



# Ross College

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Ross College. The campus, through appropriate action, reserves the right to change any provision or requirement at any time prior to or within the student's scheduled training program. Any modification of the student's application and contract shall be agreed to, in writing, by all parties.

## CAMPUS CATALOG 2019-2020 VOLUME IV

MAIN CAMPUS		
8110 Murphy Drive Brighton, MI 48116 810-227-0160		
NON-MAIN CAMPUSES		
4001 Ft. Campbell Boulevard Hopkinsville, KY 42240 Phone: 270-886-1302 Fax: 270-886-3544 Toll free: 800-359-4753	4300 Munson Street, NW Canton, OH 44718 4839 Higbee (Additional Space) Canton OH 44718 Phone: 330-494-1214 Fax: 330-494-8112 Toll free: 877-213-3956	2119 E. Kimberly Road Bettendorf, IA 52722 Phone: 563-344-1500 Fax: 563-344-1501 Toll free: 888-420-1652

Please call the campus for its hours of operation.

You may also call 1-800-833-ROSS or visit our website at [www.rosseducation.edu](http://www.rosseducation.edu).

For information concerning Ross College online programs, please visit [www.rossonline.edu](http://www.rossonline.edu).

Published July 1, 2019

Equal Opportunity Employer

Auxiliary aids and services may be available upon request to individuals with disabilities.

Dial TTY Number 7-1-1

For more information about our graduation rates, the median debt of students who completed the program and other important information, visit our website at <https://www.rosseducation.edu/consumer-info/>

Ross College in Hopkinsville, KY is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

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# CAMPUS INFORMATION

## ACCREDITATION

### Institutional Accreditation

Ross Colleges are institutionally accredited by:

#### Accrediting Bureau of Health Education Schools

7777 Leesburg Pike, Suite 314 North  
Falls Church, VA 22043  
Phone: 703-917-9503  
Fax: 703-917-4109



The Accrediting Bureau of Health Education Schools (ABHES) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Evidence of the institution's accreditation is on display at the school or may be obtained from the Campus Director.

### Programmatic Accreditation

The Associate in Applied Science in **Occupational Therapy Assistant** program at the Ross Colleges in Hopkinsville, KY and Quad Cities/Bettendorf, IA are accredited by:

#### Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
ACOTE's telephone number c/o AOTA: (301) 652-AOTA  
[www.acoteonline.org](http://www.acoteonline.org)

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

The **Practical Nursing** Diploma program at the Ross College, North Canton, OH location complies with the Ohio Board of Nursing guidelines as set forth in the Ohio Administrative Code, Chapter 4723-5. The program at the North Canton location has Full Approval with the Ohio Board of Nursing.

The Associate of Applied Science in **Nursing** program at the Ross College, North Canton, OH location complies with the Ohio Board of Nursing guidelines as set forth in the Ohio Administrative Code, Chapter 4723-5. The program at the North Canton location has Full Approval with the Ohio Board of Nursing.

The Associate of Applied Science in **Veterinary Technology** program at the Ross College North Canton, OH location is accredited by:

**American Veterinary Medical Association (AVMA) through the Committee on Veterinary Technician Education and Activities (CVTEA)**

1931 North Meacham Road, Suite 100  
Schaumburg, IL, 60173-4360  
Phone: (800) 248-2862

The Diploma in **Veterinary Assistant** program at the Ross College North Canton, OH location is accredited by:

**National Association of Veterinary Technicians in American (NAVTA)**

P.O. Box 1227  
Albert Lea, MN 56007  
Phone: (888) 99-NAVTA  
Fax: (507) 489-4518



Evidence of the institution's programmatic accreditation is on display at the school or may be obtained from the Campus Director.

## APPROVALS

Ross College has state approvals in each state by the appropriate licensing agency as follows:

**Ross College, Quad Cities/Bettendorf, IA**

**State of Iowa**

Licensed by Iowa College Student Aid Commission  
430 East Grand Avenue, FL 3  
Des Moines, IA 50309

**Ross College, North Canton, OH**

**State of Ohio**

Programs are approved by the (Ohio) State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, OH 43215

The following school is registered with the (Ohio) State Board of Career Colleges and Schools:

Ross College, North Canton, Ohio

Registration Number: 03-09-1688T

An applicant or student may review documentation of the school's state approval by submitting a written request to the Campus Director.

**Ross College, Hopkinsville, KY**

**State of Kentucky**

Licensed by the Kentucky Commission on Proprietary Education  
300 Sower Boulevard, 4<sup>th</sup> Floor  
Frankfort, KY 40601

**Ross College, Hopkinsville, KY  
State of Tennessee**

Ross College in Hopkinsville, KY is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830

The institutional code for the Hopkinsville, KY location is: 1236.

The Tennessee Higher Education Commission program codes for Ross College in Hopkinsville, KY are as follows:

Business Management (Associate)	Program Code: 2216-05
Occupational Therapy Assistant (Associate)	Program Code: 2225-09
Medical Assistant (Diploma)	Program Code: 5521-13
Medical Insurance Billing and Office Administration (Diploma)	Program Code: 9301-19

## **HISTORY/CORPORATE OFFICERS**

Ross Education, LLC is the owner of Ross College and Ross Medical Education Center.

Initial Ross Education activities began in 1969 when J. M. Ross opened a school in Flint, Michigan, under the name Learning Foundations. That school provided “after school” academic instruction to kindergarten through twelfth grade students. Six additional schools were opened from 1969 through 1971 by Mr. Ross.

In 1971, the name of the company was changed to Ross Learning, Inc., and the focus of the company shifted to providing prevocational and vocational training services to adults. Ross Learning was purchased by Howard J. Hulsman in 1973 and the organization began evolving into career training centers.

In 2004, Mr. Hulsman sold Ross Learning, Inc., to three officers of the corporation: Christine Ossenmacher, Paul Mitchell, and Richard Lockman. Ross Education, LLC purchased the assets in 2005.

Today, Ross Education offers primarily medical training programs in 40 communities in the states of Alabama, Indiana, Iowa, Kentucky, Michigan, Ohio, Tennessee, and West Virginia. All campuses offer a Medical Assistant program. Additional program offerings vary by campus location and include the following: Dental Assistant, Medical Insurance Billing and Office Administration, Veterinary Assistant, Practical Nursing and associate degree (AAS) programs.

**The Officers of Ross Education, LLC are:**

George Grayeb – *Chief Executive Officer & President*  
Anthony Iaquinto – *Chief Financial Officer/Chief Administrative Officer*  
Sharon Treumuth – *Executive Vice President of Operations*  
Shibu Thomas – *Executive Vice President - Marketing and Admissions*  
Shaun Fracassi – *Executive Vice President of Career Services*  
Gregory Brenner – *Chief Information Officer*

Ross Education, LLC is member-managed by its sole member Ross Education Holdings, LLC.

## FACILITIES

The facilities are carpeted and/or tiled, barrier free, handicap accessible, air conditioned, and well lit. In each campus, ample space is available to provide pleasant conditions conducive to proper instruction. In addition to space devoted to classroom use, all facilities house administrative offices and general purpose rooms.

**Ross College - Hopkinsville, KY** is a non-main campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an additional location of Ross Medical Education Center/Brighton, MI. This campus opened in 1995. This facility occupies a total of 19,071 square feet; including areas designated for classroom use; 6 computer/lab rooms, 6 lecture rooms and 3 clinical/lab rooms.

**Ross College - North Canton, OH** is a non-main campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an additional location of Ross Medical Education Center/Brighton, MI. This campus opened in 1984. This facility occupies a total of 15,468 square feet. Approximately 7,275 square feet is designated for classroom use; 7 computer labs, 3 lab rooms, and 3 lecture classrooms. A separate Classroom site is utilized for Veterinary Technician, Veterinary Assistant and Dental Assistant Programs.

**Ross College - Quad Cities/Bettendorf, IA** is a non-main campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an additional location of Ross Medical Education Center/Brighton, MI. This campus opened in 1980. This facility occupies a total of 13,551 square feet; including areas designated for classroom use; 4 computer/lab classrooms, 1 lecture room and 2 clinical/lab rooms.

## CENTRAL ADMINISTRATION

George Grayeb – *Chief Executive Officer & President*  
Anthony Iaquinto – *Chief Financial Officer/Chief Administrative Officer*  
Sharon Treumuth – *Executive Vice President of Operations*  
Shibu Thomas – *Executive Vice President - Marketing and Admissions*  
Shaun Fracassi – *Executive Vice President of Career Services*  
Gregory Brenner – *Chief Information Officer*  
Heather Harrison – *Vice President of Academic and Regulatory Affairs*  
Jeffrey Biltz – *Vice President of Licensure & Accreditation*  
Dave Fowler – *Vice President of Administrative Services*  
Stephen Reed – *Vice President of Marketing*  
Kelly Byrnes – *Regional Vice President*  
Mark Forsythe – *Regional Vice President*  
Ryan Middleton – *Regional Vice President*



Nicole Sosa – *Regional Vice President*  
Charlene Stacy – *Regional Vice President*  
Eric Stoneking – *Regional Vice President*  
Allison McConnell – *Regional Vice President Admissions*  
Kara Killeen Look – *Director of Ross Online*  
Sharon Smith – *Director of Education*  
Kim Zwierzchowski – *Director of Corporate Financial Aid*

The General Offices of Ross Education, LLC are located at:  
22800 Hall Road, Suite 800  
Clinton Township, MI 48036

1188 E. Paris  
Grand Rapids, MI 49546

## STATEMENT OF OWNERSHIP/GOVERNING BODY

Ross College is owned and governed by Ross Education, LLC which is located at 22800 Hall Road, Suite 800, Clinton Township, MI 48036. The owner of Ross Education, LLC is Ross Education Holdings, LLC.

## MISSION STATEMENT

The staff of Ross Medical Education Center believes our purpose is to make available to students quality training and student services necessary to undertake careers in the allied health fields. The objectives to fulfill the mission of Ross Medical Education Center are:

- To prepare the graduate for entry-level positions in a dental office, physician’s office, clinic, or other medical setting.
- To provide a program that focuses on the clinical and/or the administrative aspects of the allied health field.
- To maintain current industry standards and practices.
- To ensure that faculty have the necessary and relevant work experience and educational preparation for effective program delivery.
- To maintain a high level of employer and graduate satisfaction by providing active and ongoing career development services.

## ADMINISTRATIVE INFORMATION

## ADMISSIONS/ENROLLMENT

### ***ADMISSIONS PROCESS***

The school does not use erroneous, deceptive, or misleading practices. Students may inquire about the programs via the telephone, through the mail, e-mail, or via the rosseducation.edu website. An appointment is then made with an admissions representative to visit the school and receive a tour of its facilities. Once the interview is complete, interested students will fill-out an application and take an

entrance evaluation\*. Students receiving a passing score will be considered for entrance by the Campus Director.

## **ADMISSIONS REQUIREMENTS**

1. Students entering Ross College must have graduated from a valid high school, must have completed a recognized equivalent (GED), or must have completed a secondary education in a home school setting that is treated as a home school or private school under state law to be eligible for admission to Ross College. Students will complete and submit an attestation\* for high school graduation or its equivalent. Students entering the Dental Assistant and Nursing Programs must be 18 years of age. All other students must be at least 18 years of age at the time they complete classroom training and begin externship applicable.

\*Ross College will verify attestations through a random sampling of students admitted. If, for any reason the information on the attestation is found to be false, the student will be subject to immediate dismissal from Ross College and all credits earned will be invalidated.

As part of the admissions process applicants must sign a document attesting to graduation or completion and containing the information to obtain verification of such. Official high school transcripts or proof of graduation/ high school equivalency must be obtained by the 1st day of class for all Veterinary Technician students. If not provided the student will not be allowed to start class.

2. Students seeking entry into the College with a high school diploma completed in a foreign country must provide an original U.S. – equivalency evaluation from an evaluating agency which is a member of the National Association of Credential Evaluation Services (NACES) (<http://www.naces.org/>) or the Association of International Credential Evaluators, Inc. (AICES) (<http://www.aice-eval.org/>). The cost of evaluating the foreign transcript is borne by the applicant.
3. Each Student will satisfactorily complete an evaluation that measures general ability\*. The evaluation used is the Wonderlic Scholastic Level Exam. The following are the minimum score of correct answers is required for entrance into each program:

<b>Program</b>	<b>Minimum Wonderlic Score Required</b>	<b>Required Part II Guidelines Score</b>
Business Management - Degree Program	15	10-14
Dental Assistant - Diploma Program	15	10-14
Medical Assistant - Diploma Program	11	10
Medical Insurance Billing Office Administration - Diploma Program	16	10-15
Nursing - Degree Program	22	17-21
Occupational Therapy Assistant - Degree Program	16	10-15
Practical Nursing - Diploma Program	20	15-19
Veterinary Assistant - Diploma Program	15	10-14
Veterinary Technology - Degree Program	18	13-17

**Note:** If an applicant does not meet the minimum Wonderlic score, part II is given for all individuals who score within the required guidelines range. A non-qualifier (DNQ), in all programs **except** the Nursing Degree and Practical Nursing Diploma programs, may retest after 7 days with a maximum of three (3) attempts within a year. If the applicant three failed attempts, they must wait 12 months from the last failed attempt before the test can be administered again. Applicants to the Nursing

*Degree and Practical Nursing Diploma programs must wait six months from the last failed attempt before the test can be administered again.*

*\*Applicants holding an earned associate or higher degree from a college or university accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) are exempt from the academic assessment minimum score requirement. Proof of degree (official or unofficial transcript only) must be provided to waive the Wonderlic evaluation.*

*Nursing – Degree Program applicants that have graduated from a Practical Nursing (LPN) program within the last 10 years, with a minimum GPA of 2.0 or higher are exempt from taking the Wonderlic for admission. Proof of credentials (official or unofficial transcript) must be provided to waive the requirement for taking the Wonderlic. The following must be met:*

- a. Be a graduate of a regionally accredited Practical Nursing program with a diploma/certificate*
- b. Possess an active unencumbered Ohio PN license.*

4. In addition to the General Admissions Requirements, applicants seeking enrollment in the Nursing Programs must obtain the following in order to be accepted\*\*:

- Clear criminal background check
- Clear drug screen

Advanced Placement for Licensed Practical Nurses (LPN)\*\* - Students applying for advanced placement into the Associate of Applied Science in Nursing program are required to:

- Show proof of an unencumbered Practical Nursing license with IV certification that meets the Ohio Board of Nursing Law and Rule Requirements
- Obtain a minimum Wonderlic score of 22
- Obtain a clear criminal background check and clear drug screen

Students meeting these requirements will receive credit for the following courses:

- NUR1201 Foundations of Nursing I
- NUR1202 Foundations of Nursing II
- NUR1203 Foundations of Nursing III
- NUR1701 Care of Older Adults I
- NUR1702 Care of Older Adults II

Students must order official transcript(s) of grades from all previous post-secondary education institutions where credits for PN were earned. All official transcripts should be mailed or faxed directly from the sending institution to the College's Office of the Registrar. It is the responsibility of the student to ensure the College receives all transcripts prior to the scheduled class start to ensure an accurate evaluation of previous credits, as they might apply.

\*\* A Screening Evaluation Form will be completed by the Nursing Administrator if there are more qualified applicants than there are available seats in the entering class. The Screening Evaluation Form will rank applicants based on their Wonderlic score, previous college attendance, and prior health care experience (e.g. volunteer, nurse assistant, health care technician, corpsman, or other certified health care personnel).

Determination for admission is made by the Campus Director after candidates are screened and evaluated to determine their academic capabilities and career potentials.

Students failing to meet specific attendance requirements from their start date will be unregistered from courses. Please see Campus Director for more information.

Ross College, an Equal Opportunity Employer offering equal opportunity programs, admits students of any race, color, sex, religion, age, political affiliation or belief, or national origin, and does not discriminate on the basis of handicap. Auxiliary aids and services may be available upon request to individuals with disabilities. These individuals may utilize the appropriate relay center, or 7-1-1. The relay center for each state is as follows:

Iowa 1-800-735-2942  
 Kentucky 1-800-648-6056  
 Ohio 1-800-750-0750  
 Tennessee 1-800-848-0299

Student applications are processed on a first-come basis and are subject to approval by the Campus Director.

### ***ORIENTATION***

All enrolled students are required to attend orientation prior to the start of classroom training. Topics covered at orientation include Academics, Tuition Payments, Attendance, Dress Code, Computer Usage, and other helpful tips to help ensure student success.

### ***CLASS SCHEDULES***

It is the practice of Ross College to enroll students continuously throughout the calendar year. To meet individual student needs, day, afternoon and evening class schedules have been developed. All program hours and credits are the same whether they are offered during day, afternoon or evening hours. Schedules vary by program and campus Monday through Friday. Externships and clinicals are scheduled based on sites' hours of operation.

### ***START DATES – DIPLOMA PROGRAMS***

Classes are scheduled regularly throughout the calendar year.

<b>2019-2020 START DATE CALENDAR</b>					
<b>MMA (MORNING MEDICAL ASSISTANT)</b>					
Classroom		Externship**		Midpoint Credits Earned*	Anticipated Graduation Date
07/09/2019	01/06/2020	01/07/2020	02/17/2020	10/30/2019	02/17/2020
08/06/2019	02/04/2020	02/05/2020	03/17/2020	11/27/2019	03/17/2020
09/04/2019	03/03/2020	03/04/2020	04/14/2020	01/07/2020	04/14/2020
10/02/2019	03/31/2020	04/01/2020	05/12/2020	02/05/2020	05/12/2020
10/30/2019	04/29/2020	04/30/2020	06/10/2020	03/04/2020	06/10/2020
11/27/2019	05/28/2020	05/29/2020	07/09/2020	04/01/2020	07/09/2020
01/07/2020	06/25/2020	06/26/2020	08/06/2020	04/30/2020	08/06/2020
02/05/2020	07/26/2020	07/27/2020	09/04/2020	05/29/2020	09/04/2020
03/04/2020	08/23/2020	08/24/2020	10/02/2020	06/26/2020	10/02/2020
04/01/2020	09/21/2020	09/22/2020	11/02/2020	07/27/2020	11/02/2020
04/30/2020	10/19/2020	10/20/2020	11/30/2020	08/24/2020	11/30/2020
05/29/2020	11/16/2020	11/17/2020	12/28/2020	09/22/2020	12/28/2020

**A/E MA (AFTERNOON / EVENING MEDICAL ASSISTANT)**

Classroom		Externship		Midpoint Credits Earned*	Anticipated Graduation Date
07/29/2019	03/09/2020	03/10/2020	04/20/2020	12/18/2019	04/20/2020
09/03/2019	04/13/2020	04/14/2020	05/25/2020	02/04/2020	05/25/2020
10/08/2019	05/18/2020	05/19/2020	06/29/2020	03/10/2020	06/29/2020
11/12/2019	06/23/2020	06/24/2020	08/04/2020	04/14/2020	08/04/2020
12/18/2019	07/28/2020	07/29/2020	09/08/2020	05/19/2020	09/08/2020
02/04/2020	09/01/2020	09/02/2020	10/13/2020	06/24/2020	10/13/2020
03/10/2020	10/07/2020	10/08/2020	11/18/2020	07/29/2020	11/18/2020
04/14/2020	11/11/2020	11/12/2020	12/23/2020	09/02/2020	12/23/2020
05/19/2020	12/20/2020	12/21/2020	01/29/2021	10/08/2020	01/29/2021
06/24/2020	02/02/2021	02/03/2021	03/16/2021	11/12/2020	03/16/2021

**MMIBOA (MORNING MEDICAL INSURANCE BILLING & OFFICE ADMINISTRATION)**

Classroom		Externship		Midpoint Credits Earned*	Anticipated Graduation Date
07/22/2019	01/27/2020	01/28/2020	03/02/2020	11/05/2019	03/02/2020
08/26/2019	03/02/2020	03/03/2020	04/06/2020	12/11/2019	04/06/2020
10/01/2019	04/06/2020	04/07/2020	05/11/2020	01/28/2020	05/11/2020
11/05/2019	05/11/2020	05/12/2020	06/15/2020	03/03/2020	06/15/2020
12/11/2019	06/16/2020	06/17/2020	07/21/2020	04/07/2020	07/21/2020
01/28/2020	07/21/2020	07/22/2020	08/25/2020	05/12/2020	08/25/2020
03/03/2020	08/25/2020	08/26/2020	09/29/2020	06/17/2020	09/29/2020
04/07/2020	09/30/2020	10/01/2020	11/04/2020	07/22/2020	11/04/2020
05/12/2020	11/04/2020	11/05/2020	12/09/2020	08/26/2020	12/09/2020
06/17/2020	12/13/2020	12/14/2020	01/15/2021	10/01/2020	01/15/2021

**EMIBOA (EVENING MEDICAL INSURANCE BILLING & OFFICE ADMINISTRATION)**

Classroom		Externship		Midpoint Credits Earned*	Anticipated Graduation Date
07/17/2019	04/20/2020	04/21/2020	05/25/2020	01/06/2020	05/25/2020
09/10/2019	06/14/2020	06/15/2020	07/17/2020	02/27/2020	07/17/2020
10/31/2019	08/04/2020	08/05/2020	09/08/2020	04/21/2020	09/08/2020
01/06/2020	09/28/2020	09/29/2020	11/02/2020	06/15/2020	11/02/2020
02/27/2020	11/18/2020	11/19/2020	12/23/2020	08/05/2020	12/23/2020
04/21/2020	01/24/2021	01/25/2021	02/26/2021	09/29/2020	02/26/2021
06/15/2020	03/16/2021	03/17/2021	04/20/2021	11/19/2020	04/20/2021

**A/E DENTAL (MORNING / EVENING DENTAL)**

Classroom		Externship		Midpoint Credits Earned*	Anticipated Graduation Date
08/05/2019	03/16/2020	03/17/2020	04/27/2020	01/06/2020	04/27/2020
09/10/2019	04/20/2020	04/21/2020	06/01/2020	02/11/2020	06/01/2020
10/15/2019	05/26/2020	05/27/2020	07/07/2020	03/17/2020	07/07/2020
11/19/2019	06/30/2020	07/01/2020	08/11/2020	04/21/2020	08/11/2020
01/06/2020	08/04/2020	08/05/2020	09/15/2020	05/27/2020	09/15/2020
02/11/2020	09/09/2020	09/10/2020	10/21/2020	07/01/2020	10/21/2020
03/17/2020	10/14/2020	10/15/2020	11/25/2020	08/05/2020	11/25/2020
04/21/2020	11/18/2020	11/19/2020	12/30/2020	09/10/2020	12/30/2020
05/27/2020	01/04/2021	01/05/2021	02/15/2021	10/15/2020	02/15/2021

**VETERINARY ASSISTANT – (42 Week Schedule)**

Classroom		Externship		Midpoint Credits Earned*	Anticipated Graduation Date
07/30/2019	04/21/2020	04/22/2020	06/02/2020	12/05/2019	06/02/2020
09/11/2019	06/03/2020	06/04/2020	07/15/2020	01/29/2020	07/15/2020
10/23/2019	07/15/2020	07/16/2020	08/26/2020	03/11/2020	08/26/2020
12/05/2019	08/26/2020	08/27/2020	10/07/2020	04/22/2020	10/07/2020
01/29/2020	10/11/2020	10/12/2020	11/20/2020	06/04/2020	11/20/2020
03/11/2020	11/22/2020	11/23/2020	01/01/2021	07/16/2020	01/01/2021
04/22/2020	01/12/2021	01/13/2021	02/23/2021	08/27/2020	02/23/2021
06/04/2020	02/24/2021	02/25/2021	04/07/2021	10/12/2020	04/07/2021

**SCHEDULED BREAKS**

December 24, 2019 to January 1, 2020; returning January 2, 2020

December 24, 2020 to January 1, 2021; returning January 4, 2021

\* = end of module, date midpoint credits are earned.

