Prerequisite(s): Qualification by Examination (40-0-0-80, 4)
An introduction to the keyboard and proper touch-typing techniques for business, personal use, or computer input. Students learn the alphanumeric keyboard, proper keying techniques, formatting of basic business and personal documents, and proofreading skills. Students work to achieve 25-35 net words per minute in a three-minute timed writing with three or less errors. (36-24-0-84, 4)
PL100 Introduction to Legal System  
A survey of the United States legal system, this course introduces and develops terminology and concepts associated with the history of American law, civil and criminal law, the legal process, and legislative developments in the law. (48-0-0-96, 4)
## General Studies (SCI)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SCI1101</td>
<td>Environmental Science</td>
<td>4</td>
</tr>
</tbody>
</table>

This course provides students with an overview of the basic principles of environmental science. Topics discussed may include various ecosystems, the impact of human population growth, pollution, energy consumption and fossil fuels, as well as policies and legislation intended to protect the environment. (40-0-0-80, 4)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SOC1101</td>
<td>Information Literacy</td>
<td>4</td>
</tr>
</tbody>
</table>

This course introduces students to concepts and practices that are fundamental to information literacy. Students will have the opportunity to develop skills in accessing, evaluating, and organizing informational sources for use in continued coursework, as well as examine the influence of information literacy on society and culture. Additional topics covered will include intellectual property from ethical, legal, and socio-economic perspectives. (40-0-0-0, 4)
### Surgical Technology (ST)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ST111</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>ST112</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ST113</td>
<td>Pharmacology and Anesthesiology</td>
<td>4</td>
</tr>
<tr>
<td>ST114</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>ST115</td>
<td>Surgical Orientation</td>
<td>4</td>
</tr>
<tr>
<td>ST116</td>
<td>Surgical Principles</td>
<td>4</td>
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<tr>
<td>ST117</td>
<td>Surgical Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ST226</td>
<td>Surgical Review</td>
<td>2</td>
</tr>
<tr>
<td>ST230</td>
<td>Minor Surgical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>ST231</td>
<td>Major Surgical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>ST232</td>
<td>Surgical Clinical Practicum I</td>
<td>8</td>
</tr>
</tbody>
</table>

**ST111 Anatomy and Physiology I**

Students will study the structural systems of the human body and the principles of human physiology. The design of this course is to assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the integumentary, skeletal, muscular, and nervous systems. (36-24-0-84, 4)

**ST112 Anatomy and Physiology II**

As a continuation of the study of the structural systems of the human body and the principles of human physiology presented in Anatomy & Physiology I, this course will assist the student in understanding body organization at different levels, the importance of the body’s chemical constituents and processes, and how the various organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. (36-24-0-84, 4)

**ST113 Pharmacology and Anesthesiology**

The identification of drugs used in the perioperative setting, their sources, classifications, routes, methods of use, side effects and interactions will be emphasized. Terminology, abbreviations, and calculations relating to pharmaceuticals will be introduced. Skills will be acquired in preparation and management of medications used for the surgical patient. Laws, regulations, scope of practice, and the ethical standards necessary for the administration and dispensing of drugs in the perioperative setting is explained and demonstrated. Topics covered in Anesthesia concepts include methods, agents, and techniques. The application of knowledge of homeostasis includes explanations of anesthesia monitoring devices, preparation, complications, and interventions. Prerequisite(s): ( MH101 ) (36-24-0-84, 4)

**ST114 Pathophysiology**

This course provides a general overview of the disease process and the mechanisms by which the human body copes with disease. It provides the learner with an understanding of the essential concepts of various diseases affecting each body system and the mechanisms, progression and treatments for those diseases. The process of hemodynamic disorders, inflammation, and infection are included to provide an understanding of the relationship of all disorders as they relate to surgical intervention. (48-0-0-96, 4)

**ST115 Surgical Orientation**

This introductory course provides an orientation for students to the history of surgical technology, the surgical team members, hospital management, and the physical aspects of the operating room. Basic patient care concepts and issues concerning ethical, moral, and legal responsibilities are addressed. Classroom instruction and field trips to affiliate hospital facilities introduce students to the surgical technology field. (48-0-0-96, 4)