\*\* = for financial aid purposes, date when midpoint funds can be disbursed. Beginning of 2nd payment period.

\*\*\* = externship dates are estimated dates of completion.

<b>PRACTICAL NURSING - DIPLOMA PROGRAM</b>					
<b>PAYMENT PERIOD # 1 20 WEEKS</b>			<b>PAYMENT PERIOD # 2 16 WEEKS</b>		
<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>	<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>
07/01/2019	09/23/2019 - 09/27/2019	11/23/2019	11/25/2019	12/23/2019 – 01/03/2020	03/28/2020
9/30/2019	12/23/2019 - 01/03/2020	02/29/2020	03/02/2020	03/30/2020 – 04/03/2020	06/27/2020
01/06/2020	03/30/2020 - 04/03/2020	05/30/2020	06/01/2020	06/29/2020 – 07/03/2020	09/26/2020
04/06/2020	06/29/2020 - 07/03/2020	08/29/2020	08/31/2020	09/28/2020 – 10/02/2020	12/23/2020
<b>PAYMENT PERIOD # 3 12 WEEKS</b>					
<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>			
04/06/2020	03/30/2020 - 04/03/2020	06/27/2020			
07/06/2020	06/29/2020 - 07/03/2020	09/26/2020			
10/05/2020	09/28/2020 - 10/02/2020	12/23/2020			
01/04/2021	12/24/2020 - 01/01/2021	03/27/2021			

### ***START DATES – DEGREE PROGRAMS***

\*Dates Subject to change

<b>BUSINESS MANAGEMENT – ASSOCIATE DEGREE PROGRAM</b>			
<b>PAYMENT PERIOD # 1 20 WEEKS</b>		<b>PAYMENT PERIOD # 2 (16 WEEKS)</b>	
<b>Minimum 24 Credits Required</b>		<b>Minimum 20 Credits Required</b>	
<b>BEGIN</b>	<b>END</b>	<b>BEGIN</b>	<b>END</b>
09/16/2019	02/08/2020	02/10/2020	05/30/2020
01/13/2020	05/30/2020	06/01/2020	09/19/2020
05/04/2020	09/19/2020	09/21/2020	01/16/2021
<b>PAYMENT PERIOD # 3 (16 WEEKS)</b>		<b>PAYMENT PERIOD # 4 (24 WEEKS)</b>	
<b>Minimum 20 Credits Required</b>		<b>Minimum 26 Credits Required</b>	
<b>BEGIN</b>	<b>END</b>	<b>BEGIN</b>	<b>END</b>
06/01/2020	09/19/2020	09/21/2020	03/13/2021
09/21/2020	01/16/2021	01/18/2021	07/03/2021
01/18/2021	05/08/2021	05/10/2021	10/23/2021

**NURSING AND OCCUPATIONAL THERAPY ASSISTANT - ASSOCIATE DEGREE PROGRAMS****SUMMER QUARTER 2019**

Summer Recess – June 24, 2019 – June 28, 2019

<b>July</b>	Classes Begin Independence Day Recess Classes End	Monday Thursday Saturday	July 1 July 4 July 27
<b>August</b>	Classes Begin Classes End	Monday Saturday	July 29 August 24
<b>September</b>	Classes Begin Labor Day Recess Classes End	Monday Monday Saturday	August 26 September 2 September 21

**FALL QUARTER 2019**

Fall Recess – September 23, 2019 – September 27, 2019

<b>October</b>	Classes Begin Classes End	Monday Saturday	September 30 October 26
<b>November</b>	Classes Begin Classes End	Monday Saturday	October 28 November 23
<b>December</b>	Classes Begin Thanksgiving Recess Classes End	Monday Thursday/Friday Saturday	November 25 November 28 & 29 December 21

**WINTER QUARTER 2020**

Winter Recess – December 24, 2019 – January 3, 2020

<b>January</b>	Classes Begin Martin Luther King Recess Classes End	Monday Monday Saturday	January 6 January 20 February 1
<b>February</b>	Classes Begin Classes End	Monday Saturday	February 3 February 29
<b>March</b>	Classes Begin Classes End	Monday Saturday	March 2 March 28

**SPRING QUARTER 2020**

Spring Recess – March 30, 2020 – April 3, 2020

<b>April</b>	Classes Begin Good Friday Classes End	Monday Friday Saturday	April 6 April 10 May 2
<b>May</b>	Classes Begin Memorial Day Recess Classes End	Monday Monday Saturday	May 4 May 25 May 30
<b>June</b>	Classes Begin Classes End	Monday Saturday	June 1 June 27



<b>VETERINARY TECHNOLOGY - ASSOCIATE DEGREE PROGRAM</b>					
<b>PAYMENT PERIOD # 1 (20 WEEKS) MINIMUM 20 CREDITS REQUIRED</b>			<b>PAYMENT PERIOD # 2 (16 WEEKS) MINIMUM 16 CREDITS REQUIRED</b>		
<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>	<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>
08/26/2019	09/23/2019 – 09/27/2019 & 12/23/19 – 01/03/2020	02/01/2020	02/03/2020	03/30/2020 – 04/03/2020	05/30/2020
01/06/2020	03/30/2020 – 04/03/2020	05/30/2020	06/01/2020	06/29/2020 - 07/03/2020	09/26/2020
05/04/2020	06/29/2020 - 07/03/2020	09/26/2020	10/05/2020	12/24/2020 – 01/01/2021	01/30/2021

<b>PAYMENT PERIOD # 3 (20 WEEKS) MINIMUM 20 CREDITS REQUIRED</b>			<b>PAYMENT PERIOD # 4 (16 WEEKS) MINIMUM 16 CREDITS REQUIRED</b>		
<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>	<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>
06/01/2020	06/29/2020 - 07/03/2020 & 09/28/2020 – 10/02/2020	10/31/2020	11/02/2020	12/24/2020 – 01/01/2021	02/27/2021
10/05/2020	09/28/2020 – 10/02/2020 & 12/24/2020 – 01/01/2021	02/27/2021	03/01/2021	03/29/2021 – 04/02/2021	06/26/2021
02/01/2021	03/29/2021 – 04/02/2021	06/26/2021	07/05/2021	09/27/2021 – 10/01/2021	10/30/2021
06/01/2020	06/29/2020 - 07/03/2020 & 09/28/2020 – 10/02/2020	10/31/2020	11/02/2020	12/24/2020 – 01/01/2021	02/27/2021

<b>PAYMENT PERIOD # 5 (12 WEEKS) MINIMUM 12 CREDITS REQUIRED</b>			<b>PAYMENT PERIOD # 6 (12 WEEKS) MINIMUM 12 CREDITS REQUIRED</b>		
<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>	<b>BEGIN</b>	<b>BREAK</b>	<b>END</b>
03/01/2021	03/29/2021 – 04/02/2021	05/29/2021	06/01/2021	06/28/2021 – 07/02/2021	08/28/2021
07/05/2021	09/27/2021 – 10/01/2021	09/25/2021	10/04/2021	12/24/2021 – 12/31/2021	12/23/2021
11/01/2021	12/24/2021 – 12/31/2021	01/29/2022	01/31/2022	03/28/2022 – 04/01/2022	04/30/2022

### ***LEGAL HOLIDAYS/SCHEDULED BREAKS***

School will be closed on the following days: Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas and New Year's

break. For degree programs, in those months in which class meeting are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.

*Winter Recess*

December 24, 2019 to January 1, 2020; returning January 2, 2020

December 24, 2020 to January 1, 2021; returning January 4, 2021

**CLASS SIZE**

Each class or laboratory will be limited to no more than 24 students. Individual class capacities will vary depending upon the scheduled programs. The laboratory ratio of students to instructor will vary by program; MA, MIBOA, VA 20:1, DA, PhT 12:1, PN 10:1, Nursing 10:1, OTA 8:1 and VT 4:1 or 8:1 depending if live animals are involved.

**TUITION AND FEES**

**Programs in Ohio**

**Diploma Programs**

Programs	Tuition Semester 1	Tuition Semester 2	Books	Supplies	Total*
Medical Assistant	\$7,575.00	\$7,575.00	\$440.00	\$400.00	\$15,990.00
Dental Assistant	\$7,575.00	\$7,575.00	\$440.00	\$400.00	\$15,990.00
Medical Insurance Billing and Office Administration	\$7,575.00	\$7,575.00	\$440.00	\$400.00	\$15,990.00
Veterinary Assistant	\$6,720.00	\$6,720.00	\$400.00	\$360.00	\$14,200.00
Practical Nursing	\$12,244.00	\$12,244.00	\$0.00	\$0.00	\$24,488.00

\* The total includes charges for tuition, books, supplies, and lab fees.

**Degree Programs**

Program	Credit Hours	Program Length (Quarters)	Tuition per Credit Hour	General Fee	Technology Kit	Approx. Total Cost/Program
Nursing	108	8	\$420.00	\$0.00	\$450.00	\$45,810.00

Program	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Total*
Veterinary Technology	\$6,239.60	\$4,991.65	\$6,239.60	\$4,991.65	\$3,743.75	\$3,743.75	\$29,950.00

\* The total includes charges for tuition, books, supplies, and lab fees. There is an optional Tech Fee/Kit that would add \$450 to the total cost if the student elects to add it to the program.

**Programs in Iowa, Kentucky & Tennessee**

**Diploma Programs**

Programs	Tuition	Total*
Medical Assistant	\$15,990.00	\$15,990.00
Medical Insurance Billing and Office Administration	\$15,990.00	\$15,990.00

\* The total includes charges for tuition, books, supplies, and lab fees.

### ***Degree Programs***

<b>Program</b>	<b>Credit Hours</b>	<b>Program Length (Quarters)</b>	<b>Tuition per Credit Hour</b>	<b>General Fee</b>	<b>Technology Kit</b>	<b>Approx. Total Cost/Program</b>
Occupational Therapy Assistant	96	8	\$411.00	\$0.00	\$450.00	\$39,906.00

<b>Program</b>	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>	<b>Total*</b>
Business Management	\$7,933.00	\$6,611.00	\$6,611.00	\$8,595.00	\$29,750.00

\* The total includes charges for tuition, books, supplies, lab fees and registration.

## **FINANCIAL INFORMATION**

### ***CANCELLATION & REFUND POLICY***

- A. An applicant may cancel an enrollment at any time before the commencement of class.
- B. An enrolled student later deemed to be ineligible shall be entitled to a refund of all monies paid. All refunds shall be returned within 30 days.
- C. All monies paid by an applicant after signing an enrollment agreement will be refunded within a specific time period as mandated by the state as follows:
  - IOWA – A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within five (5) business days (until midnight of the fifth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. When enrollment is cancelled, all monies paid to the College will be refunded to the applicant within thirty (30) calendar days.
  - KENTUCKY – All monies paid by an applicant will be refunded if requested within three business days after signing an enrollment agreement.
  - OHIO – All monies paid by an applicant will be refunded if requested in writing within five calendar days after signing an enrollment agreement. This provision shall not apply if the student has already started classes.
  - TENNESSEE – All monies paid by an applicant will be refunded if requested within three business days after signing an enrollment agreement.
- D. Other cancellations. An applicant subsequently requesting cancellation prior to class start shall be entitled to a refund of all monies paid. Also, students who have not visited the campus facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the campus facilities and inspection of equipment.
- E. Attendance on any day within a seven-day period based on the start date will constitute a full week of attendance. Refunds will be made within 30 days of the date of cancellation or termination.

Once the refund liability for a particular student has been determined, the federal portion of the refund will be distributed back to the federal programs in the following manner.

1. Any refund monies will be applied first to reduce any student loans in the following order: Direct Unsubsidized Loans, Direct Subsidized Loans, Direct PLUS Loans, and will result in funds being sent to the U.S. Department of Education on the student’s behalf.
2. Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award and will result in a deposit to that account.
3. Any remaining refund monies will be then applied as a reduction to any other federal program awards if applicable, and if not, then to any non-federal sources.

Procedure for determining the official date of termination – Regardless of notification, if a student is not in attendance for seven consecutive classroom training days from the last date of attendance, the student will automatically be terminated. A student’s last day of attendance is defined as the last day a student participated in lecture and/or clinical lab on-campus or externship. Students who notify the school prior to seven days having elapsed will be withdrawn on the date of notification.

**STATE OF KENTUCKY REFUND POLICY – DIPLOMA PROGRAMS**

After a student starts school, he/she will be obligated for tuition payments as follows:

<b>FOR A STUDENT WHO TERMINATES</b>	<b>ROSS WILL REFUND</b>
1. within the first 10% of the program	90% of the program cost
2. within the first 20% of the program	80% of the program cost
3. within the first 30% of the program	70% of the program cost
4. within the first 40% of the program	60% of the program cost
5. within the first 50% of the program	50% of the program cost
6. within the first 60% of the program	40% of the program cost
7. after 60% of the program	0% of the program cost

**STATE OF KENTUCKY REFUND POLICY – ASSOCIATE DEGREE PROGRAMS**

<b>FOR A STUDENT WHO TERMINATES</b>	<b>ROSS WILL REFUND</b>
1. within the first 10% of the term	90% of the term cost
2. within the first 20% of the term	80% of the term cost
3. within the first 30% of the term	70% of the term cost
4. within the first 40% of the term	60% of the term cost
5. within the first 50% of the term	50% of the term cost
6. within the first 60% of the term	40% of the term cost
7. after 60% of the term	0% of the term cost

## STATE OF IOWA REFUND POLICY DIPLOMA AND ASSOCIATE DEGREE PROGRAMS

In accordance with Iowa state refund policy, Iowa Code Section 714.23.2.b., any student who begins classes and then withdraws, or is terminated by the College, will be refunded tuition and general fee as follows, based on the student's last date of attendance.

A school shall provide to a terminating student a refund of tuition and fee charges in an amount that is not less than ninety percent of the amount of tuition and fees charged to the student for the quarter multiplied by the ratio of the remaining number of calendar days in the quarter to the total number of calendar days in the quarter:

- A. (Number of calendar days remaining in the quarter (incomplete)) Divided by
- B. (Number of total calendar days in the quarter)
- C. Equals the incomplete ratio percentage of the quarter Multiplied by
- D. Tuition and fees charges for the quarter Multiplied by 0.9, or 90%
- E. Equals the minimum tuition and fee refund or charge reduction for the quarter
- F. In summary,  $A / B = C \times D \times 0.9 = E$

A student enrolls in an 8-quarter program. For this example, the quarter in which the student withdraws is 83 days in length and after attending on the 26th calendar day beginning with the first day of the quarter, the student withdraws. The tuition and general fee charged for that student's program are \$3,768 in tuition and \$300 for the general fee for a total of \$4,068. Therefore, the College will reduce the tuition and general fee charges for the quarter in the amount of \$2,526.23.

The College calculates the percentage of remaining calendar days in the quarter by subtracting 26 calendar days (days completed by the student) from the total of 83 calendar days in the quarter, or 57 days, and then dividing 57 days into the total number of 83 days, or 69%. The total tuition and general fee charges are then multiplied by 69% to arrive at a remaining amount of charges for the quarter of \$2,806.92 since the student did not attend 69% of the quarter. Then, the College will multiply \$2,806.92 by 90%, thereby reducing tuition and general fee charges by \$2,526.23.

For a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, the student shall have the following withdrawal options:

Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

## STATE OF OHIO REFUND POLICY – DIPLOMA AND ASSOCIATE DEGREE PROGRAMS

After a student starts school, he/she will be obligated for tuition payments as follows:

### FOR A STUDENT WHO TERMINATES

1. within the first 10% of the term
2. within the first 20% of the term
3. within the first 30% of the term
4. within the first 40% of the term
5. within the first 50% of the term
6. within the first 60% of the term
7. after 60% of the term

### ROSS WILL REFUND

- 90% of the term cost
- 80% of the term cost
- 70% of the term cost
- 60% of the term cost
- 50% of the term cost
- 40% of the term cost
- 0% of the term cost

## STATE OF TENNESSEE REFUND POLICY

After a student starts school, he/she will be obligated for tuition payments as follows:

### FOR A STUDENT WHO TERMINATES

1. within the first 10% of the program
2. within the first 20% of the program
3. within the first 30% of the program
4. within the first 40% of the program
5. within the first 50% of the program
6. within the first 60% of the program
7. after 60% of the program

### ROSS WILL REFUND

- 90% of the program cost
- 80% of the program cost
- 70% of the program cost
- 60% of the program cost
- 50% of the program cost
- 40% of the program cost
- 0% of the program cost

## ***RETURN TO TITLE IV REFUNDS POLICY***

For any student terminating from the program after entering the school, the statutory RETURN OF TITLE IV FUNDS policy will be implemented to calculate the amount of financial aid funds earned by the student during his/her enrollment. Sample worksheets used to calculate the policy are available upon request. The institution will calculate the amount of Title IV aid that was earned as of your last date attended, and calculated upon a payment period basis. Refunds will continue to be calculated by the enrollment period. The institution will determine:

1. The Title IV Aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by that student.
3. The amount of Title IV aid earned by that student.
4. The total Title IV aid to be disbursed or returned.
5. The amount of unearned Title IV aid to be returned by the school.
6. The amount of Title IV funds to be returned to each program by the school.
7. The initial amount of unearned Title IV funds to be returned by the student.
8. The amount of Title IV funds to be returned to each program by the student.

The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds. To begin the withdrawal process, a student should contact the Campus Director. This procedure will enable Ross College to apply the maximum possible earned Title IV aid to institutional charges.

# FINANCIAL ASSISTANCE

Tuition assistance and other financial aid are available to qualified students. Forms can be obtained from the Financial Aid Student Support Representative at your local campus. The following agencies or programs may provide financial or other assistance to students.

## ***ACTIVE MILITARY AND SPOUSE OF ACTIVE MILITARY GRANT (KY AND IA ONLY)***

\$1,000.00 (Disbursed in two equal amounts - once when midpoint requirements are met and once at program completion requirements are met).

### **Eligibility Requirements:**

All Active Military and Spouse of Active Military Grant applicants must:

1. Meet Ross admission requirements as stated in the catalog.
2. Prior to enrollment, provide documentation showing that the applicant is Active Military or the spouse of Active Military.
3. Remain in good academic and attendance standing (based on Satisfactory Academic Progress requirements) in order to be eligible for disbursements.

## ***ROSS EDUCATION INSTITUTIONAL GRANT***

A maximum of \$600 to be used for direct tuition cost and fees only, after all Title IV funding options as well as any federal, state and local grants and/or educational benefits available to the student have been exhausted. Disbursed once program completion requirements are met.

### **Eligibility Requirements:**

All Ross Education Institutional Grant applicants must:

1. Meet Ross admission requirements as stated in the catalog.
2. Eligibility is for zero EFC, Full Award Year Pell recipients (per federal methodology as established for Federal Student Aid).
3. Must be the first enrollment at Ross Medical Education Center. Does not apply to reentry or reinstated students.
4. Complete all program requirements. Grant will be disbursed once program requirements are met. This is funding provided by Ross Education, LLC that does not have to be repaid.

## ***ROSS ALUMNI GRANT***

Ross graduates that enroll at Ross College, Sylvania (online) in either the Medical Assistant, Associate of Applied Science Degree or Medical Billing Administrative Specialist Associate of Applied Science Degree programs may qualify for the Ross Alumni Grant up to a maximum of \$600. Ross graduates enrolling in the Health Administrative Services, Medical Office Management, or Human, Social and Health Services Associate of Applied Science Degree programs may qualify for the Ross Alumni Grant up to a maximum of \$1,500. This grant is to be used for direct tuition cost and fees.

### **Eligibility Requirements:**

All Ross Alumni Grant applicants must:

1. Meet Ross admission requirements as stated in the catalog.
2. Must exhaust all federal, state and local grants and educational benefits available to the student.
3. Complete all program requirements. The grant will be disbursed once program requirements are met.

This is funding provided by Ross Education, LLC that does not have to be repaid.

## ***PRACTICAL NURSING DIPLOMA SUCCESS GRANT***

This grant program provides assistance to all students enrolling in Ross College's Practical Nursing diploma program after October 1, 2016. The maximum grant is \$700, to be used for direct tuition costs only, after all Title IV funding options have been exhausted. All Ross College Practical Nursing Success Grant applicants must: 1. Meet Ross admission requirements as stated in the catalog. 2. Must be the first enrollment at Ross College. Does not apply to reentry or reinstated students. 3. Remain in good academic and attendance standing (based on Satisfactory Progress requirements) in order to be eligible for disbursements. Payment for this program will occur on a per term basis, as set by program requirements as stipulated on the program enrollment agreement.

## ***ROSS EDUCATION PAYMENT PLANS***

Ross Education provides various payment options to students. Any payment plan is serviced internally by Ross Education, LLC. Ross Education may periodically assign/sell/transfer all rights to any outstanding receivables to independent third parties and/or change/add receivable service entities. Please note: if payments due in this program fall substantially in arrears, training may be interrupted and termination from your program could occur.

## ***FEDERAL PELL GRANT***

This is funding from the federal government that does not have to be repaid. It is available to eligible students based on financial need determined on the basis of a formula developed by the Department of Education and reviewed by Congress annually. Awards will vary based on an expected family contribution.

## ***WILLIAM D. FORD FEDERAL DIRECT LOAN (DIRECT LOAN) PROGRAM***

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans) and Direct PLUS Loans.

Direct Subsidized Loans are based on financial need and the federal government pays the interest on the loan while the student is in school or in deferment.

Direct Unsubsidized Loans are non-need based, and the student pays the interest during in-school and deferment periods. The interest may accumulate until a student is out of school or until a deferment ends; however, that interest will be added to the principle of the "unsubsidized" loan.

Direct Plus Loans are for parent borrowers. This loan provides additional funds for educational expenses.

## ***VETERANS BENEFITS***

Specific Ross College campuses are eligible VA education training facilities. Please contact your school to see if they participate.

**All Veterans Affairs Students:** Ross College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of United State Code 38, Veteran's Benefits.

## ***WORKFORCE INVESTMENT ACT***

Workforce Investment Act-Individual Training Account eligibility varies from campus to campus. Please see your financial aid student services representative for additional information.



## FINANCIAL AID – ACADEMIC ITEMS

### ***SATISFACTORY ACADEMIC PROGRESS***

Please refer to separate section of this catalog for guidelines for maintaining Satisfactory Academic Progress for financial assistance.

### ***CREDIT FOR FINANCIAL AID***

In determining financial aid awards, Ross College follows the formula mandated by Federal Regulations. This formula includes hourly requirements for outside classroom/homework assignments that are factored into an overall grade for each course.

## ACADEMICS

### ***CREDIT HOUR CALCULATIONS***

Ross College measures progress by quarter credits. One quarter credit hour is awarded for a minimum of 10 clock hours of lecture and a minimum of 20 clock hours of lab. One quarter credit is awarded for a minimum of 30 clock hours of externship. These credits include the appropriate outside preparation time by the student. A clock hour is a class period of 50 to 60 minutes of instruction. See the Course Descriptions for the specific credits per course.

### ***GRADUATION REQUIREMENT***

To be eligible to graduate with a credential from Ross College the candidate for graduation must:

1. Have successfully completed all courses required for the credential sought.
2. Have earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program).
3. Have a cumulative grade point average of at least 2.00. NOTE: In the case of nursing students seeking an associate degree credential, the cumulative grade point average is at least a 2.5.
4. Degree students must have satisfied the College's residency requirement.

In addition, the student must satisfy his/her financial obligations to Ross College in order to receive his/her transcript. It is the student's responsibility to maintain their credentialing documents, such as diploma.

The graduate's official graduation date is the date that all of the above graduation requirements are met, and as posted in the College's student information system.

### ***CRITERIA FOR HONORS DESIGNATIONS***

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations at evaluation periods and upon graduation.

4.0	High Academic Honors
3.5-3.99	Academic Honors

### ***HONORS DESIGNATION AT GRADUATION***

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

## ***ACADEMIC TRANSCRIPT***

An unofficial copy of each student's transcript is available upon request by the student at <https://www.rosseducation.edu/transcripts/>. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school reserves the right to limit, in its discretion, the number of official academic transcripts provided without a processing fee. Student information is securely maintained electronically by the institution in CampusVue, the student information system (SIS) from Campus Management Corporation.

## ***STANDARDS OF SATISFACTORY ACADEMIC PROGRESS***

All students must maintain Satisfactory Academic Progress (SAP). In order to maintain Satisfactory Academic Progress, a student must meet minimum standards of cumulative grade point average (qualitative measurement) and cumulative rate of completion (quantitative measurement). Cumulative Rate of Completion is defined as credit hours earned versus credit hours attempted.

### **1. MAXIMUM TIME FRAME**

A student who enrolls in a program must complete the program no more than one-and-one-half times the normal published length of the program. That is, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. If the student cannot complete the program during the maximum time period, the student will be terminated from school and will be no longer eligible for Title IV funds.

### **2. EVALUATION POINTS**

The school determines whether students are meeting the minimum Satisfactory Academic Progress requirements at evaluation points described below. The student receives academic, attendance and/or financial aid advising from the school, as the school deems necessary in its discretion.

The student's Cumulative Grade Point Average (CGPA) and Cumulative Rate of Progression (CROP) will be evaluated after each payment period for Non-Term Programs during the program (at midpoint of the program/academic year and at program completion). Evaluation periods for Term Programs (Nursing and Occupational Therapy Assistant), student will be after the end of each quarter. Please refer to the "Start Date" section of this catalog to determine when your program/academic year midpoint date will occur as based on your program start date.

### **3. MINIMUM SAP ACADEMIC ACHIEVEMENT AND COMPLETION REQUIREMENTS**

At the progress report evaluations, a student must meet the following minimum cumulative grade point average (CGPA) and cumulative completion rate by program (CROP).

#### **Non-Term Diploma Programs**

*Medical Assistant, Medical Insurance Billing Office Administration, Dental Assistant, Veterinary Assistant*

<b>Progress Report Evaluation</b>	<b>Cumulative Grade Point Average (CGPA)</b>	<b>Cumulative Rate of Progression (CROP)</b>
End of Scheduled Payment Period #1 (Midpoint Date)	2.0	75%
End of Program	2.0	75%

**Non-Term Degree Programs***Business Management, Veterinary Technology*

<b>Progress Report Evaluation</b>	<b>Cumulative Grade Point Average (CGPA)</b>	<b>Cumulative Rate of Progression (CROP)</b>
End of Scheduled Payment Period #1 (Midpoint Date)	2.0	75%
End of Scheduled Payment Period #2 (Academic Year #1 End Date)	2.0	75%
End of Scheduled Payment Period #3 (Academic Year #2 Midpoint)	2.0	75%
End of Scheduled Payment Period #4 (Academic Year #2 End Date)	2.0	75%
End of Scheduled Payment Period #5 (VTA only Academic Year #3 Midpoint)	2.0	75%
End of Scheduled Payment Period #6 (VTA only Academic Year #3 End Date)	2.0	75%

## Non-Term Diploma Programs

### Practical Nursing

Progress Report Evaluation	Cumulative Grade Point Average (CGPA)	Cumulative Rate of Progression (CROP)	Required Action
End of Scheduled Payment Period #1 (Midpoint Date)	1.5	33.3%	Academic/Financial Aid Warning
End of Scheduled Payment Period #2 (Academic Year #1 End Date)	1.75	66.6%	Academic/Financial Aid Warning (if 1 <sup>st</sup> time) Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
End of Scheduled Payment Period #3 (Academic Year #2 Midpoint) & Every Quarter Thereafter	2.0	66.6%	Academic/Financial Aid Warning (if 1 <sup>st</sup> time) Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
At Any Time		Anytime in excess of 150% MTF	Academic/Financial Aid Dismissal
Nursing Concentration Courses	At Any Time	2x Unsuccessful Attempts in a Single Nursing Concentration Course or a Total of 3 Unsuccessful Attempt in any Combination of 3 Nursing Concentration Courses	Academic/Financial Aid Dismissal

## Term Degree Programs

### *Nursing, Occupational Therapy Assistant*

Progress Report Evaluation	Cumulative Grade Point Average (CGPA)	Cumulative Rate of Progression (CROP)	Required Action
End of First Academic Year	1.25 OTA 2.0 Nursing	50.00% OTA 66.6% Nursing	Academic/Financial Aid Dismissal
End of Second Academic Year	2.0 OTA 2.5 Nursing	66.6% OTA 66.6% Nursing	Academic/Financial Aid Dismissal
End of Seventh Quarter and Thereafter	2.0 OTA 2.5 Nursing	66.6% OTA 66.6% Nursing	Academic/Financial Aid Warning (if 1 <sup>st</sup> time)  Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
	At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal
Nursing Concentration Courses	At Any Time	2x Unsuccessful Attempts in a Single Nursing Concentration Course or a Total of 3 Unsuccessful Attempts in any Combination of 3 Nursing Concentration Course	Academic/Financial Aid Dismissal

#### 4. PROGRESS REPORTS

Students will receive regular evaluations of their progress which will occur officially at the end of each scheduled payment period for non-term students and at the end of each quarter for term students. A summary of the grades and pace for each phase of the program, as well as cumulatively, is given to each student. The appropriate instructor, Assistant Campus Director of Education or Campus Director will be available to discuss any concerns.

#### 5. SAP WARNING

If the minimum standards for CGPA or CROP are not met at the end of a scheduled evaluation points, a student may be placed on Financial Aid Warning. The Financial Aid Warning period will be one evaluation point period. Title IV funds may be disbursed during the Financial Aid Warning period.

If a student is substantially below the CGPA or CROP standards on any progress report, the student may be dismissed without a Financial Aid Warning period. This may be done if, in the opinion of the Campus Director/Assistant campus Director of Education, the student cannot meet the minimum standards for Satisfactory Academic Progress during the Financial Aid Warning payment period.

A student will be terminated at the end of the Financial Aid Warning period if the minimum standards of Satisfactory Academic Progress are not met. In addition, students may be terminated after a single module/term within the Financial Aid Warning period if it is determined the student will be unable to meet the conditions of the warning. Students who satisfy the conditions of Satisfactory Academic Progress at the end of the Financial Aid Warning period will be considered to be meeting Satisfactory Academic Progress standards.

## 6. NOTIFICATION

Students are notified in writing should they fail to meet the minimum standards of Satisfactory Academic Progress following an evaluation period.

## 7. SAP APPEALS

Students who wish to appeal the determination that they are in violation of the SAP Policy must submit an appeal to the Campus Director. Appeals will be considered when extraordinary circumstances such as health, family, financial, transportation, childcare or other personal issues exist. The student's appeal must include why the student failed to meet SAP standards and what has changed. The letter must be postmarked within three calendar days of the end of the SAP evaluation point. The letter should describe any circumstances that the student feels deserve further consideration. An appeal decision will be made and the student notified accordingly.

## 8. SAP PROBATION

Students who are notified of an approved appeal will be placed on Satisfactory Academic Progress (SAP) Probation for SAP evaluation period. While on SAP Probation, the student is eligible to receive financial aid. Students who do not meet SAP requirements or the requirements of an Academic Plan upon the end of the SAP Probation period will be terminated. No additional appeal may be taken.

## 9. GRADING SYSTEM

The grading scale is based on a 4.0 system. Students are expected to maintain satisfactory progress in each course. All tests and assignments are graded against a 100% scale which is assigned a letter grade and a grade point average according to the charts below:

- A. Medical Assistant, Medical Insurance Billing Office Administration, Dental Assistant, Veterinary Assistant and Business Management Programs:

Numeric Grade	Letter Grade	Grade Point
90-100	A	4
85-89.99	B+	3.5
80-84.99	B	3
75-79.99	C+	2.5
70-74.99	C	2
65-69.99	D+	1.5
60-64.99	D	1
Below 60	F	0
Withdraw	W	0
Incomplete	I	0

In order to receive credit for any course, the student must earn a minimum of a D/1.0 and successfully complete all required proficiencies.

- B. Nursing, Occupational Therapy Assistant and Veterinary Technology Programs:

Percentage Breakdown	Letter Grade	Quality Points per Credit Hr.
95–100	A	4.0
90–94.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
76-79.99	C+	2.3
70-75.99	C	2.0
65-69.99	D+	1.7
60-64.99	D	1.0
Below 60	F	0
Withdrawal	W	Not computed
Incomplete	I	Computed as F in GPA
Progress (for OTA Level II Fieldwork only)	P	Not computed
No Progress (for OTA Level II Fieldwork only)	NP	Not computed
In Progress (for all ATO Level Fieldwork Course Only)	IP	Not computed

#### Additional Evaluation Measurers for Specific Programs:

Nursing students must pass courses with the prefixes below with a minimum grade of 80%. Failure to obtain a passing score in one or more components (didactic, laboratory and/or clinical) requires that the student repeat the entire course and not just the failed component.

- Nursing (NU, NUR, PN)
- The result for a student who fails the same nursing concentration course two times or has a total of three course failures in any combination of nursing concentration courses, is Academic/Financial Aid Dismissal. Appeals for re-entry after dismissal for two unsuccessful attempts in one nursing concentration course or three unsuccessful attempts in any combination of three nursing courses will be denied. An unsuccessful attempt of a course is indicated by a grade of F, W, WF, or UF.

Students enrolled in courses with the following prefix must pass each course designated with a minimum grade of 70%.

- ALH - Allied Health
- ANH/VT - Veterinary Technology
- HSC - Health Sciences
- OT/OTA - Occupational Therapy

## 10. WITHDRAWALS

Non-punitive grades for courses awarded by the school include: “W”. Non-punitive grades are not included in the computation of a student’s overall CGPA. The credit hours associated with any courses for which non-punitive grades are received by a student are included in the student’s Maximum Time Frame and credit completion percentage as credits attempted.

## 11. COURSE REPETITIONS AND INCOMPLETES

If a course must be repeated, all attempts will count as credits attempted in the credit completion percentage. All grades earned will be included in the calculation of the GPA. A student who receives an incomplete grade in any course will have 14 calendar days to complete the requirements of the course(s) with a passing grade. The student will receive a failing grade in the course if all course requirements are not satisfactorily completed by the end of the two-week period. The single course attempt will count as credits attempted in the credit completion percentage calculation. The final grade, including a failing grade, will be included in the calculation of the CGPA.

## 12. READMISSION

Students terminated due to Satisfactory Academic Progress may apply for readmission and will be reviewed on an individual basis. A student must submit a written request for reentry and meet with the Campus Director before being considered for readmission. If readmission is granted, the student will be placed on Academic/Financial Aid Probation. The student must meet the standards of Satisfactory Academic Progress by the end of his or her next evaluation point.

The result for a student who fails the same nursing concentration course two times or has a total of three course failures in any combination of nursing concentration courses, is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for two unsuccessful attempts in one nursing concentration course or three unsuccessful attempts in any combination of three nursing concentration courses will be denied.

### Minimum Academic Achievement Standards for Students Receiving Department of Defense Tuition Assistance

In addition to the College's Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of "C" or higher for undergraduate courses, a "B" or higher for graduate courses and a "Pass" for "Pass/Fail" grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of "I" for incomplete within the time limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

### Incompletes

*Degree Programs:* A grade of *Incomplete (I)* may be assigned for a course when circumstances beyond the control of the student prevent his or her completion of required coursework. An Agreement for Incomplete specifying the work to be submitted must be completed and filed in the student's academic file. Resolution of an *Incomplete* must occur within 14 calendar days after the final class meeting of the course for which the *Incomplete* is assigned. If the *Incomplete* has not been resolved within the period



approved, a grade of zero will be given for all work not submitted, and the course grade will be determined in accordance with the criteria published in the course syllabus. An Agreement for Incomplete is automatically cancelled if the student subsequently withdraws or is withdrawn from the course.

### **Grade Challenges**

A student may challenge a course grade which he or she believes to be inaccurate or improperly assigned. If a student wishes to challenge a course grade he or she must first discuss it with the instructor within 14 calendar days after the final grade posting for the course in question. If the grade challenge is denied by the instructor and the student is not satisfied with explanation for the denial, the student may appeal in writing to the Campus Director.

Students are advised that collegiate faculty are permitted considerable latitude in determining their grading policies, provided that their criteria for evaluating student work are compatible with course objectives, made clear to students, and applied equitably.

### **Retaking Coursework Policy**

In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the Satisfactory Academic Progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, Ross College has limitations on how many times students can retake failed courses before they are dismissed from the institution. (See *Ross College Undergraduate Satisfactory Academic Progress Policy*)

Ross College will allow financial aid to cover a *single repetition* of a successfully passed course (earned credit) subject to certain conditions. Students who earned credit(s) may receive Title IV funds for one retake of any previously passed course only if they meet one of the following conditions:

1. Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed within a given time period of graduation.
2. Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination.
3. For students who need a specific grade or G.P.A. to practice upon graduation.

If the student fails, the repeated course the student is not eligible for an additional retake because the student previously passed the course.

## ***ATTENDANCE POLICY***

Ross College maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class. Students are expected to attend all scheduled activities that are part of the class, including those activities scheduled during the class time and those scheduled outside of class time. An individual course or program may have specific requirements (which in some cases may be more stringent than the general attendance requirements) as to the effect of attendance on grades, class meetings, course assignments, off-campus activities, externships, clinical and practicum activities, and other program requirements.

## ***ATTENDANCE REQUIREMENTS - ALL DIPLOMA PROGRAMS EXCEPT PRACTICAL NURSING***

Students not meeting the 85% attendance requirement will be given either a Module Attendance Alert or an Attendance Warning, depending on the number of modules attended. Official Attendance Monitoring Period will be every other module for all diploma programs. "Alerts" are issued at the non-official attendance tracking periods and Warnings issued at the official attendance monitoring period. If the 85% attendance is not met at the end of a warning period, the student is subjected to dismissal from school.

## ***ATTENDANCE POLICY - PRACTICAL NURSING DIPLOMA AND NURSING DEGREE PROGRAMS***

The Nursing programs require an overall attendance minimum of 85% by the end of the program. Students who fail to attend a scheduled on-campus class session will not receive attendance credit for that session. When required to sign in for attendance, each student must sign in personally. Meeting with an instructor outside of class does not count as attending a class. A student who is not in attendance during the first week of a course will be administratively withdrawn from the course and may be administratively withdrawn from the College. Students may file an attendance appeal for extenuating circumstances. A student who is consecutively absent for more than 25% of the scheduled class sessions of a course will be administratively withdrawn from the course and may be administratively withdrawn from the College. A course starts on Monday (or the first scheduled meeting date if Monday is a holiday) and ends on the last scheduled class session of the fourth week. Students may not receive attendance credit for activities completed before a course begins or after a course ends. **(Examples: A.** if a student is scheduled for 12 class meetings, the student would be withdrawn on the 4th consecutive day of absenteeism. **B.** if a student is scheduled for 8 class meetings days, the student would be withdrawn on the 3rd consecutive day of absenteeism. **C.** if a student is scheduled for 20 class meetings, the student would be withdrawn on the 6th consecutive day of absenteeism.) The ability to make-up work missed due to absence is at the sole discretion of the instructor, and making up work does not count as attendance in the class missed. It is likewise solely the student's responsibility to maintain contact with the instructor to request the opportunity to engage in make-up work. Students are advised that withdrawals from courses will affect their course completion rate (see Ross College Undergraduate Satisfactory Academic Progress Policy").

A Nursing student who is unable to meet the Attendance Requirements may be eligible to apply in advance for Active Non-Attending status. Please see the Campus Director at the North Canton Campus.

## ***ATTENDANCE MAKE-UP POLICY - DIPLOMA PROGRAMS***

Ross College students will be required to maintain a minimum of 85% attendance during classroom training, with makeup time allowance only granted by an approved attendance appeal.

## ***ATTENDANCE APPEAL POLICY***

A student that violates the attendance policy due to extenuating circumstances may appeal the determination that they are in violation of the Attendance Policy to avoid termination from school. The student must submit a written appeal to the Campus Director within three (3) calendar days of the end of the Official Attendance Monitoring Period. Student must also complete the Attendance Policy Appeal form and provide supporting documentation to substantiate the special circumstances for the appeal.

## ***ATTENDANCE PROBATION***

Students who are notified of an approved Attendance Policy Appeal will be placed on Attendance Probation for the subsequent Official Attendance Monitoring Period. Diploma students may be required to make-up classroom hours in order to meet the 85% attendance requirement by the end of the probationary period. Students who do not meet the Attendance Policy requirements upon the end of the

subsequent Attendance Monitoring period will be terminated from school. No additional appeal will be taken.

### ***ATTENDANCE TERMINATION POLICY***

Regardless of notification, if a student is not in attendance for seven consecutive classroom training days from the last date of attendance, the student will automatically be terminated. A student's last day of attendance (LDA) is defined as the last day a student participated in lecture and/or clinical lab on-campus or externship. Students who notify the school prior to the seven days having elapsed will be withdrawn on the date of notification. The Campus Director has the discretion to waive the termination based upon extenuating circumstances. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to the school.