**ST116 Surgical Principles**

Students are introduced to disinfection, decontamination, and sterilization standards and practices in the operating room setting. Basic patient care, aseptic technique, preoperative routines such as transporting, transferring, and positioning the patient, instrumentation, surgical preparation, draping, urinary catheterization and other surgical support measures related to the care of the surgical patient are the primary topics of this course. Emphasis is placed on applying the principles of aseptic techniques, environmental hazards, and infection control in the surgical field. Successful placement into this course determines the student cohort for reporting purposes. Prerequisite(s): ( ST115 ) (36-24-0-84, 4)

**ST117 Surgical Techniques**

This course is structured to enhance the students' knowledge of anesthesia and surgical pharmacology and the concepts pertaining to patient care, medications, anesthetics, drug calculations and the legal policies and responsibilities they entail. Surgical technique incorporates preoperative, intraoperative, and postoperative case planning/implementation which includes sutures, suturing devices, counts, wounds with regard to drains and dressings, tissue handling, and the care of specimens. Prerequisite(s): ( ST116 ) (36-24-0-84, 4)

**ST226 Surgical Review**

This course assists the student in preparing for the Surgical Technology Certification Examination. Material covered in the surgical technology program is reviewed along with sample questions comparable to those asked on the certification exam. Prerequisite(s): Final term or permission of Program Director (24-0-0-48, 2)

**ST230 Minor Surgical Procedures**

Students integrate acquired knowledge and skills with the basic surgical and diagnostic procedures in an operating room suite. This course is designed to further enhance the student's knowledge of minor surgical and diagnostic procedures in an operating room suite while involving students in clinical simulations. Prerequisite(s): ( ST112 And ST117 ) (36-24-0-84, 4)

**ST231 Major Surgical Procedures**

Students integrate acquired knowledge and skills with the major surgical procedures in an operating room suite. This course is designed to further enhance the student's knowledge of complex surgical procedures in an operating room suite while involving students in clinical simulations. Prerequisite(s): ( ST230 ) (36-24-0-84, 4)

**ST232 Surgical Clinical Practicum I**

8 Quarter Credit Hours
The student has the opportunity to demonstrate a working knowledge of the skills required of a surgical technologist to function during minor cases under the supervision of a preceptor in the scrub role in a state-approved health care facility. The student receives no remuneration during this practicum experience. Prerequisite(s): (ST231) (0-0-288-0, 8)

ST234 Surgical Clinical Practicum II 6 Quarter Credit Hours
The student has the opportunity to demonstrate a working knowledge of the skills required of a surgical technologist to function during major cases under the supervision of a preceptor in the scrub role in a state-approved health care facility. The student receives no remuneration during this practicum experience. Prerequisite(s): (ST231) (0-0-216-0, 6)

Organization, Faculty & Staff

Organization
McCann School of Business & Technology is an independent, co-educational, postsecondary institution and is a wholly-owned subsidiary of McCann Education Centers, Inc., a Pennsylvania corporation. The school, through MECI, is owned and operated by Delta Educational Systems, Inc., a Virginia corporation, with headquarters located in Virginia Beach, Virginia. Delta is a wholly-owned subsidiary of Delta Career Education Corporation, a Delaware corporation. The affairs of the College are managed by the governing board and the Campus Director. The address of the principal corporate office is 4525 Columbus Street, Suite 101, Virginia Beach, VA 23462, telephone number 757.497.2334, and fax 757.497.8331. The electronic contact information of the principal corporate office is www.deltaed.com and email address is inquiries@deltaed.com.

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Williard E. Lynn
John M. Rogers
Joseph A. Kennedy III
John P. Olsen
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B.S., Drexel University  
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Education

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B.S., Kutztown University  
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Surgical Technology

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Diploma, Cincinnati State  
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Betty Long  
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Criminal Justice Administration

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Kathy Stettler  
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B.S., Bloomsburg University  
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Program Director - Business  

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