### ***TARDY POLICY***

Tardiness to class is disruptive to the learning environment. Any student arriving after the start of class will be considered tardy. In addition, students arriving to class late after breaks and/or leaving before the end of the class are considered tardy. Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any class time missed. Students should be aware that their tardiness may affect their grade.

### ***STUDENT WITHDRAWALS***

In the event that a student withdraws or is terminated from the program before the program completion date, the refund policy will be applied to the total tuition and fees assessed. If it is determined that a tuition and fees obligation remains to be paid, payments are expected to continue according to the enrollment agreement until the remaining balance is paid in full/

#### **Official Student Withdraws**

A student maintains the right to withdraw from a program any time after the cancellation period. The student must take the following steps to official withdrawal from school:

- Notify the Campus Director/Associate Director or school official in person or writing of the intent to withdrawal from school
- Complete the Student Official Withdrawal form
- If a student is receiving Financial Aid, he/she is advised to meet with the Financial Aid Student Services Representative on campus

In the event the student fails to complete the Student Official Withdrawal form they will be considered an unofficial withdrawal.

#### **Unofficial Withdrawal**

Regardless of notification, if a student is not in attendance for seven consecutive classroom training days (7 calendar days for WV and on-ground AAS programs) from the last date of attendance, the student will automatically be terminated.

Students who notify the school prior to seven days having elapsed will be withdrawn on the date of notification. In the event that a student withdraws or is terminated from the program before the program completion date, the refund policy will be applied to the total tuition and fees assessed. If it is determined that a tuition and fees obligation remains to be paid, payments are expected to continue according to the enrollment agreement until the remaining balance is paid in full.

## ***ATTENDANCE READMISSION***

Students terminated due to violating the attendance policy may apply for readmission and will be reviewed on an individual basis. A student must submit a written request for reentry and meet with the Campus Director before being considered for readmission.

## ***MAKE-UP WORK***

Each student is responsible for contacting the course instructor regarding coursework missed or not submitted on time due to an absence. Unless other arrangements have been made with the instructor, all out of class assignments are due to the instructor the day the student returns to class following an absence. Students must complete tests and quizzes that are missed due to absence in the presence of the instructor or campus administrative staff member at a mutually agreed upon time.

## ***ADVISING***

The student receives academic, attendance and/or financial aid advising from the school, as the school deems necessary in its discretion.

## ***TUTORING***

Tutoring and academic guidance are provided to students when needed. Students may receive extra help by making a request to their instructor, or other administration personnel. Tutoring will be arranged outside the normal classroom instruction hours to assist the student.

## ***ACADEMIC FREEDOM***

Academic freedom exists within the framework of a standardized curriculum. Faculty members are encouraged to exercise academic freedom within this framework to clarify the curriculum content while at the same time not violating existing copyright laws. Faculty are also encouraged to use academic freedom to select appropriate instructional methodologies for specific classroom needs and to suggest curricula or text changes based on their experience and education, using the established curriculum review process to see these changes realized.

## ***LEAVE OF ABSENCE***

Ross College does not offer a leave of absence.

## ***CREDIT FOR PREVIOUS EDUCATION - DIPLOMA PROGRAMS***

It is the policy of Ross College to require that each student complete the entire course of study. Entry into a program in progress denies the student the opportunity to take full advantage of the campuses uniquely structured modular format. However, the campus will consider credits/clock hours earned at another institution accredited by an agency recognized by the United States Department of Education or the Council of Higher Education Accreditation as long as those credits/clock hours fit satisfactorily into the school's modular format. The student must request this consideration before starting classes at Ross College. The student must present evidence demonstrating that the previous campus attended is accredited by an agency recognized by the United States Department of Education or the Council of Higher Education Accreditation as well as an official transcript of grades from the former institution. The Director of Education will assess the courses taken and grades earned at the previous institution and determine if credit/clock hours for prior education can be granted. Students receiving Veterans Administration education benefits must furnish official transcripts, including military, prior to (preferred) or immediately after their start date. Transcripts will be evaluated and credit given, **if appropriate**, and the training period shortened proportionately.

Credit/clock hours or advanced placement will not be granted for previous work experience.

## ***CREDIT FOR PREVIOUS EDUCATION - DEGREE PROGRAMS***

### ***Transferability Criteria***

Ross College evaluates credits for transfer from colleges and universities, accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). The following criteria are applied in examining credits for transfer:

1. The accreditation of the institution at which the credits were earned.
2. The age of the credits earned, as an indication of the persistence of the skills or knowledge.
  - a. Credits more than ten years old are generally not accepted and no credits for science courses older than 10 years will be accepted.
  - b. Clinical courses previously earned in nursing programs must have been completed no more than one year prior to enrollment into the College's Nursing programs.
3. The compatibility of the course description and objectives with those of appropriate courses in the student's program at Ross College.
4. The grade earned in the course, which must be at least a C (or 2.00 on a 4.00 scale). For any nursing courses being transferred in, the grade in the course must be at least a B/80% (or 3.00 on a 4.00 scale).
5. The convertibility of the credit hours earned, 1 semester credit hour converting as 1.5 quarter credit hours.
6. Some previously completed courses crucial to programmatic outcomes, otherwise eligible for consideration of transfer, may not transfer. The Registrar will make the final determination on acceptance of the credits.
7. To transfer composition, literature or math courses previously earned, a student must achieve the college-stated minimum threshold on the academic assessment.
8. A student who does not meet the college-stated minimum threshold on the academic assessment may have that requirement waived and transfer in composition, literature, or math courses previously earned if that student has completed a progressively challenging math and/or composition and literature sequence as demonstrated by performance and the minimum award of at least a "C" (or 2.00 on a 4.00 scale).
9. Official transcripts for use in determining transferability of credit must be received by the school no later than the scheduled orientation date or the credits will not be considered for transfer. Students may also be asked to provide additional documentation such as a course syllabus to determine transferability. See the "Transcript Evaluation for Transfer of Credit" section below.
10. Appeals to decisions regarding transfer of credit must be submitted in writing to the Registrar within seven (7) days of receipt of the decision.
11. Students receiving Veterans Administration education benefits must furnish official transcripts, including military, prior to (preferred) or immediately after their start date. Transcripts will be evaluated and credit given, **if appropriate**, and the training period shortened proportionately.

### ***TRANSCRIPT EVALUATION FOR TRANSFER OF CREDIT***

Official evaluation of a collegiate transcript is conducted only upon receipt of an official transcript received directly from the institution at which the courses under consideration have been earned. Transcripts faxed directly from the sending institution are acceptable forms of official transcripts. The fax must include both the front and the back of the transcript so that the legend and school address are available. Only graded courses taken for collegiate credit are eligible for transfer; ineligible courses include pass/fail courses, audited courses, continuing education courses, remedial and developmental courses, and courses in English as a second language. Transferred credits from institutions or colleges outside of the College are applied to the student's program, but carry no grade and are not computed in determining the student's grade point average. It is the responsibility of the student to ensure that the College receives all official transcripts, and the transcripts provided become the property of the College.

## ***OTHER SOURCES OF CREDIT***

### **Credits Earned at the College**

Credits earned at any Ross College may be acceptable at the College with the following provisions:

1. Credits earned for coursework in previous program versions must be equivalent to the course objectives in the current program version.
2. Credits approved are applied, with the grade earned, to the student's current program, and are subject to application of the College's standards of satisfactory progress.

### **University Credit for Military Experience and Training**

Ross College is proud to be a military friendly college and may exempt those attending on Department of Defense or Veteran's Administration's benefits from the above requirements, granting appropriate credit on a case by case basis. In order for students to have their military experience and training evaluated for credit, requested forms must be submitted to the appropriate campus contact. The College may accept as transfer credit completion of military courses as recommended through a Joint Services Transcript (JST) or Community College of the Air Force transcript. The Joint Services Transcript is an official education transcripts tool for documenting the recommended college credits for professional military education, training courses, and occupational experiences of Services members across the Services. The Joint Services Transcript incorporates data from documents such as the Army/ACE Registry Transcript System, the Sailor/Marine ACE Registry Transcript System, and the Coast Guard Institute transcript. The Community College of the Air Force transcript is the equivalent of the JST and is only utilized by the Air Force.

### **Residency Requirement – Degree Programs**

Though credits may be applied to a student's degree program through transfer from institutions other than another Ross College and through other means, the total number of these credits cannot exceed 75 percent of the credits in the student's degree program. In addition, the student must complete the final 25 percent of a degree program's credits or 50 percent of a degree program's concentration credits in-residence at any Ross College, whichever is the greater benefit to the student.

Note: Active-duty military and their immediate family members are not required to complete the final percent of a degree program's credits or up to 50 percent of a degree program's concentration credits in-residence.

## ***TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS***

Ross College does not imply, promise, or guarantee transferability of its credits to any other institution. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. Programs are designed to lead directly to employment. Course credits will likely not transfer to other schools, and degrees will likely not be accepted by another school's graduate degree program. Additionally, programs offered by one school within the Ross College system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the Ross College system, not all of the credits you earn in this program may be transferable into that school's program.

If you are considering transferring to either another Ross College or an unaffiliated school, it is your responsibility to determine whether that school will accept your Ross College credits. We encourage you to make this determination as early as possible.

### **Associate Degree Programs Only:**

Southern New Hampshire University has established an articulation agreement with Ross College. With this agreement, any student from a Ross associate degree program considering continuing his or her

education at or transferring to, Southern New Hampshire University must first contact the registrar (or equivalent school official) at Southern New Hampshire University to determine what credits earned at Ross College, if any, Southern New Hampshire University will officially accept.

### ***TRANSFERABILITY OF CREDIT DISCLOSURE (TENNESSEE STATEMENT TO PROSPECTIVE STUDENTS)***

Credits earned at Ross College may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Ross College. You should obtain confirmation that Ross College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Ross College to determine if such institutions will accept credits earned at Ross College prior to executing an enrollment contract or agreement. Accreditation does not guarantee transferability. The ability to transfer credits from Ross College to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Ross College if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised, to make certain that you know the transfer of credit policy of Ross College and of any other educational institutions you may in the future want to transfer the credits earned at Ross College before you execute an enrollment contract or agreement.

### ***COURSE AND PROGRAM ASSESSMENT***

Refer to course description and syllabi for additional information.

### ***PROGRAM CHANGES***

In order to change a program, a student must be making satisfactory academic progress at the time a request is made to change programs. Changing from a day program to an evening program within the same program is not considered a change of program. Courses that apply to the second program will be recorded as earned credit and will affect the student's CGPA and will be included as attempted and completed hours. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file.

Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first program, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new program. Under no circumstances can a request to change programs circumvent a dismissal of Satisfactory Academic Progress.

When a student has graduated from Ross College in one program, then subsequently begins work in another program, grades used in the CGPA of the previous program, if applicable to the new program, will be recorded as grades earned and will be applied to the student's new program CGPA calculation and Incremental Completion Rate.

### ***COURSE AVAILABILITY***

In its scheduling of courses, the College's primary responsibility is to those students who remain continuously enrolled in pursuit of their first credential. Persons who wish to enroll in single courses, students who are returning from withdrawals or dismissals, students who do not successfully complete courses, and graduates who wish to return for an additional credential are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

## ***INDEPENDENT (DIRECTED) STUDY***

*Degree Programs only:* From time to time it may be necessary to offer a course as an Independent (Directed) Study. Independent (Directed) study refers to a student's attempt of a course in his or her program without the normal requirement of attendance in scheduled class meetings. In making a course available to a student under this alternative, faculty must ensure that the student is accountable for the objectives of the course as these are published in the course syllabus, and that the student's achievement is evaluated under the same expectations as apply in the normal delivery of the course.

# STUDENT INFORMATION

## ***STANDARDS OF CONDUCT***

Students should maintain a professional and positive attitude toward their schoolwork, the faculty and other classmates. Disruptiveness and disrespect on campus and on public property (which is in the same reasonably contiguous geographic area of the campus) will be considered cause for dismissal. Substance abuse, theft, cheating or plagiarism will also be causes for dismissal.

Students who disregard the rules and regulations will be subject to dismissal. In most cases, students will be warned and then dismissed if the misconduct continues. The Campus Director makes all determinations regarding conduct.

A copy of the Student Guidelines, which also explains these rules, is issued at enrollment.

## ***READMISSION***

Application for readmission to Ross College will be reviewed on an individual basis. A student must submit a written request for reentry and meet with the Campus Director before being considered for readmission.

If a curriculum change has occurred during the student's absence, generally he/she will be enrolled in the new program curriculum and must meet all current program admissions requirements. Depending on the length of the student's absence, he/she may be permitted to return to his/her previous program curriculum based on classroom availability and with the approval of the Campus Director. A degree seeking student who withdraws from the College may reenroll only once in any nine-month period. If, after the first re-enrollment, the student withdraws a second time, she or she must wait nine months from the last date of attendance to resume enrollment in the College. This policy applies to both voluntary and administrative withdrawals.

Following is a list of events that indicate there may be a mitigating circumstance which would allow the student to reenroll without waiting nine months from the date of attendance:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Work-related transfer during the period
- Change in work schedule during the period
- Natural disaster
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Course Availability based on College class schedule (due to no fault of student)

Additionally, readmission to programs with capped enrollment may be delayed until space becomes available. The College reserves the right to deny readmission to any applicant who has an unacceptable



academic or conduct record. Students with outstanding financial obligations to the College must make arrangements with the Financial Aid Office before they will be permitted to matriculate.

### ***DRESS CODE***

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. The College reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action. Additionally, during the admissions process, further guidelines are explained which ensures compliance to OSHA regulations as well as to prepare students for the professional work environment. Please refer to the Student Guidelines for a complete dress code policy.

### ***CAMPUS SECURITY***

Each Ross College strives to promote and maintain a safe and secure learning environment. The Ross Annual Security report is available on the Ross Education Website, [www.rosseducation.edu](http://www.rosseducation.edu) or by request from the Campus Director/Associate Campus Director. This report includes information regarding campus security policies and campus crime statistics.

### ***ROSS EDUCATION L.L.C. COPYRIGHT POLICY***

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the Federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, whether the use of copyrighted material without permission falls with "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law. A violation of the school's copyright policy by students result in termination of the school's network access and/or other disciplinary action including dismissal from school.

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Ross Education L.L.C.'s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the school's information

technology system. The school's policies prohibit use of Ross' computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission and will subject the individual to disciplinary action up to and including possible dismissal from school.

## ***DISCLOSURE OF EDUCATIONAL RECORDS***

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) In addition, it puts limits on what information the school may disclose to third parties without receiving prior written consent from the student.

### **1. Procedure to Inspect Education Records**

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Campus Director/Associate Director. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following:

- Financial information submitted by parents
- When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally

### **2. Disclosure of Educational Records**

The school generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

- To institution officials who have been determined by the school to have legitimate educational interests in the records. A school official is a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official; or any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the school has a legitimate educational interest.
- To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
- In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
- To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate parties in health or safety emergencies.
- To officials of another school in which a student seeks or intends to enroll.

- To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
  - (a) Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
- Directory information (see Section IV below).
- Student recruiting information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and Ross will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

### 3. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to school officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Ross will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

### 4. Directory Information

Ross designates the following information as Directory Information. (Directory Information is personally identifiable information which may be disclosed without the student's consent):

- Student's name
- Address: local, email and website
- Telephone number (local)
- Date and place of birth
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and certificates awarded
- Most recent previously attended school
- Photograph of the student, if available

- Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
- Student honors and awards received

Notice of these categories and of the right of an individual in attendance at Ross to request that his/her directory information be kept confidential will be given to the student during the financial aid process. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Campus Director. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

## **5. Correction of Educational Records**

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

- A student must ask the Campus Director/Associate Director to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
- Ross may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- Upon request, Ross will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the school. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
- The school will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
- If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
- If, as a result of the hearing, the school decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
- If a statement is placed in the education records of a student under the paragraph above, the Ross will:
  - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
  - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

## **6. Student Right to File Complaint**

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

**Family Policy Compliance Office  
United States Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202**

## ***INTELLECTUAL PROPERTY POLICY***

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law. A violation of the College's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the College.

## ***EQUIPMENT AND AUDIO-VISUAL AIDS***

In order to prepare graduates for future careers, a variety of equipment is available for program instruction. Knowledge and proficiency are attained by both demonstration and actual operation of equipment. Each campus is supplied with audio-visual equipment, anatomy and physiology charts, an array of educational videos and DVDs to provide a variety of learning modes including, DVD player, LCD projectors, and models. A program specific equipment list is available as needed.

## ***PROFESSIONAL CREDENTIALING***

Requirements to work as allied health professions vary from state to state. Graduates of Ross College may be eligible to sit for national credentialing examinations. See campus director for additional information regarding state requirements and/or national credentialing examinations.

## ***STUDENT CONCERNS/COMPLAINT PROCEDURE***

We encourage any suggestions or concerns students may have. Please offer these suggestions or voice concerns to the appropriate staff member. If the concern has not been resolved after meeting with the Campus Director, please adhere to the following procedure:

Contact in writing the Concern Resolution Department of Ross Education, LLC:  
Ross Education, LLC, Concern Resolution Department  
22800 Hall Road, Suite 800, Clinton Township, MI 48036  
[RossStudentConcerns@rosseducation.edu](mailto:RossStudentConcerns@rosseducation.edu)

The Concerns Resolution Department will forward the concern to the appropriate corporate supervisor and a written concern will be acknowledged within three (3) working days. A response in writing will follow within ten (10) working days. Any and all parties regarding the complaint in question are aware of the progress of the complaint as it escalates and have the opportunity to speak on their own behalf when it comes to the complaint. If the response does not rectify the situation, contact the Ross Student Resolution Department at (810) 637-6100 Extension 20050, or if at any time a student cannot resolve the complaint in question at the institutional location level, he/she is not obligated to go straight to corporate but has the opportunity to go to the state instead of going to corporate first. A meeting will be arranged for the concerned principals as needed.

### **Complaint Policy for Students Receiving VA Education Benefits**

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Please direct all state inquiries as follows:

#### **Iowa College Student Aid Commission**

430 East Grand Ave., Third Floor

Des Moines, IA 50309

Toll Free: (877) 272-4456

<https://www.iowacollegeaid.gov/StudentComplaintForm>

#### **Kentucky Commission on Proprietary Education**

##### Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, Kentucky 40601. The forms can be found on the website at <http://kcpe.ky.gov>.

#### **(Ohio) State Board of Career Colleges and Schools**

30 East Broad Street, 24th Floor

Columbus, OH 43215

Phone: (614) 466-2752

Fax: (614) 466-2219

Toll Free: (877) 275-4219

Email: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)

A Student Complaint Form can be found on their website at:

<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

#### **Tennessee Higher Education Commission**

##### **Division of Postsecondary State Authorization**

Parkway Towers, Suite 1900

404 James Robertson Parkway

Nashville TN 37243-0830

Phone: (615) 741-5293

Fax: (615) 532-8845

Attention: Complaints

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization. A Student Complaint Form can be downloaded on the Postsecondary State Authorization page of their website at: <https://www.tn.gov/content/tn/thec.html>

## ***KENTUCKY STUDENT PROTECTION FUND***

### **Existence of the Kentucky Student Protection Fund**

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

### **Process for Filing a Claim Against the Kentucky Student Protection Fund**

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort KY, 40601. The form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## ***COMMUNITY RESOURCES***

Information about national community resources is listed below:

<b>Organizations</b>	<b>Website</b>	<b>Phone Number</b>
Alcohol Abuse and Crisis Intervention	<a href="http://www.aa.org">www.aa.org</a>	(800) 234-0246
Al-Anon	<a href="http://www.al-anon.org">www.al-anon.org</a>	(888) 425-2666
Drug and Alcohol Helpline	<a href="http://www.alcoholdrughelp.org.nz">http://www.alcoholdrughelp.org.nz</a>	See website
Family and Children's Services	<a href="http://www.acf.hhs.gov">www.acf.hhs.gov</a>	See website
National Domestic Violence Hotline	<a href="http://www.thehotline.org">www.thehotline.org</a>	(800) 799-7233
Rape Crisis Center	<a href="http://www.therapeccrisiscenter.org">www.therapeccrisiscenter.org</a>	(888) 366-1640
Suicide Hotline	<a href="http://www.suicidepreventionlifeline.org">www.suicidepreventionlifeline.org</a>	(800) 273-8255
United Way	<a href="http://www.unitedway.org">www.unitedway.org</a>	211

- Please see the campus director for additional information concerning local community resources that may be available.

# STUDENT SERVICES

## ***CAREER DEVELOPMENT***

Ross College is committed to assisting program graduates with career development services.

To help ensure the success of every graduate, Ross College offers job placement assistance at no additional charge. To help prepare students for business and allied health entry level positions, professional development and communication skills are presented throughout the perspective program to prepare each graduate for employment. This includes, but is not limited to, job seeking skills such as resume writing, networking and interviewing techniques.

Campus personnel maintain regular contact with health care and business employers to obtain first-hand information about their employment needs. This information is then shared with students and program graduates.

The objective of career development is to assist students with the skills necessary to secure an entry-level position in the student's field of study. Naturally, securing rewarding employment for a graduate depends upon a mutual effort between campus personnel and the graduate. Ross cannot in any way or any time guarantee employment. Specific recent placement information can be obtained at the campus.

### ***HOUSING***

Ross College does not offer housing; however, rooms and apartments are usually available in the immediate area.

### ***SPECIAL LECTURES, FIELD TRIPS & STUDENT PROJECTS***

Guest speakers are periodically invited to acquaint students with the latest techniques, equipment, and materials. Field trips are arranged as schedules permit. Students may participate in class projects such as charity fund-raisers and community service projects.

### ***LIBRARY AND RESOURCE MATERIALS***

Ross College maintains an annual contract for students to utilize GALE Cengage Learning's Virtual Library. This virtual library significantly expands on the campus' library holdings through ready access to professional articles, journals and periodicals. With the virtual library and campus' hard copy reference collection, the students have easy access to a collection of recent medical reference materials, which include professional articles, journals and periodicals provided to enhance the training programs. The College library also has some physical resources available to supplement the extensive offerings that can be found through online subscription resources.

### ***STUDENT REFERRAL SERVICES (NON-ACADEMIC)***

In the event that a student feels they need additional services, such as counseling for non-academic issues, the Student Services staff at each campus will make referrals to the appropriate services within the local community. Campus staff maintain a list of beneficial resources that may be needed by students.

### ***THE ROSS EDUCATION COMMITMENT TO STUDENTS WITH DISABILITIES***

Ross Education, LLC (Ross) is committed to ensuring equal opportunity in educational programs in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADA). Ross prohibits discrimination against any student or prospective student on the basis of physical disability, mental disability or perceived disability. Ross will provide reasonable accommodations to enable students with disabilities to fully and equally participate in the programs and services offered by Ross.

Students with disabilities are encouraged to contact the Executive Vice President of Operations about any necessary accommodations and services. The Executive Vice President of Operations coordinates services for students with disabilities including assistance in registration, advisement, parking, referrals, adapted classroom activities and other special needs. It is the responsibility of the student to request any needed assistance from this office. Students may initiate their requests for reasonable accommodation through the Executive Vice President of Operations, (810) 637-6100, extension 20045. Questions, difficulties or concerns should be directed to the Executive Vice President of Operations as soon as possible.



## **ADA Definition of Disabled**

The ADA's protection applies primarily, but not exclusively, to "disabled" individuals.

"Disability" is defined as:

- A physical or mental impairment that substantially limits one or more major life activities;
- A record of a physical or mental impairment that substantially limited a major life activity; or
- An actual or perceived impairment.

## **Requesting an Accommodation**

All students seeking accommodation under the Americans with Disabilities Act or section 504 of the Rehabilitation of Act of 1973 must submit a completed Request for Reasonable Accommodation Form to the office of the Executive Vice President of Operations. The form can be obtained by contacting the EVP of Operations at (810) 637-6100, extension 20045. If the student's disability is not obvious, the student may be required to submit documentation from a qualified and licensed medical or testing source. Expenses incurred in obtaining the professional verification are the student's responsibility.

Timing: Making timely accommodation requests is essential. Some accommodation requests require more extensive activities to evaluate and/or to implement and involve greater time than other requests. In general, Ross tries to act upon a request for accommodation within one week after the individual has submitted the Request for Reasonable Accommodation form, together with supporting paperwork, if necessary. Requests relating to accommodations in the admissions process must be made at least two weeks in advance. Generally, requests for accommodations in a particular course or program should be made at least two weeks prior to the commencement of that course or program. However, requests will not be rejected solely based on untimeliness.

Academic Adjustments: Academic requirements for programs may be examined for modification based upon the needs of the student, and may require submission of appropriate documentation. Requests to modify academic requirements must be made to the Executive Vice President of Operations.

Upon receipt of a Request for Reasonable Accommodation Form and any supporting documentation submitted or subsequently requested and submitted, the Executive Vice President of Operations will assess the request to ensure that the requested accommodation is reasonable, or whether an alternative accommodation is appropriate.

## **Undue Burden**

Ross may deny a requested accommodation that fundamentally alters the nature of the program or presents an undue burden for Ross. However, even when a requested accommodation would result in a fundamental alteration or undue burden, Ross will nevertheless still provide an alternative accommodation, if one exists, to ensure that the student still receives the benefits of the program to the maximum extent possible.

## **Complaint Procedure**

A student with concerns about Ross' legal obligations under federal or state disability laws, or who believes that Ross is not meeting those obligations, or who believes that he or she has been discriminated against because of a disability, should pursue one of the below options to bring a complaint. A student shall suffer no retaliation by Ross for filing a complaint or exercising any right protected by the ADA.

- Option #1. The student may consult with the Executive Vice President of Operations in an effort to resolve the complaint. The Executive Vice President of Operations can be reached at (810) 637-6100 ext. 20045

- Option #2. The student may consult with Ross' Chief Administrative Officer in an effort to resolve the complaint. The Chief Administrative Officer can be reached at (810) 637- 6100 ext. 20010 or email at [RossAdaCompliance@rosseducation.edu](mailto:RossAdaCompliance@rosseducation.edu).
- Option #3. The student may file a formal complaint with Ross' Chief Administrative Officer. To do so, the student should provide a written summary of his or her concerns and mail it to the Chief Administrative Officer at the following address: 22800 Hall Road, Suite 800, Clinton Township, Michigan 48036. The Chief Administrative Officer is responsible for formally investigating the facts and circumstances behind the complaint and, if warranted, ensuring that steps are taken to prevent recurrence of the event and to correct any improper conduct as appropriate.

Students may also file complaints with outside agencies, based on location, as listed below.

**All locations:**

U.S. Department of Justice  
 950 Pennsylvania Avenue, NW  
 Civil Rights Division  
 Disability Rights Section - NYA  
 Washington, D.C. 20530  
 Phone: (202) 307-0663 (voice and TTY)  
 Email: [ADA.complaint@usdoj.gov](mailto:ADA.complaint@usdoj.gov)

**Iowa:**

Iowa Department of Human Rights  
 Lucas State Office Bldg.  
 321 East 12<sup>th</sup> St  
 Des Moines, IA 50319  
 Phone: (515)242-5655  
 Website: <https://humanrights.iowa.gov>

Office for Civil Rights, Chicago Office  
 U. S. Department of Education  
 Citigroup Center  
 500 West Madison St, Ste 1475  
 Chicago, IL 60661-4544

**Kentucky:**

Kentucky Commission on Human Rights  
 332 W. Broadway, 7<sup>th</sup> Floor  
 Louisville, KY 40202  
 Phone: (800) 292-5566  
 Website: [www.kchr.ky.gov](http://www.kchr.ky.gov)

**Ohio:**

Ohio Civil Rights Commission  
 Rhodes State Office Tower  
 30 E. Broad Street, 5<sup>th</sup> Floor  
 Columbus, OH 43215  
 (888) 278-7107  
 Website: [www.crc.ohio.gov](http://www.crc.ohio.gov)

Office for Civil Rights, Cleveland Office  
 U.S. Department of Education  
 600 Superior Avenue East, Ste. 750  
 Cleveland, OH 44114  
 (216) 522-4970  
 Email: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)

**Tennessee:**

Tennessee Human Rights Commission  
312 Rosa L. Parks Ave., 23<sup>rd</sup> Floor  
Nashville, TN 37243  
Phone: (toll free) 1-800-251-3589  
Fax: (615) 253-1186  
Website: [www.tn.gov/humanrights/](http://www.tn.gov/humanrights/)

***LIMITED ENGLISH PROFICIENCY***

Ross prohibits discrimination against any student or prospective student on the basis of their national origin. Language assistance measures are communication accommodations that enable Limited English Proficiency (LEP) persons to access program services and or experience them at an acceptable level.

The purpose of this policy is to establish effective guidelines, consistent with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, for agency personnel to follow when providing services to, or interacting with, individuals who have limited English proficiency (LEP). Following these guidelines is essential to the success of our mission.

Ross will provide reasonable accommodations to enable students with LEP to fully and equally participate in the programs and services offered by Ross.

Individuals with LEP are encouraged to contact the Executive Vice President of Operations about any necessary accommodations and services. The Executive Vice President of Operations coordinates services for students with LEP including assistance in admissions, registration, financial aid, advisement, adapted classroom activities and other special needs. It is the responsibility of the student to request any needed assistance from this office. Students may initiate their requests for reasonable accommodation through the Executive Vice President of Operations, (810) 637-6100, extension 20045. Questions, difficulties or concerns should be directed to the Executive Vice President of Operations as soon as possible.

**Definition of Limited English Proficient**

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

**Timing:** Making timely accommodation requests is essential. Some accommodation requests require more extensive activities to evaluate and/or to implement and involve greater time than other requests. In general, Ross tries to act upon a request for accommodation within one week after the individual has submitted the Request for Reasonable Accommodation form, together with supporting paperwork, if necessary. Requests relating to accommodations in the admissions process must be made at least two weeks in advance. Generally, requests for accommodations in a particular course or program should be made at least two weeks prior to the commencement of that course or program. However, requests will not be rejected solely based on untimeliness.

***UNLAWFUL HARASSMENT POLICY***

Ross Education, LLC strives to maintain a pleasant learning environment free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic, which includes race, color, religion, gender, sex, pregnancy, national origin, age, disability, height, weight and marital status ("protected characteristics"), will not be tolerated.

## **Definition**

Unlawful harassment is defined as verbal or physical conduct or communication based on a protected characteristic when:

1. Submission to the conduct or communication is made either an explicit or implicit term or condition of the staff-student or student-student relationship;
2. Submission to or rejection of the conduct or communication by an individual is used as a basis for a decision affecting that individual's relationship with Ross Education, LLC; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's relationship with Ross Education, LLC or creating an intimidating, hostile or offensive learning environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on protected characteristics other than sex include, but are not limited to, insults, verbal, written, graphic or physical conduct or communication degrading or hostile to a person. Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling or supervisory responsibilities.

## **Reporting a Violation**

If a student believes that a violation of this policy has occurred, the student has an obligation to report the alleged violation immediately, preferably within 48 hours, to the Campus Director, to the Chief Administrative Officer or to the CEO of the company. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will enable the Company to take effective, timely and constructive action.

An investigation of all complaints will begin promptly. If a Director or the CEO learns that a student believes this policy has been violated, he or she must take adequate steps to ensure that the complaint is investigated.

## **Investigation**

After notification of the complaint, an investigation will be initiated to gather relevant facts about the complaint. An investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment. The Company will conduct all investigations as confidentially and objectively as possible, to the extent consistent with thorough investigation and appropriate corrective action.

## **Resolution**

After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the student who was allegedly subjected to harassment. If the investigation establishes that unlawful harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of the employee or student, will be taken to stop the harassment and prevent its recurrence. Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Company's discretion and could include but would not be limited to the following: counseling,

warning, demotion, suspension, reprimand, decrease in pay, reassignment, or transfer, or termination of the employee or student.

### **Good Faith Rule and False Claims**

Ross Education, LLC takes all reports of harassment seriously, and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the Company's attention in good faith. Good faith means that the student has a sincerely held belief, even if erroneous, that the policy has been violated.

### **No Retaliation**

The Company will not tolerate retaliation against any employee, student, or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee, student, or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Campus Director, the Chief Administrative Officer, or to the CEO.

### **Sexual Misconduct & Relations Violence Policy**

The College values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at the College and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how the College will proceed once it is made aware of any such report. For a copy of the full policy with definitions, please contact the campus director or school administrator.

# DIPLOMA PROGRAM INFORMATION

## MEDICAL ASSISTANT PROGRAM

720 Clock Hours\* - 44.5 Quarter Credits

COURSE #	COURSE	CLOCK HOURS	CREDITS
MA 101A	Medical Terminology/Anatomy and Physiology	15	1.5
MA 101B	Medical Terminology/Anatomy and Physiology	15	1.5
MA 101C	Medical Terminology/Anatomy and Physiology	15	1.5
MA 101D	Medical Terminology/Anatomy and Physiology	15	1.5
MA 101E	Medical Terminology/Anatomy and Physiology	15	1.5
MA 101F	Medical Terminology/Anatomy and Physiology	15	1.5
MA 103	Fundamentals of Assisting	30	2
MA 104	Cardiopulmonary Procedures	30	2
MA 105	Urinalysis	15	1
MA 106	Medical/Surgical Asepsis and Infection Control	15	1
MA 107	Administration of Medicine	45	3
MA 108	Basic Office First Aid	15	1
MA 109	Hematology	40	2.5
MA 110	Keyboarding	30	1.5
MA 111	Introduction to the Office Laboratory	15	1
MA 112	Introduction to Word Processing for the Medical Office	30	1.5
MA 113	Mathematical Applications in the Medical Office	15	1
MA 114	Financial Recordkeeping	30	2
MA 115	Medical Insurance Coding Procedures	15	1
MA 116	Medical Insurance Billing Procedures	15	1
MA 117	Medical Office Automation	30	2
MA 118	Medical Office Procedures	45	3
MA 119	Professional Growth and Communication Skills	20	2
MA 120	Externship	180	6
MA 121	Specialty Examinations and Procedures	15	1

### ***PROGRAM OBJECTIVES:***

During the Medical Assistant Program students will be instructed:

- Basic human anatomy and physiology and disease processes along with medical terminology.
- Administrative office skills that includes medical charting and filing, basic word processing and computer information and other routine medical office procedures.
- Good interpersonal and customer service skills that consist of oral and written communication, including telephone communication.
- Financial recordkeeping skills that include accounts receivable as well as preparing a payroll.
- How to properly complete medical insurance claim forms including the required coding.
- Skills in taking patient vital signs, assisting with examinations, sterilizing instruments and equipment, administering medications, performing hematology procedures and EKGs.
- Basic knowledge of first aid procedures including adult/child and infant cardiopulmonary resuscitation (CPR).

Upon completion of the program, the student should be prepared to work in entry-level positions in a physician's office, clinic or other medical setting.

**PROGRAM LENGTH:** The Medical Assistant Program is 30 weeks for day students and 36 weeks for afternoon and evening students.

**PROGRAM DELIVERY:** The Medical Assistant Program is a residential training program and no portion is offered by distance learning.

**PROGRAM CREDENTIAL:** Diploma

**\*OUTSIDE COURSEWORK:** During the program, all students are required to complete 192.50 clock hours of required outside classroom work. All required outside classroom work is graded by Ross College and factored into student's course grades. Ross College's policies and procedures for determining academic credit hours for required outside classroom work conforms with commonly accepted practices in higher education and supports the use of the Department of Education's credit conversion regulation for credit hours.

## MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTIONS

### MA 101A - Medical Terminology/Anatomy and Physiology

1.5 Credits

A discussion of the structure and function of the body, including cells and tissues, organs, systems, and the body as a whole, including a study of body cells and the types of tissues. Students will be introduced to anatomical position and direction, as well as body function balance, which includes homeostasis, feedback loop, negative and positive feedback. Students will also learn the root words, prefixes and suffixes related to tissues, organs, systems body cavities, and the body as a whole. **Prerequisite:** None

### MA 101B - Medical Terminology/Anatomy and Physiology

1.5 Credits

A discussion of the structure and function of the Integumentary, Skeletal, and Urinary Systems of the Body, including words, prefixes, and suffixes related to the:

- Integumentary System - appendages, integument, and membranes, synovia and synovial fluid, skin damage by burns and the classes of burns, and skin disorders, functions, and infections.
- Skeletal System - the names, functions, and types of bones, microscopic structures of bone and cartilage, formation and growth of bones, normal and abnormal spinal curves, differences of male and female skeleton, joints and movement of joints, range of motion, and skeletal disorders.
- Urinary System - the location, microscopic and internal structure and function of the kidneys, urinalysis, urine formation, ureters, bladder and urethra, micturition, renal and urinary disorders such as obstructive disorders, UTI's, acute and chronic glomerulonephritis, and renal failure.

**Prerequisite:** None

**MA 101C - Medical Terminology/Anatomy and Physiology****1.5 Credits**

A discussion of the structure and function of the Muscular and Digestive Systems of the Body, including the root words, prefixes, and suffixes as follows:

- Muscular System - includes an introduction to and discussion of disorders and types of muscle movement as well as the distinction between skeletal, cardiac, and smooth muscle.
- Digestive System - an introduction to the alimentary canal, gastrointestinal tract, digestion, absorption and metabolism. Introduces the mouth, palates, uvula, teeth, and salivary glands, liver, gallbladder, pancreas, and intestines. A discussion of nutrition and nutritive deficiency diseases are also covered.

**Prerequisite:** None

**MA 101D - Medical Terminology/Anatomy and Physiology****1.5 Credits**

A discussion of the structure and function of the heart, blood and blood vessels and the respiratory systems of the body, including the roots words, prefixes, and suffixes related to the heart, blood and blood vessels and the respiratory system. Specific areas of study will include the chambers of the heart, layers of the heart, heart action, heart valves, heart sounds, blood flow, coronary circulation, pulmonary and systemic circulation, the lungs, trachea, larynx, pharynx, and nasal cavity, and the two basic functions of air distribution and gas exchange, as well as cardiopulmonary procedures, and disorders. **Prerequisite:**

None

**MA 101E - Medical Terminology/Anatomy and Physiology****1.5 Credits**

An introduction to the structure and function of the Endocrine and Reproductive Systems of the Body, including the regulation of hormone secretion, hormone glands (pituitary, thyroid, parathyroid, adrenal glands, pancreas, and the male and female hormones and sex glands) and their functions, as well as male and female reproductive organs, their structural plan, function, disorders, and diseases. Also includes the root words, prefixes, and suffixes related to the endocrine and reproductive systems of the body.

**Prerequisite:** None

**MA 101F - Medical Terminology/Anatomy and Physiology****1.5 Credits**

A discussion of the structure and function of the Special Senses and Nervous System of the Body, including classification of sense organs and receptors, structure of the eye and structure of the ear. The senses of taste and smell are examined. Also includes an introduction to the root words, prefixes, and suffixes related to the nervous system and special senses of the body. **Prerequisite:** None

**MA 103 - Fundamentals of Assisting****2 Credits**

Introduction to the basic routine of the medical office. Emphasis on skills relative to patient physical examination, including charting, measuring vital signs, obtaining a medical history and assisting the physician with examinations. Instruction in radiology: its uses, clinical indications, and patient preparation. Students will also study cultural and ethnic sensitivity as it applies to patient interaction. **Prerequisite:**

None

**MA 104 - Cardiopulmonary Procedures****2 Credits**

An introduction to the electrical conduction system of the heart, a review of the cardiac cycle (waves, baseline, segments, and intervals) as it relates to ECGs, including the use of the ECG machine as a diagnostic tool. Cardiac arrhythmias and the clinical indication of each type will be covered. The student will perform PFTs using the spirometer as a diagnostic tool and will use the nebulizer as a therapeutic tool.

**Prerequisite:** None

**MA 105 - Urinalysis****1 Credit**

An introduction to the structure and function of the kidney, ureters and bladder as it relates to urine production. Types of urine collection, proper care and handling of urine specimens utilizing universal



precautions, chemical and physical analysis along with patient teaching are elements of this course.

**Prerequisite:** None

**MA 106 - Medical/Surgical Asepsis and Infection Control**

**1 Credit**

Fundamental principles of microbial control with emphasis on the mechanisms of disease. Familiarization with various techniques and procedures used to prohibit and maintain medical and surgical asepsis. Medical office surgical procedures, wound care and bandaging are included. **Prerequisite:** None

**MA 107 - Administration of Medicine**

**3 Credits**

An introduction to administering, prescribing, and dispensing medication, along with the common routes of administration. A basic introduction to pharmacology is part of this course which covers drug nomenclature, classification, and measurement as well as drug actions and interactions. Use of the PDR is covered. An overview of the guidelines for preparation and administering oral and topical medication is included. Parenteral drug administration introduces the student to the parts of a needle and syringe and needle safety while practicing intradermal, subcutaneous, and intramuscular injections. Accurate calculation of drug dosages is included. **Prerequisite:** None

**MA 108 - Basic Office First Aid**

**1 Credit**

The proper application of dressings and bandages are basics of this course. Appropriate handling of medical emergencies is emphasized. In addition, students will learn adult/child and infant cardiopulmonary resuscitation (CPR)/automatic external defibrillator (AED). **Prerequisite:** None

**MA 109 - Hematology**

**2.5 Credits**

Includes the three methods of venipuncture, the general guidelines of patient preparation and positioning, application of tourniquets, site selection, and alternative sites. This course requires student participation in invasive procedures using strict adherence to Standard Precautions. The student will be able to demonstrate a variety of invasive blood-drawing procedures and hematology tests using equipment such as centrifuges, needles, hematocrit tubes, glucose & hemoglobin meters, various sizes and types of vacuum tubes, multisample needles, needle holders, safety needles and holders, and sharps containers. The student will perform finger punctures for glucose and hemoglobin tests. The student will perform blood tests and understand their diagnostic value, including red and white blood count tests and significance of, learn that types of white blood cells, and normal adult test results. The student will learn patient teaching regarding anemia. **Prerequisite:** None

**MA 110 - Keyboarding**

**1.5 Credits**

Presentation of the keyboard and touch typing techniques. Practice for speed and accuracy. **Prerequisite:** None

**MA 111 - Introduction to the Office Laboratory**

**1 Credit**

This course provides fundamental principles of the stages of infection, microorganisms and disease, and the proper and safe handling of microbial specimens. Familiarization with various laboratory departments' laboratory safety and working as a liaison with the medical lab. OSHA and CLIA regulations and guidelines are emphasized. **Prerequisite:** None

**MA 112 - Introduction to Word Processing for the Medical Office**

**1.5 Credits**

Hands-on experience to learn basic operations and functions of word processing systems. **Prerequisite:** None

**MA 113 - Mathematical Applications in the Medical Office**

**1 Credit**

Practical application of fundamental mathematical concepts are applied to the medical office, including preparation of payroll, check writing, inventory, and reading number lines and scales. **Prerequisite:** None

**MA 114 - Financial Recordkeeping** **2 Credits**  
Fundamental math concepts are applied to accounts receivable, including determining fees and charges. Principles and procedures of electronic billing are introduced to include electronic account posting of charges and payments and creation of balance reports. Collection procedures are introduced. Students will also gain an understanding of financial literacy. **Prerequisite:** None

**MA 115 - Medical Insurance Coding Procedures** **1 Credit**  
An introduction to insurance coding procedures as well as practical application of the various coding manuals for extracting information to determine appropriate diagnostic and procedural codes for filing insurance claims. **Prerequisite:** None

**MA 116 - Medical Insurance Billing Procedures** **1 Credit**  
A practical application of insurance billing procedures, including completion of insurance claim forms, tracking claims, and extracting information from medical records are included. Basic insurance terminology to include the total patient encounter and revenue cycle and various insurance plans including Medicare, Medicaid, Blue Cross/Blue Shield, HMOs and private insurance claims submissions are discussed. **Prerequisite:** None

**MA 117 - Medical Office Automation** **2 Credits**  
Practical application of electronic medical records for insurance billing and medical office management techniques are included in this course. Students will gain an understanding of the clinical application of the electronic health record to include the total patient encounter and revenue cycle. Students will also study cultural and ethnic sensitivity as it applies to patient interaction. **Prerequisite:** None

**MA 118 - Medical Office Procedures** **3 Credits**  
This course introduces students to the administrative routines of a medical office. Records management systems, appointment scheduling, receptionist duties, telephone techniques, managed practice routines and procedures along with an introduction to the electronic medical record and electronic charting are all part of this course. Students will also study cultural and ethnic sensitivity as it applies to patient interaction. **Prerequisite:** None

**MA 119 - Professional Growth and Communication Skills** **2 Credits**  
A comprehensive course to help students develop confidence and independent job-seeking skills. Includes preparation of resume and cover letter, interviewing techniques, job search and follow-up, and discussion of employer-employee relations. Covers the responsibilities of health care providers and the need for effective communication in a medical office. Cultural and ethnic sensitivity issues are also addressed. **Prerequisite:** None

**MA 121 - Specialty Examinations and Procedures** **1 Credit**  
A discussion of procedures involving the eye and ear, physical agents that promote tissue healing, obstetrics, and pediatrics. Topics covered include the structure of the eye and ear, irrigations and instillations, visual and hearing acuity, in addition to application of heat and cold, therapeutic ultrasound, measurement of infant head/chest circumference, pediatric vital signs and infant urine specimen collection. **Prerequisite:** None

**MA 120 - Externship** **6 Credits**  
The externship is an extension of classroom training. As with other program coursework, students do not receive compensation by Ross or the site during Externship. During the Externship, students will spend 168

hours off-site at a clinical facility where they will receive hands-on experience in a doctor's office, clinic or other medical setting. Students will also spend two (2) hours per week on campus (a total of 12 hours) where there will be supervised practical experiences promoting the acquisition and demonstration of knowledge and skills. Only in extenuating circumstances, and with approval by the Campus Director, may seminar hours be replaced with equivalent hours in an approved practical offsite setting. These practical experiences will include activities such as role-playing, discussion and problem-solving (critical thinking) of actual externship site experiences, and other practical activities related to the health care setting. Students who need additional help with program-specific skills will have the opportunity to work with a faculty member in a non-threatening environment during the seminar to advance their skill-set. Ross College will identify and approve Externship sites prior to any student beginning an Externship experience at any site. Students seeking to identify an externship site addressing specific interests or other needs must do so under the direction of the Career Development Representative. A site visit and site approval must be completed by Ross College for any student developed Externship experience. Student performance will be evaluated by Ross College personnel and site supervision will be conducted in compliance with accrediting standards. **Prerequisite:** Completion of all other courses in the Medical Assistant Program.

# DENTAL ASSISTANT PROGRAM

720 Clock Hours\* - 50.5 Quarter Credits

(See section at end of Catalog for Program Offering Locations)

COURSE #	COURSE	CLOCK HOURS	CREDITS
DA 301	Fundamentals of Dental Assisting	45	4.5
DA 302	Dental Law and Ethics	15	1.5
DA 303	Introduction to the Dental Team	10	1
DA 304	Dental Radiography and Clinical Procedures	90	6.5
DA 305	Skull Anatomy/Human Dentition	15	1.5
DA 306	Infection Control/Microbiology	20	1.5
DA 307	Oral Surgery/Endodontics	30	2.5
DA 308	Anatomy/Cranial Nerves	15	1.5
DA 309	Chairside Dental Assisting	90	7
DA 310	Dental Instruments and Equipment	20	1.5
DA 311	Dental Materials	60	4.5
DA 312	Dental Laboratory Procedures and Prosthodontics	40	3
DA 313	Dental Records Management	30	3
DA 314	Administrative Dental Assisting	20	2
DA 315	Periodontics/Orthodontics	25	2
DA 316	Dental Emergencies/CPR	15	1
DA 317	Externship	180	6

## ***PROGRAM OBJECTIVES:***

During the Dental Assistant Program students will be instructed:

- How to perform basic administrative tasks, including preparation of a new patient chart, filing of medical records, and using proper telephone techniques and appointment scheduling skills.
- How to complete dental insurance claim forms, prepare a ledger card, post and balance a day sheet, write a check, and reconcile a bank statement.
- How to process exposed radiographs using the manual and automatic methods, mount full-mouth set of radiographs, identify radiographic errors, and demonstrate how to correct those errors.
- The role OSHA plays in operation of the dental office.
- To identify and demonstrate correct operatory disinfection, instrument decontamination, and sterilization techniques.
- How to prepare and dispose of local anesthetic.
- How to take and record vital signs.
- To identify and explain the use of dental specialties instrumentation.
- Dental assistant chair-side assisting duties and responsibilities.
- Use and care of all rotary instruments.
- The types of dental restorative materials and their properties.
- The types of dental cements; explain their properties, composition, uses and manipulation.
- The steps of cavity preparation, terminology and the role of the dental assistant.
- How to aspirate on a patient.
- How to take impressions and construct study and master casts.
- How to develop independent job-seeking skills which include resume and cover letter preparation, interviewing techniques, job search and follow-up, as well as an understanding of employer-employee relations.
- Adult, child and infant CPR/AED

The graduate of the Dental Assistant Program should be prepared to seek entry-level positions as a Dental Assistant. Graduates are also capable of filling entry-level positions such as Dental Receptionist, Dental Insurance Clerk, and Dental Supply Salesperson.

**PROGRAM LENGTH:** The Dental Assistant Program is 36 weeks in length for day and evening students. 4 days per week and 30 weeks for 5-day per week program.

**PROGRAM DELIVERY:** The Dental Assistant Program is a residential program and no portion is offered by distance education.

**PROGRAM CREDENTIAL:** Diploma

**\*OUTSIDE COURSEWORK:** During the program, all students are required to complete 222.5 clock hours of required outside classroom work. All required outside classroom work is graded by Ross College and factored into student's course grades. Ross College's policies and procedures for determining academic credit hours for required outside classroom work conforms with commonly accepted practices in higher education and supports the use of the Department of Education's credit conversion regulation for credit hours.

## DENTAL ASSISTANT PROGRAM COURSE DESCRIPTIONS

**DA 301 - Fundamentals of Assisting** **4.5 Credits**

This course introduces the student to the basic routine of the dental office. **Prerequisite:** None

**DA 302 - Dental Law and Ethics** **1.5 Credits**

This course provides an introduction to the legal, ethical, privacy, security, and confidentiality issues in dental health care. **Prerequisite:** None

**DA 303 - Introduction to the Dental Team** **1 Credit**

In this course, students will be familiarized with basic information about the dental health team. **Prerequisite:** None

**DA 304 - Dental Radiography and Clinical Procedures** **6.5 Credits**

Students will learn to maintain radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Theory, laboratory skills, and clinical practice meet guidelines necessary for compliance with state regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Students perform exposure techniques, including bitewings, bisecting, and parallel techniques on a patient simulator manikin. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and evaluate the diagnostic quality according to established criteria. Students retake nondiagnostic films. They also learn about the professional responsibilities regarding the state radiation safety certificate. Students, in addition learn soft skill strategies to use in the workplace. **Prerequisite:** None

**DA 305 - Skull Anatomy/Human Dentition****1.5 Credits**

This course introduces students to the basic anatomy of the head and teeth in order to familiarize them with the anatomical structures involved in dental radiographs. Students are introduced to related dental terminology. **Prerequisite:** None

**DA 306 - Infection Control/Microbiology****1.5 Credits**

In this course, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. **Prerequisite:** None

**DA 307 - Oral Surgery/Endodontics****2.5 Credits**

Students will learn about skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals), including procedures for the administration of topical and local anesthetics. Students are instructed on an introduction to methods for taking and recording vital signs and blood pressure. Career development instruction focuses on interview techniques. Students will also study related dental terminology. **Prerequisite:** None

**DA 308 - Anatomy/Cranial Nerves****1.5 Credits**

This course introduces students to the cranial nerves. They will study cranial anatomy as it relates to anesthesia administration and pain control. **Prerequisite:** None

**DA 309 - Chairside Dental Assisting****7 Credits**

This course introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special consideration for disabled and abused patients is presented. Children's dentistry (pediatric dentistry) as a specialty is presented. **Prerequisite:** None

**DA 310 - Dental Instruments and Equipment****1.5 Credits**

Students learn how to handle and transfer dental instruments and place materials on models. Career development training concentrates on the self-directed job search. Students also study related dental terminology. **Prerequisite:** None

**DA 311 - Dental Materials****4.5 Credits**

In this course, students will receive hands-on training in taking impressions and constructing study casts and master casts. Students will be exposed to a variety of impression and gypsum materials and procedures for their use. Students will use the casts to practice dental procedures, such as fabrication of custom trays, stints, and temporary crowns. **Prerequisite:** None

**DA 312 - Dental Laboratory Procedures and Prosthodontics****3 Credits**

Students will learn about prosthodontics as a specialty with instruction in crown and bridge procedures and full and partial dentures. Students will be introduced to dental implants and the various types of mouth guards such as night guards, sports guards, and bleaching trays. Students will learn about laboratory safety and infection control. Instruction in career development focuses on starting a new job. Students will study related dental terminology. **Prerequisite:** None

**DA 313 - Dental Records Management****3 Credits**

Students will become familiar with records management systems, billing, banking, and insurance processing, and taking case histories and obtaining information for the completion of dental records.

**Prerequisite:** None

**DA 314 - Administrative Dental Assisting****2 Credits**

Students will learn about routine office procedures, such as appointment scheduling, filing, mail handling, inventory control and telephone communication. Career development instruction is included and focuses on identifying skills necessary for employment. Students will also gain an understanding of financial literacy.

**Prerequisite:** None

**DA 315 - Periodontics/Orthodontics****2 Credits**

An introduction to working with dental specialties will be covered, including working in orthodontics and periodontics. **Prerequisite:** None

**DA 316 - Dental Emergencies/CPR****1 Credit**

Students will learn to identify specific dental emergencies and explain the role of the dental assistant during an emergency. Career development instruction is included and focuses on identifying skills necessary for employment. Students will also study essential dental terminology, as well as adult, child and infant CPR/AED. **Prerequisite:** None

**DA 317 - Externship****6 Credits**

The externship is an extension of classroom training. As with other program coursework, students do not receive compensation by Ross or the site during Externship. During the Externship, students will spend 168 hours off-site at a dental facility where they will receive hands-on experience in a dental office, clinic or other dental setting. Students will also spend two (2) hours per week on campus (a total of 12 hours) where there will be supervised practical experiences promoting the acquisition and demonstration of knowledge and skills. Only in extenuating circumstances, and with approval by the Campus Director, may seminar hours be replaced with equivalent hours in an approved practical offsite setting. These practical experiences will include activities such as role-playing, discussion and problem-solving (critical thinking) of actual externship site experiences, and other practical activities related to the health care setting. Students who need additional help with program-specific skills will have the opportunity to work with a faculty member in a non-threatening environment during the seminar to advance their skill-set. Ross College will identify and approve Externship sites prior to any student beginning an Externship experience at any site. Students seeking to identify an externship site addressing specific interests or other needs must do so under the direction of the Career Development Representative. A site visit and site approval must be completed by Ross College for any student developed Externship experience. Student performance will be evaluated by Ross College personnel and site supervision will be conducted in compliance with accrediting standards. **Prerequisite:** Completion of all other courses in the Dental Assistant Program

# MEDICAL INSURANCE BILLING AND OFFICE ADMINISTRATION PROGRAM

720 Clock Hours\* - 52.0 Quarter Credits

COURSE #	COURSE	CLOCK HOURS	CREDITS
MB 201A	BioMedical Science	45	4.5
MB 201B	BioMedical Science	45	4.5
MB 201C	BioMedical Science	45	4.5
MB 201D	BioMedical Science	45	4.5
MB 201E	BioMedical Science	30	3
MB 202A	Medical Office Administration	45	3
MB 202B	Medical Office Administration	45	3
MB 202C	Medical Office Administration	30	2
MB 202D	Medical Office Administration	30	2
MB 202E	Medical Office Administration	40	2.5
MB 203	Fundamentals of Assisting	30	2
MB 204	Medical Law and Ethics	15	1.5
MB 205	Medical Asepsis and Infection Control	15	1
MB 206	Medical Office Procedures	45	3
MB 207	Mathematical Applications in the Medical Office	15	1
MB 208	Financial Recordkeeping	30	2
MB 209	Basic Office First Aid	15	1
MB 210	Medical Office Management	15	1
MB 211	Professional Growth and Communication Skills	20	2
MB 220	Externship	120	4

## ***PROGRAM OBJECTIVES:***

During the Medical Insurance Billing and Office Administration Program students will be instructed on:

- Basic human anatomy and physiology and disease processes and the associated pharmacotherapy along with medical terminology.
- Administrative office skills that includes medical charting and filing, basic word processing and computer information and other routine medical office procedures.
- Good interpersonal and customer service skills that consist of oral and written communication, including telephone communication.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- How to properly complete medical insurance claim forms including the required coding.
- Students will learn adult/child and infant cardiopulmonary resuscitation (CPR)/automatic external defibrillator (AED)

Graduates in the Medical Insurance Billing and Office Administration Program should be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physician's offices, multi-specialty clinics, surgery centers, hospitals, long-term care facilities and home healthcare agencies.

Upon completion of the program, the student should be prepared to work in positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing Specialist, Patient Account Representative and Patient Services Representative.



**PROGRAM LENGTH:** The Medical Insurance Billing and Office Administration Program is 30 weeks in length for day students and 42.5 weeks for evening students.

**PROGRAM DELIVERY:** The Medical Insurance Billing and Office Administration Program is a residential training program and no portion is offered through distance learning.

**PROGRAM CREDENTIAL:** Diploma

**\*OUTSIDE COURSEWORK:** During the program, all students are required to complete 240 clock hours of required outside classroom work. All required outside classroom work is graded by Ross College and factored into student's course grades. Ross College's policies and procedures for determining academic credit hours for required outside classroom work conforms with commonly accepted practices in higher education and supports the use of the Department of Education's credit conversion regulation for credit hours.

## MEDICAL INSURANCE BILLING AND OFFICE ADMINISTRATION PROGRAM COURSE DESCRIPTIONS

### **MB 201A - Biomedical Science**

**4.5 Credits**

This course provides the student with an introduction to human anatomy and physiology utilizing a system approach as well as the fundamentals of the disease process in relationship to the human body, including pharmacotherapy. Body systems included in Module 1 are skeletal, muscular and integumentary. Students are also instructed on how to accurately spell, pronounce and define common medical terms related to major disease processes and treatment modalities. Students will also study cultural and ethnic sensitivity as it applies to patient interaction. **Prerequisite:** None

### **MB 201B - Biomedical Science**

**4.5 Credits**

This course provides the student with an introduction to human anatomy and physiology utilizing a system approach as well as the fundamentals of the disease process in relationship to the human body, including pharmacotherapy. Body systems included in Module 2 are cardiovascular, respiratory and lymphatic. Students are also instructed on how to accurately spell, pronounce and define common medical terms related to major disease processes and treatment modalities. **Prerequisite:** None

### **MB 201C - Biomedical Science**

**4.5 Credits**

This course provides the student with an introduction to human anatomy and physiology utilizing a system approach as well as the fundamentals of the disease process in relationship to the human body, including pharmacotherapy. Body systems included in Module 3 are urinary and digestive. A study of basic nutrition is also included. Students are also instructed on how to accurately spell, pronounce and define common medical terms related to major disease processes and treatment modalities. **Prerequisite:** None

### **MB 201D - Biomedical Science**

**4.5 Credits**

This course provides the student with an introduction to human anatomy and physiology utilizing a system approach as well as the fundamentals of the disease process in relationship to the human body, including pharmacotherapy. Body systems included in Module 4 are endocrine and reproductive. Students are instructed on how to accurately spell, pronounce and define common medical terms related to major disease processes and treatment modalities. Students will also study cultural and ethnic sensitivity as it applies to patient interaction. **Prerequisite:** None

**MB 201E - Biomedical Science****3 Credits**

This course provides the student with an introduction to human anatomy and physiology utilizing a system approach as well as the fundamentals of the disease process in relationship to the human body, including pharmacotherapy. Body systems included in Module 5 are nervous and special senses. Students are instructed on how to accurately spell, pronounce and define common medical terms related to major disease processes and treatment modalities. **Prerequisite:** None

**MB 202A - Medical Office Administration****3 Credits**

This multi-didactic course is a practical application of insurance billing instruction and medical office management techniques applied to an automated office environment including the clinical application of the electronic health record to include the total patient encounter and revenue cycle. Included in this course are a presentation of the keyboard and touch-typing techniques along with practice for speed and accuracy and hands-on experience to learn basic operations and functions of word processing systems. Medical billing procedures will include completion of insurance claim forms, tracking claims, and extracting information from medical records in order to complete Blue Cross/Blue Shield, HMOs and private insurance claim submissions. A series of case studies using coding assignments related to the skeletal, muscular and integumentary systems will be completed. **Prerequisite:** None

**MB 202B - Medical Office Administration****3 Credits**

This multi-didactic course is a practical application of insurance billing instruction and medical office management techniques applied to an automated office environment including the clinical application of the electronic health record to include the total patient encounter and revenue cycle. Included in this course are a presentation of the keyboard and touch-typing techniques along with practice for speed and accuracy and hands-on experience to learn basic operations and functions of word processing systems. Medical billing procedures will include completion of insurance claim forms, tracking claims, and extracting information from medical records in order to complete Medicare claims. A series of case studies using coding assignments related to the cardiovascular, respiratory and lymphatic systems are applied as part of this class. **Prerequisite:** None

**MB 202C - Medical Office Administration****2 Credits**

This multi-didactic course is a practical application of insurance billing instruction and medical office management techniques applied to an automated office environment. Medical billing procedures include completion of Medicaid claim forms. A series of case studies using coding assignments related to the urinary and digestive systems are applied as part of this class. **Prerequisite:** None

**MB 202D - Medical Office Administration****2 Credits**

This multi-didactic course is a practical application of insurance billing instruction and medical office management techniques applied to an automated office environment. Medical billing procedures including, tracking claims, and extracting information from medical records in order to complete TRICARE claim forms are covered. A series of case studies using coding assignments of the reproductive and endocrine systems are applied as part of this class. **Prerequisite:** None

**MB 202E - Medical Office Administration****2.5 Credits**

This multi-didactic course is a practical application of insurance billing instruction and medical office management techniques applied to an automated office environment including the clinical application of the electronic health record to include the total patient encounter and revenue cycle. Included in this course are a presentation of the keyboard and touch-typing techniques along with practice for speed and accuracy and hands-on experience to learn basic operations and functions of word processing systems. Medical billing procedures include completion of Worker's Compensation insurance claim forms. A series

of case studies using coding assignments of the nervous system and special senses are applied as part of this class. **Prerequisite:** None

**MB 203 - Fundamentals of Assisting**

**2 Credits**

This course introduces the student to the basic routine of the medical office. Emphasis is placed on skills relative to patient physical examinations including charting, measuring vital signs and obtaining medical history. Students will also study cultural and ethnic sensitivity as it applies to patient interaction.

**Prerequisite:** None

**MB 204 - Medical Law and Ethics**

**1.5 Credits**

This course provides an introduction to the legal ethical, privacy, security, and confidentiality issues and practices in healthcare. The HIPAA (Health Insurance Portability and Accountability Act) privacy rule and professional ethics are also discussed. **Prerequisite:** None

**MB 205 - Medical Asepsis and Infection Control**

**1 Credit**

This course provides fundamental principles of microbial control with emphasis on the mechanisms of disease. Familiarization with various techniques and procedures used to prohibit and maintain medical asepsis. Proper hand-washing techniques are discussed and practiced. **Prerequisite:** None

**MB 206 - Medical Office Procedures**

**3 Credits**

This course introduces students to the administrative routines of a medical office. Records management systems, appointment scheduling, receptionist duties, telephone techniques, managed practice routines and procedures along with an introduction to the electronic medical record and electronic charting are all part of this course. Students will gain an understanding of the clinical application of the electronic health record to include the total patient encounter and revenue cycle. Students will learn to identify and apply therapeutic communication skills. A discussion of medical law and ethics and the history of medicine are included. Students will also study cultural and ethnic sensitivity as it applies to patient interaction.

**Prerequisite:** None

**MB 207 - Mathematical Applications in the Medical Office**

**1 Credit**

Practical application of fundamental mathematical concepts are applied to the medical office, including preparation of payroll, check writing, inventory, and reading number lines and scales. **Prerequisite:** None

**MB 208 - Financial Recordkeeping**

**2 Credits**

Fundamental math concepts are applied to accounts receivable, including determining fees and charges. Principles and procedures of electronic billing are introduced to include electronic account posting of charges and payments and creation of balance reports. Students will gain an understanding of the clinical application of the electronic health record to include the total patient encounter and revenue cycle. Collection procedures are introduced. Students will also gain an understanding of financial literacy.

**Prerequisite:** None

**MB 209 - Basic Office First Aid**

**1 Credit**

The proper application of dressings and bandages are basics of this course. Appropriate handling of medical emergencies is emphasized. In addition, students will learn adult/child and infant cardiopulmonary resuscitation (CPR)/automatic external defibrillator (AED). **Prerequisite:** None

**MB 210 - Medical Office Management**

**1 Credit**

This course teaches the skills necessary to manage the day-to-day operations in a medical office such as employee relations and management and inventory control as well as oral and written business communication. Cultural and ethnic sensitivity issues are also addressed. **Prerequisite:** None

**MB 211 - Professional Growth and Communication Skills****2 Credits**

A comprehensive course to help students develop confidence and independent job-seeking skills which includes resume and cover letter preparation, interviewing techniques, job search and follow-up, and discussion of employer-employee relations. The responsibilities of health care providers and the need for effective communication in a medical office are covered. Cultural and ethnic sensitivity issues are also addressed. **Prerequisite:** None

**MB 220 - Externship****4 Credits**

The externship is an extension of classroom training. As with other program coursework, students do not receive compensation by Ross or the site during Externship. During the Externship, students will spend 110 hours off-site at a clinical facility where they will receive hands-on experience in the doctor's office, clinic or other medical setting. Students will also spend 10 hours on campus spend two (2) hours per week on campus (a total of 10 hours) where there will be supervised practical experiences promoting the acquisition and demonstration of knowledge and skills. Only in extenuating circumstances, and with approval by the Campus Director, may seminar hours be replaced with equivalent hours in an approved practical offsite setting. These practical experiences will include activities such as role-playing, discussion and problem-solving (critical thinking) of actual externship site experiences, and other practical activities related to the health care setting. Students who need additional help with program-specific skills will have the opportunity to work with a faculty member in a non-threatening environment during the seminar to advance their skill-set. Ross College will identify and approve Externship sites prior to any student beginning an Externship experience at any site. Students seeking to identify an externship site addressing specific interests or other needs must do so under the direction of the Career Development Representative. A site visit and site approval must be completed by Ross College for any student developed Externship experience. Student performance will be evaluated by Ross College personnel and site supervision will be conducted in compliance with accrediting standards.

**Prerequisite:** Completion of all other courses in the Medical Insurance Billing and Office Administration Program.

# VETERINARY ASSISTANT PROGRAM

900 Clock Hours\* - 66.5 Quarter Credits

(See section at end of Catalog for Program Offering Locations)

COURSE #	COURSE	CLOCK HOURS	CREDITS
VA 101	Veterinary Medicine Profession and Practice	60	6
VA 102	Veterinary Office Administration	60	4.5
VA 103	Veterinary Office Practices	90	6
VA 104	Veterinary Medical Terminology	30	3
VA 105	Animal Restraint and Handling	60	5
VA 106	Veterinary Pharmacy and Pharmacology	60	6
VA 107	Veterinary Anatomy and Physiology	60	6
VA 108	Veterinary Laboratory Procedures	30	2
VA 109	Common Diseases and Medical Conditions of Animals	30	3
VA 110	Domestic Animal Care	90	7.5
VA 111	Examination Room Procedures	90	7
VA 112	Surgical Preparation and Assisting	60	4.5
VA 201	Externship	180	6

## ***PROGRAM OBJECTIVES:***

During the Veterinary Assistant program students will be instructed:

- To function at an entry-level competency as a veterinary assistant to serve and work with veterinarians and veterinary technicians and all members of the veterinary medicine healthcare team. Training encompasses a thorough understanding of the duties and responsibilities of the veterinary assistant, including the standards of ethics and law, as they pertain to the practice and services of veterinary medicine.
- A sufficient knowledge base in veterinary/animal anatomy and physiology and terminology, abbreviations and symbols used in diagnosis, assessment, evaluation, planning, treatment and documentation of veterinary medicine.
- To perform the essential functions of the veterinary assistant through student achievement of a working knowledge (practical skills and underpinning knowledge) of both the clerical (administrative) and clinical roles of the veterinary assistant.
- A working knowledge of computers and the software utilized, medical records and documentation and administrative/clerical procedures and duties for entry-level employment in the role of the veterinary assistant.
- A working knowledge of animal care activities, medical disorders and conditions treated, the associated treatment protocols, methods and agents, technology and equipment utilized.

Upon completion of the program, the student should be prepared to work in entry-level positions in an animal clinic or hospital.

***PROGRAM LENGTH:*** The Veterinary Assistant program is 42 weeks in length for evening students.

***PROGRAM DELIVERY:*** The Veterinary Assistant program is a residential training program and no portion is offered by distance learning.

**PROGRAM CREDENTIAL:** Diploma

**\*OUTSIDE COURSEWORK:** During the program, all students are required to complete 302.5 clock hours of required outside classroom work. All required outside classroom work is graded by Ross College and factored into student's course grades. Ross College's policies and procedures for determining academic credit hours for required outside classroom work conforms with commonly accepted practices in higher education and supports the use of the Department of Education's credit conversion regulation for credit hours.

## VETERINARY ASSISTANT PROGRAM COURSE DESCRIPTIONS

### **VA 101 - Veterinary Medicine Profession and Practice** **6 Credits**

In this course, you will be introduced to veterinary medicine; the history, the settings, the standard practices and operational procedures, and a thorough understanding of the role of each member of the veterinary team, including the veterinarian, veterinary assistant, veterinary technician and all other animal hospital staff while learning the professional ethics of this occupation and obtaining rudimentary knowledge of veterinary laws and legalities. Effective client communication skills are also a focus of this course. The delicate subject of euthanasia is also covered in this course. **Prerequisites:** None

### **VA 102 - Veterinary Office Administration** **4.5 Credits**

In this course, scheduling and appointments, the procedures of admitting and discharging patients and developing a complete appreciation for the importance of the human/animal bond is presented. This course covers the creation, documentation within and maintaining of medical records and certificates, inventory and restocking procedures, as well as safety measures and precautions. Professional development and writing resumes and cover letters is covered as well. **Prerequisites:** None

### **VA 103 - Veterinary Office Practices** **6 Credits**

In this course, you will be instructed on the computer software system; and, other computer based processes and the automation in a veterinarian's office. The course focuses on keyboarding and computer skills and their practical applications in the veterinary medicine setting. Students will also gain an understanding of financial literacy. **Prerequisites:** None

### **VA 104 - Veterinary Medical Terminology** **3 Credits**

In this course, the fundamentals of learning medical language (identify meaning of common prefixes, suffixes and root words) and the ability to define and use common veterinary medical terms and abbreviations related to aspects of veterinary practice and animal species and care is the focus. **Prerequisites:** None

### **VA 105 - Animal Restraint and Handling** **5 Credits**

In this course, the fundamentals and the fine points of animal restraint will be addressed. You will be given an in-depth explanation of ropes and knots as they pertain to animal restraint, and be educated on the differences of various forms of physical and psychological restraint techniques, and knowledge of normal and abnormal behavior. You will be instructed on the proper placement and removal of different animals from enclosures, the handling of fractious patients, restraint methods during the physical examination, and how to properly open a patient's mouth. This course also covers the proper positioning protocols for different animals and the standard veterinary terminology for each of these positions. **Prerequisites:** None

**VA 106 - Veterinary Pharmacy and Pharmacology****6 Credits**

In this course, the use of pharmaceuticals in a veterinary office will be addressed. Detailed information pertaining to the legal issues in drug handling, specifically the proper prescription labeling and packaging of medications, the correct way to store biological and therapeutic agents, and the efficient performance of inventory control will be included. You will be presented with information to recognize general types and groups of drugs and the difference between prescription and over-the-counter medications. You will also be presented the proper routes and methods of drug and vaccine administration as well as proper terminology. **Prerequisites:** None

**VA 107 - Veterinary Anatomy and Physiology****6 Credits**

The foundational study of anatomy and physiology is presented; and, the study of the anatomy and physiology of cats and dogs in particular, and many other domestic and some farm animals, comprises this course. **Prerequisites:** None

**VA 108 - Veterinary Laboratory Procedures****2 Credits**

In this course, you will be instructed on basic knowledge of laboratory procedures. Your studies will include recording laboratory results, and identifying common external parasites. You will learn how to collect voided urine samples, how to determine the physical properties of urine, how to collect fecal samples for parasitological exams and how to prepare fecal flotation solutions. Furthermore, you will be instructed on proper specimen collection and processing for culture and sensitivity. **Prerequisites:** None

**VA 109 - Common Diseases and Medical Conditions of Animals****3 Credits**

In this course, presentation of the medical conditions and diseases most common to cats and dogs and that result in a visit to the veterinarian is the focus. Diseases and conditions of many domestic animals and some farm animals are also presented. **Prerequisites:** None

**VA 110 - Domestic Animal Care****7.5 Credits**

In this course, you will be instructed on the fundamentals of small animal care. This course is richly informative and will provide you with the essential tools needed to properly nurture the animals in your care. The course focuses on the skills needed to identify different breeds of dogs and cats and properly care for the hospitalized patient in your charge. The essentials of patient housing, including environmental considerations, feeding and watering, nutrition, socialization and exercise will also be addressed. Preventative care such as grooming, ear cleaning, nail trimming, bathing and dipping, along with dental hygiene will be covered as well. The prevention of nosocomial infections and zoonotic diseases are also part of this course. **Prerequisites:** None

**VA 111 - Examination Room Procedures****7 Credits**

In this course, examination room protocol will be covered. You will learn basic examination room preparation, and patient background and physical examination procedures. Highlights of this portion of the stage will include general cleaning and disinfecting, obtaining and documenting the patient's history, which includes a history of their chief complaint, and a complete medical and environmental history. This stage also prepares you to record observations, test and monitor vital signs, and determine the patient's weight, respiratory rate, and temperature. You will be instructed on the proper techniques of radiology and ultrasound as a means of diagnoses. Positioning small and large patients, basic safety practices and techniques, and proper methods of equipment care will be explored. Also included are the methods of processing various data received from radiology and ultrasound to include quality control, film identification, and how to use automatic processing methods. You will also develop an understanding of vaccination protocols. **Prerequisites:** None

**VA 112 - Surgical Preparation and Assisting****4.5 Credits**

In this course, you will learn the skills every veterinary assistant should possess in order to best serve the animal hospital staff before, during and after a surgical procedure. This section provides detailed information on the preparation of surgical equipment and supplies, the appropriate sterilization methods for instruments and supplies, and the identification of common instruments and suture materials, both types and sizes. You will also be given explicit instruction on how to assist with the preparation of patients using aseptic techniques, how to operate and maintain autoclaves, and assist with positioning of surgical patients while maintaining proper operating room conduct and asepsis. Other critical components of this section include the understanding of operating room sanitation and care protocol, performing post-surgical clean-up of animals and equipment, proper storage of surgical gowns and drapes, and the identification and appropriate care of common surgical equipment and supplies along with the proper disposition of hazardous medical wastes. **Prerequisites:** None

**VA 201 - Externship****6 Credits**

The externship is an extension of classroom training. As with other program coursework, students do not receive compensation by Ross or the site during Externship. During the Externship, students will spend 168 hours off-site at a veterinary setting where they will receive hands-on experience in a veterinary office, clinic or other veterinary setting. Students will also spend two (2) hours per week on campus (a total of 12 hours) where there will be supervised practical experiences promoting the acquisition and demonstration of knowledge and skills. Only in extenuating circumstances, and with approval by the Campus Director, may seminar hours be replaced with equivalent hours in an approved practical offsite setting. These practical experiences will include activities such as role-playing, discussion and problem-solving (critical thinking) of actual externship site experiences, and other practical activities related to the health care setting. Students who need additional help with program-specific skills will have the opportunity to work with a faculty member in a non-threatening environment during the seminar to advance their skill-set. Ross College will identify and approve Externship sites prior to any student beginning an Externship experience at any site. Students seeking to identify an externship site addressing specific interests or other needs must do so under the direction of the Career Development Representative. A site visit and site approval must be completed by Ross College for any student developed Externship experience. Student performance will be evaluated by Ross College personnel and site supervision will be conducted in compliance with accrediting standards. **Prerequisite:** Completion of all other courses in the Veterinary Assistant Program



# PRACTICAL NURSING PROGRAM

58 Quarter Credits

(See section at end of Catalog for Program Offering Locations)

COURSE #	COURSE	CREDITS
NUR 1015	Pharmacology with Dosage Calculations for the Practical Nurse	5
NUR 1111	Foundations of Nursing 1 for the Practical Nurse	4
NUR 1112	Foundations of Nursing 2 for the Practical Nurse	5
NUR 1113	Foundations of Nursing 3 for the Practical Nurse	5
NUR 1175	Care of Older Adults for the Practical Nurse	5
NUR 2280	Adult Nursing I for the Practical Nurse	5
NUR 2281	Adult Nursing II for the Practical Nurse	5
NUR 2282	Adult Nursing III for the Practical Nurse	5
NUR 2283	Adult Nursing IV for the Practical Nurse	5
NUR 2675	Care of Childbearing Families and Children for the Practical Nurse	5
NUR 2875	Leadership and Transition to Nursing Practice	5
PSS 1100	Professional Development	4

## ***PROGRAM OBJECTIVES:***

The diploma in Practical Nursing provides the opportunity for students to acquire principles and knowledge from the biological and behavioral sciences as well as the science of nursing. This knowledge forms the basis for utilizing the nursing process in the field of Practical Nursing. Concurrent integration of theory into clinical practice is an important aspect of Practical Nursing education. The Practical Nursing program prepares the graduates to sit for the National Council Licensure Examination (NCLEX) for Practical Nursing. Practical Nursing graduates are prepared to seek entry-level positions as members of the health care team in hospitals, long-term care facilities, home health, and a variety of other health care areas.\*

Upon successful program completion, graduates should be able to:

- Understand and apply the natural and social sciences informing the study of a nursing program.
- Demonstrate entry-level competencies for the Practical Nurse candidate as outlined by the national test plan for practical nurses.
- Apply appropriate skills at a proficient level in providing patient care according to care plans using theory, laboratory procedures, and sound clinical judgment within the framework of the scope of practice of the Practical Nurse.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Graduates from the practical nursing program are eligible to have their name submitted to prospective boards of nursing to apply for the ability to sit for the National Council for Licensure Examination-PN (NCLEX-PN). Applications for licensure by examination must be completed by each candidate and submitted to the prospective board of nursing. Registration with NCLEX must be completed according to the instructions in the NCLEX-PN Candidate Bulletin. Both the board of nursing licensure application and the NCLEX-PN registration process must be completed before eligibility to take the examination can be granted by prospective boards.

**Graduates may obtain further information by contacting:**

Ohio Board of Nursing  
17 South High Street, Suite 400  
Columbus, OH 43215-7410  
614-466-3947

<http://www.nursing.ohio.gov/>

Or, the prospective state board of their choice

**PROGRAM LENGTH:** The Practical Nursing Diploma Program is 48 weeks in length.

**PROGRAM DELIVERY:** The Practical Nursing Diploma Program is a residential training program and no portion is offered through distance learning.

**PROGRAM CREDENTIAL:** Diploma

## **PRACTICAL NURSING PROGRAM COURSE DESCRIPTIONS**

**NUR 1015 - Pharmacology with Dosage Calculation for Practical Nurse** **5 Credits**

This course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Anatomy and physiology will be reviewed to show how medications affect different body systems. Students begin to utilize critical thinking in the nursing process as it relates to providing safe, effective nursing care in drug administration. **Prerequisite:** PSS1100

**NUR 1111 - Foundations of Nursing 1 for the Practical Nurse** **4 Credits**

This course provides an introduction to the role of the practical nurse as an integral part of the health care team describing the concepts of participating in the nursing process and implementing client care across the lifespan. Principles of anatomy and physiology, gathering and recording assessment data, as well as providing health information to clients will be included. The students will learn infection control practices and client safety as it relates to National Patient Safety Goals utilizing theory and laboratory instructional methodology. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** Completion of all non-Nursing courses

**NUR 1112 - Foundations of Nursing 2 for the Practical Nurse** **5 Credits**

This course builds on practical nursing skills and knowledge developed in Foundations of Nursing 1 by emphasizing concepts of therapeutic communication, biological needs, developmental theories and cultural influences. Principles of anatomy and physiology, and communication and health information are discussed relevant to client care needs. Laboratory and clinical skills are focused on assisting adult clients with nutrition, skin integrity, elimination, sensory and pain needs, as well as, medication administration. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** NUR1015 & NUR1111

**NUR 1113 - Foundations of Nursing 3 for the Practical Nurse** **5 Credits**

This course builds on the practical nursing skills and knowledge developed in Foundations of Nursing 1 and Foundations of Nursing 2 by developing new knowledge of client oxygenation, fluid/electrolyte, self-concept, sexuality, and spiritual needs. Emphasis is also placed on the legal/ethical issues involved in the profession of nursing and community nursing. Anatomy and physiology, content relating to nursing care for clients receiving complimentary/alternative therapies, care of clients with cancer, clients undergoing surgical interventions, and experiencing death/loss/grief is also discussed. This course will include out-of-

class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** NUR1112

**NUR 1775 - Care of Older Adults for the Practical Nurse** **5 Credits**

This course provides the foundations of healthy aging and the basic biologic, safety and security needs of the older adult client. There is an overview of nursing concepts with regard to physiological, cognitive, biological needs as they relate to providing therapeutic nursing interventions within this population of clients including anatomy and physiology. In addition, there is a focus on building strong assessment and communication skills to contribute to the evaluation of the health plan of care. Gathering, observing, recording, and communicating client responses to nursing interventions will be demonstrated in the lab and clinical settings. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** NURS1113

**NUR 2280 - Adult Nursing I for the Practical Nurse** **5 Credits**

This course focuses on meeting the physiological and psychosocial needs of the adult client experiencing problems of protection, mobility and elimination through the use of therapeutic communication, therapeutic interventions and the nursing process from the perspective of a practical nurse. Dimensions of this course will focus on expanding the application of concepts from current and previous nursing science, as well as natural/behavioral/social science courses including anatomy and physiology, and applying them to the adult population in a clinical learning experience. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**Prerequisite:** NUR1175

**NUR 2281 - Adult Nursing II for the Practical Nurse** **5 Credits**

This course focuses on meeting the physiological and psychosocial needs of the adult client experiencing problems of respiration, cardiovascular system and imbalance of fluids and electrolytes through the use of therapeutic communication, therapeutic interventions and the nursing process from the perspective of a practical nurse. Dimensions of this course will focus on expanding the application of concepts from current and previous nursing science courses, as well as natural/behavioral/social science courses including anatomy and physiology, and applying them to the adult population in a clinical learning experience. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** NUR 2280

**NUR 2282 - Adult Nursing III for the Practical Nurse** **5 Credits**

This course focuses on meeting the physiological and psychosocial needs of the adult client experiencing problems of urination and male reproduction, as well as problems with the endocrine and digestive systems, through the use of therapeutic communication, therapeutic interventions and the nursing process from the perspective of a practical nurse. Dimensions of this course will focus on expanding the application of concepts from current and previous nursing science courses, as well as natural/behavioral/social science courses, including anatomy and physiology and applying them to the adult population in a clinical learning experience. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** NUR2281

**NUR 2283 - Adult Nursing IV for the Practical Nurse** **5 Credits**

This course focuses on meeting the physiological and psychosocial needs of the adult client experiencing problems with mental health, as well as problems with the neurological and sensory systems, through the use of therapeutic communication, therapeutic interventions and the nursing process from the perspective of a practical nurse. Dimensions of this course will focus on expanding the application of concepts from current and previous nursing science courses, as well as natural/behavioral/social science courses including anatomy and physiology, and applying them to the adult population in a clinical learning experience. This

course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** NUR2282

**NUR 2675 - Care of Childbearing Families and Children for the Practical Nurse** **5 Credits**

This course includes instruction in meeting the physiological and psychological needs of childbearing families and children. Emphasis is placed on promoting clinical judgment within the professional values and legal/ethical framework of the practical nurse. The theory content is enhanced through laboratory simulation and clinical experiences and an anatomy and physiology review. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** NUR2282

**NUR 2875 - Leadership and Transition to Nursing Practice** **5 Credits**

This course is designed to introduce the practical nursing student to concepts of leadership, supervision, and nurse management skills, including assignment and delegation. This course provides the opportunity to utilize these concepts in a clinical setting in collaboration with the health care team. Personal and interpersonal qualities affecting leadership are discussed. Additionally, the course reinforces the concept of ethical comportment required for practice and assists the student in making the transition from nursing student to practicing nurse. Issues and trends relevant to nursing, health care policy and funding are reviewed within legal and ethical considerations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** Completion of all other coursework

**PSS 1100 - Professional Development** **4 Credits**

Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, the use of technology in support of learning, academic policies and issues, time management, problem solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisite:** None

# DEGREE PROGRAM INFORMATION

## ASSOCIATE OF APPLIED BUSINESS\*: BUSINESS MANAGEMENT

\* *This program is no longer accepting new enrollments.*

90 Quarter Credits

(See section at end of Catalog for Program Offering Locations)

COURSE #	COURSE	CREDITS
ACC 1011	Principles of Accounting I	4
BUS 1101	Principles of Business Management	4
BUS 1121	Legal Environment of Business	4
BUS 1300	Small Business Management	4
BUS 1400	Human Resources	4
BUS 2250	Principles of Finance	4
BUS 2330	Effective Team Dynamics	4
BUS 2350	Project Management	4
BUS 2351	Intermediate Project Management	4
BUS 2352	Advanced Project Management	4
BUS 2355	Project Management Leadership	4
BUS 2600	Marketing and Advertising	4
BUS 2912	Business Capstone	2
SSC 2230	Principles of Macroeconomics	4

COURSE #	COURSE	CREDITS
COM 1101	Composition I	4
COM 1102	Composition II	4
COM 1200	Effective Public Speaking	4
HUM 2000	Introduction to Literature	4
MTH 1800	College Algebra	4
SCI 1850	Environment Science	4
SSC 1100	Principles of Psychology	4
SSC 3100	Principles of Sociology	4

COURSE #	COURSE	CREDITS
PSS 1100	Professional Development	4

### ***PROGRAM OBJECTIVES:***

The associate's degree program in Business Management is designed to equip graduates with the knowledge and skills necessary for entry into the contemporary world of business management. The curriculum reaches these objectives through coursework in project management, management principles, technical business procedures, and general education. The program is designed to prepare the graduate to seek a variety of entry-level management positions.

Upon successful program completion, graduates should be able to:

- Employ the vocabulary, rules, and procedures associated with the business culture.
- Manage large or small projects within primary and secondary parameters to meet stated objectives.
- Provide leadership to small teams of individuals toward a common goal.
- Apply business principles and theories to workplace problems.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

***PROGRAM LENGTH:*** The Business Management program is 76 weeks in length.

***PROGRAM DELIVERY:*** The Business Management Program is a residential training program and no portion is offered by distance learning.

***PROGRAM CREDENTIAL:*** Associate of Applied Business Degree

# ASSOCIATE OF APPLIED SCIENCE: NURSING

108 Quarter Credits

(See section at end of Catalog for Program Offering Locations)

COURSE #	COURSE	CREDITS
NUR 1000	Health Assessment	4
NUR 1010	Pharmacology	5
NUR 1201	Foundations of Nursing I	4
NUR 1202	Foundations of Nursing II	5
NUR 1203	Foundations of Nursing III	5
NUR 1701	Care of Older Adults I	5
NUR 1702	Care of Older Adults II	5
NUR 2201	Care of Adults I	4
NUR 2202	Care of Adults II	4
NUR 2203	Care of Adults III	4
NUR 2400	Care of Clients with Mental Health Needs	4
NUR 2500	Care of Women and Childbearing Families	4
NUR 2800	Care of Children and Adolescents	4
NUR 2851	Care of Clients with Complex Health Care Needs I	5
NUR 2852	Care of Clients with Complex Health Care Needs II	5
NUR 2890	Leadership and Transition to Nursing Practice	5

COURSE #	COURSE	CREDITS
COM 1101	Composition I	4
COM 1102	Composition II	4
HUM 2000	Introduction to Literature	4
MTH 1800	College Algebra	4
SCI 2100	Elements of Microbiology	4
SSC 1100	Principles of Psychology	4

COURSE #	COURSE	CREDITS
PSS 1100	Professional Development	4
SCI 1351	Anatomy and Physiology I	4
SCI 1352	Anatomy and Physiology II	4

## ***PROGRAM OBJECTIVES:***

The Associate of Applied Science in Nursing program is designed to prepare the student who is seeking to become an effective nurse clinician capable of sound clinical judgment in a variety of health care settings and in the community. The curriculum provides the opportunity to students to acquire principles and knowledge from natural and behavioral sciences and blends this coursework with the science of nursing. The integration of theory and clinical practice is designed to assist the student in the development of critical thinking and problem solving skills. The program is designed to prepare the graduate to sit for the National Council Licensure Examination (NCLEX) for registered nurses.\*

Graduates of the program will have the opportunity to:

- Understand and apply the natural and social sciences informing the study of a nursing program.

- Demonstrate entry-level competencies for the Registered Nurse candidate as outlined by the national test plan for registered nurses.
- Apply appropriate skills at a proficient level in assessing patients and formulating care plans using theory, laboratory procedures, and sound clinical judgment within the framework of the eight roles of the Registered Nurse.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

*\*The college does not guarantee third-party certification/licensure. Outside agencies control the requirement for taking and passing certification/licensing exams and are subject to change without notice to the College.*

Graduates from the Associate of Applied Science in Nursing program are eligible to have their name submitted to prospective boards of nursing to apply for the ability to sit for the National Council for Licensure Examination-RN (NCLEX-RN). Applications for licensure by examination must be completed by each candidate and submitted to the prospective board of nursing.

Registration with NCLEX must be completed according to the instructions in the NCLEX–RN Candidate Bulletin. Both the board of nursing licensure application and the NCLEX-RN registration process must be completed before eligibility to take the examination can be granted by prospective boards.

Graduates may obtain further information by contacting:

Ohio Board of Nursing

17 South High Street, Suite 400

Columbus, OH 43215-7410

614-466-3947

<http://www.nursing.ohio.gov/>

Or, the prospective state board of their choice.

***PROGRAM LENGTH:*** The Nursing program is 100 weeks in length.

***PROGRAM DELIVERY:*** The Associate of Applied Science Nursing Program is a residential training program and no portion is offered through distance learning.

***PROGRAM CREDENTIAL:*** Associate of Applied Science Degree



# ASSOCIATE OF APPLIED SCIENCE: OCCUPATIONAL THERAPY ASSISTANT

96 Quarter Credits

(See section at end of Catalog for Program Offering Locations)

COURSE #	COURSE	CREDITS
ALH 1400	Introduction to Occupational Therapy	4
ALH 1460	Therapeutic Media	4
ALH 1481	Functional Anatomy I	4
ALH 1482	Functional Anatomy II	4
ALH 2400	Level I Field Work	1
ALH 2480	Intervention in Mental Health	3
ALH 2482	Intervention in Pediatrics and Adolescents	4
ALH 2484	Intervention in Physical Rehabilitation	4
ALH 2486	Intervention in Neurological Rehabilitation	4
ALH 2488	Intervention in Geriatrics	4
ALH 2490	Management, Scholarship, and Professional Responsibilities	4
ALH 2940A	Level II Field Work	5
ALH 2940B	Level II Field Work	5
ALH 2941A	Level II Field Work	5
ALH 2941B	Level II Field Work	5

COURSE #	COURSE	CREDITS
COM 1101	Composition I	4
COM 1102	Composition II	4
COM 1200	Effective Public Speaking	4
HUM 2000	Introduction to Literature	4
MTH 1800	College Algebra	4
SSC 1100	Principles of Psychology	4

COURSE #	COURSE	CREDITS
HSC 1100	Medical Terminology	4
PSS 1100	Professional Development	4
SCI 1360	Anatomy and Physiology	4

## ***PROGRAM OBJECTIVES:***

The Occupational Therapy Assistant associate's degree program is designed to provide the student with the knowledge, skills, practice, and professionalism necessary to seek entry-level positions as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate to sit for the National Board for Certification in Occupational Therapy (NBCOT) Certification Examination for Occupational Therapy Assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory and clinical experiences, is supplemented with general education to enhance the student's versatility and effectiveness in the occupational therapy profession.\*

Upon successful program completion, graduates should be able to:

- Possess working knowledge in the natural sciences and technical methods informing the study of an allied health program.
- Demonstrate an ability to apply appropriate therapeutic accommodations within the scope of an assistant in occupational therapy.
- Employ relevant regulatory, organizational and professional rules and standards associated with the occupational therapy environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

*\*The college does not guarantee third-party certification/licensure. Outside agencies control the requirement for taking and passing certification/licensing exams and are subject to change without notice to the College.*

***PROGRAM LENGTH:*** The Occupational Therapy Assistant program is 92 weeks in length.

***PROGRAM DELIVERY:*** The Occupational Therapy Assistant Program is a residential training program and no portion is offered through distance learning.

***PROGRAM CREDENTIAL:*** Associate of Applied Science Degree

# ASSOCIATE OF APPLIED SCIENCE: VETERINARY TECHNOLOGY

96 Quarter Credits

(See section at end of Catalog for Program Offering Locations)

COURSE #	COURSE	CREDITS
ANH 1100	Introduction to Veterinary Technology	4
ANH 1101	Veterinary Anatomy and Physiology I	4
ANH 1102	Veterinary Anatomy and Physiology II	4
ANH 1120	Small Animal Medicine I	4
ANH 1201	Veterinary Lab Procedures I	4
ANH 1202	Veterinary Lab Procedures II	4
ANH 1400	Pharmacology	4
ANH 2120	Small Animal Medicine II	4
ANH 2140	Large Animal Medicine	4
ANH 2200	Laboratory and Exotic Animals	4
ANH 2240	Veterinary Imaging	4
ANH 2400	Anesthesia and Surgical Assistance	4
ANH 2900A	Veterinary Technology Externship A	4
ANH 2900B	Veterinary Technology Externship B	4
ANH 2900C	Veterinary Technology Externship c	4

COURSE #	COURSE	CREDITS
COM 1101	Composition I	4
COM 1102	Composition II	4
COM 1200	Effective Public Speaking	4
HUM 2000	Introduction to Literature	4
MTH 1800	College Algebra	4
SSC 1100	Principles of Psychology	4

COURSE #	COURSE	CREDITS
HSC 1110	Veterinary Medical Terminology	4
PSS 1100	Professional Development	4
PSS 1800	Applied Ethics	4

## ***PROGRAM OBJECTIVES:***

The associate's degree program in Veterinary Technology is designed to provide students the knowledge and skills needed to seek entry level employment as a veterinary technician within private veterinary clinics, animal hospitals, and veterinary testing laboratories. Veterinary technicians may perform a variety of tasks, including observing the behavior and condition of animals, performing laboratory tests, communicating an animal's condition or prescription instructions to owners, maintaining patient records, and advanced duties under the supervision of a licensed veterinarian. While veterinary technicians often care for domestic animals, such as cats and dogs, they may also care for a variety of animals, including equine, mice, rats, sheep, pigs, cattle, and birds. The curriculum includes a combination of didactic instruction and clinical experience. Upon completion, students will have the opportunity to sit for the American Association of Veterinary State Boards (AAVSB) Veterinary Technician National Exam (VTNE)\*.

Upon successful program completion, graduates should be able to:

- Assess the patient's clinical symptoms by observing behavior and condition; monitoring clinical symptoms; and collecting and recording case history information.
- Observe the behavior and condition of animals and monitor their clinical symptoms.
- Administer anesthesia to animals, under the direction of a veterinarian, and monitor animals' responses to anesthetics so that dosages can be adjusted.
- Care for and monitor the condition of animals recovering from surgery.
- Collect, prepare, and label samples for laboratory testing, culture, or microscopic examination and perform laboratory tests on blood, urine, or feces, such as urinalyses or blood counts, to assist in the diagnosis and treatment of animal health problems.
- Administer emergency first aid, such as performing emergency resuscitation or other lifesaving procedures.
- Prepare and administer medications, vaccines, serums, or treatments, as prescribed by veterinarians, as well as fill prescriptions and maintain controlled drug inventory and related log books.
- Take and develop diagnostic radiographs, using x-ray equipment.

*\*The college does not guarantee third-party certification/licensure. Outside agencies control the requirement for taking and passing certification/licensing exams and are subject to change without notice to the College.*

In order to work as a "Registered" Veterinary Technician in Ohio, candidates must be a graduate of an accredited program of veterinary technology approved by the Ohio Veterinary Medical Licensing Board and have met all the requirements of the Board, including the achievement of a passing score on the Veterinary Technician National Exam (VTNE). Additional information regarding the process and requirements for registration in the state of Ohio can be found at <http://ovmlb.ohio.gov/>.

The American Association of Veterinary State Boards (AAVSB) administers the VTNE three times each year. More information regarding VTNE test dates, eligibility and registration can be found at <http://aavsb.org/VTNE>.

***PROGRAM LENGTH:*** The Veterinary Technology program is 96 weeks in length.

***PROGRAM DELIVERY:*** The Veterinary Technology Program is a residential training program and no portion is offered through distance learning.

***PROGRAM CREDENTIAL:*** Associate of Applied Science Degree

# DEGREE COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes. Each course number is preceded by a three-letter prefix indicating the academic area or discipline to which the course belongs. Courses with 1000- or 2000-level course numbers are considered lower division and are generally taken in the first two years of academic study.

## **ACC 1011 - Principles of Accounting I**

**4 Credits**

Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals, journals; and a study of accounting systems.

**Prerequisites:** None

## **ALH 1400 - Introduction to Occupational Therapy**

**4 Credits**

This course provides the student with an introduction to the profession of occupational therapy and the role of the occupational therapy assistant. Topics include the history, development, philosophy, scope of practice, and standards of practice of the profession. Occupational therapy within the health care system is explored with emphasis to trends and current practice settings. Principles of ethics, role delineation, and professionalism are discussed. The Practice Framework: Domain & Process, research, clinical reasoning skills, and documentation are introduced. **Prerequisites:** Completion of all general education courses.

## **ALH 1460 - Therapeutic Media**

**4 Credits**

This course examines the therapeutic use of purposeful and meaningful occupations in the occupational therapy process. Students will have the opportunity to explore their own occupational history. Human occupation and its application to intervention choice will be addressed based on occupational therapy systems models and frames of reference. Practical applications in determining treatment activities based on these theories for clients through therapeutic groups and individual interventions will be applied. Activity analysis will be studied assisting with the development of therapeutic media. Teamwork and group leadership, media selection throughout the lifespan, and establishment of therapeutic relationships are introduced. Students will learn how to design, select, and complete goal directed activities for diverse client populations within a group or individual session. **Prerequisites:** ALH 1400

## **ALH 1481 - Functional Anatomy I**

**4 Credits**

Functional Anatomy I is designed to study the biomechanics of human motion. The students develop knowledge and understanding of the musculoskeletal system including the skeletal, articular, muscular and nervous systems. Muscle physiology and neurophysiology are presented early in the course in preparation for the laboratory experience. Structure is stressed in the laboratory portion of this course as students apply lecture information by identifying bony structures and muscle location ultimately applying to functional activities. **Prerequisites:** ALH 1460

## **ALH 1482 - Functional Anatomy II**

**4 Credits**

The second of the Functional Anatomy classes is designed to provide the student with the foundation necessary for developing specific skills such as manual muscle strength, range of motion, and other to use with individual clients in order to determine current functional levels and develop functional goals. Implications of impaired muscle tone and sensory deficits will be explored. This course examines the study of kinetics and kinematics with an emphasis on the assessment procedures that an occupational therapy assistant must carry out to monitor a patient's progress. Each area of the body is examined to determine relevant functional activities. The lab portion of this course will provide direct clinical application of functional activity into exercise progression. **Prerequisites:** ALH 1481

**ALH 2400 - Level I Fieldwork****1 Credit**

This course is the student's first formal exposure to the clinic. Students are assigned to a local occupational therapy service or clinic to observe for 30 hours. The student is expected to observe and record information on treatment sessions with patients. The student is encouraged to ask questions and should converse frequently with the clinical instructor regarding treatment. This fieldwork must be completed during the day from approximately 8:00 a.m. to 5:00 p.m. during one week, or as required by the cooperating facility. **Prerequisites:** ALH 1482

**ALH 2480 - Intervention in Mental Health****3 Credits**

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of psychosocial disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course covers the affective and personality disorders, as seen by the occupational therapy practitioner. Students are expected to identify and describe the course and progression of psychiatric conditions throughout the lifespan. Laboratory assignments require the student to demonstrate concepts and techniques used in interventions. Students will demonstrate role appropriate collaboration with the occupational therapist in providing services from assessment to discharge. **Prerequisites:** ALH 1482

**ALH 2482 - Intervention in Pediatrics and Adolescents****4 Credits**

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of pediatric and adolescent disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. Disabilities commonly associated with childhood and techniques used for remediation are the focus. The course will focus on the disabilities that impair function in this population and introduce the student to occupational therapy as practiced with children and adolescents. **Prerequisites:** ALH 2400, ALH 2480

**ALH 2484 - Intervention in Physical Rehabilitation****4 Credits**

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of conditions commonly treated in physical rehabilitation and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course is designed to provide the clinical knowledge of skills required to provide intervention to a variety of physical dysfunctions for diseases and disorders of the physical body systems. The principles of promoting health and independence throughout the lifespan by way of adaptation and emphasize the basic skills in the management of the physical needs of the individual are also included. Students will determine adaptations in the areas of basic activities of daily living, instrumental activities of daily living, adaptive equipment, and splinting for hand injuries, in collaboration with the occupational therapist. Fine and gross motor assessment procedures will be discussed. Students are also required to provide documentation for the provision of service under simulated conditions. The lab sessions provide the student with an opportunity to practice increasingly complex treatment strategies in simulated conditions. **Prerequisites:** ALH 2482

**ALH 2486 - Intervention in Neurological Rehabilitation****4 Credits**

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of neurological disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions in simulated experiences.

**Prerequisites:** ALH 2482

**ALH 2488 - Intervention in Geriatrics****4 Credits**

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of common geriatric disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. This course provides the student with a greater depth of understanding of the disabilities that affect the older adult and geriatric population, with emphasis upon assessment, treatment and remediation of those disabilities and the effects of aging. The role of the occupational therapy assistant in treatment with focus on the techniques used to modify daily functional activities through environmental assessments and modification, transfer training and the use of assistive technology are included. **Prerequisites:** ALH 2484, ALH 2486

**ALH 2490 - Management, Scholarship, and Professional Responsibilities****4 Credits**

This is an intermediate course to continue development of the student's knowledge in management, scholarship and professional responsibilities. This course will expose the student to application of principles of management and systems in the provision of occupational therapy services to individuals and organizations. The scholarship component will increase student's understanding in interpretation and applying knowledge of scholarly activities. The professional responsibilities component will increase understanding, appreciation, and application of ethics and values to the profession of occupational therapy. **Prerequisites:** ALH 2488

**ALH 2940A - Level II Fieldwork****5 Credits**

This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. ALH 2940A and ALH 2940B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end ALH 2940A with a midterm grade of IP or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to ALH 2940B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations. **Prerequisites:** Completion of all program coursework except Level II Fieldwork

**ALH 2940B - Level II Fieldwork****5 Credits**

ALH 2940B is a continuation of ALH 2940A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end ALH 2940B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of ALH 2940B, as defined by the FPE, the student will be required to repeat both ALH 2940A and ALH 2940B. **Prerequisites:** ALH 2940A

**ALH 2941A - Level II Fieldwork****5 Credits**

This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of

psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. ALH 2941A and ALH 2941B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end ALH2941A with a midterm grade of IP or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to ALH 2941B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations. **Prerequisites:** ALH 2940A and ALH 2940B

#### **ALH 2941B - Level II Fieldwork**

**5 Credits**

ALH 2941B is a continuation of ALH 2941A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end ALH 2941B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of ALH 2941B, as defined by the FPE, the student will be required to repeat both ALH 2941A and ALH 2941B. **Prerequisites:** ALH 2941A

#### **ANH 1100 - Introduction to Veterinary Technology**

**4 Credits**

This course provides an introduction to the roles and responsibilities of the veterinary technician, including the administrative and clinical competencies necessary to perform front office procedures, basic animal nursing skills, veterinary ethics and law, animal safety, client relations, animal behavior, human-animal bond, physical examinations, grooming care, and medication administration. **Prerequisites:** ANH 1102, MTH 1800

#### **ANH 1101 - Veterinary Anatomy and Physiology I**

**4 Credits**

This course provides students a fundamental comparative overview of the anatomy and physiology of domestic animals, including canine, feline, bovine, equine, and ruminant species. The unique anatomy and physiology of avian, amphibian, and reptile species will also be discussed. Instruction will focus on the introduction to anatomy and physiology, chemical basis for life, nutrients, cell biology, tissues, integument and related structures, the skeletal system, the muscular system, blood, lymph and immunity. Students will demonstrate an understanding of course concepts through applied lab activities that may include the dissection and study of animal cadavers and tissue specimens. **Prerequisites:** HSC 1110

#### **ANH 1102 - Veterinary Anatomy and Physiology II**

**4 Credits**

This course is a continuation of ANH1101 and provides students a fundamental comparative overview of the anatomy and physiology of domestic animals, including canine, feline, bovine, equine, and ruminant species. The unique anatomy and physiology of avian, amphibian, and reptile species will also be discussed. Instruction will focus on the cardiovascular system, respiratory system, digestive system, nervous system, sense organs, endocrine system, urinary system, reproductive system, pregnancy/development/lactation, and avian/amphibian/reptilian anatomy and physiology. Students will demonstrate an understanding of course concepts through applied lab activities that may include the dissection and study of animal cadavers and tissue specimens. **Prerequisites:** ANH 1101

#### **ANH 1120 - Small Animal Medicine I**

**4 Credits**

This course is designed to provide students the knowledge of common small animal diseases, including an overview of the etiology, symptoms, transmission, basic treatment and control through preventative care.



Instruction will include an introduction to kennel sanitation, nutrition, immunology, vaccinations, and advanced nursing skills. **Prerequisites:** ANH 1100

**ANH 1201 - Veterinary Lab Procedures I**

**4 Credits**

This course provides an introduction to laboratory concepts and procedures commonly experienced in the veterinary clinical setting, as well as to provide the knowledge and skills necessary to perform urinalysis and hematological laboratory procedures on a variety of species, including dogs, cats, laboratory animals, large animals, birds and reptiles. Instruction includes laboratory safety, quality control, specimen collection and handling, basic clinical chemistry, serology, cytology, a study of the components of blood components, their characteristics and function, normal values, normal and abnormal variations and laboratory testing of these components in relation to a variety of species. **Prerequisites:** ANH 1120

**ANH 1202 - Veterinary Lab Procedures II**

**4 Credits**

This course is designed to provide the knowledge and skills necessary to perform parasitic and microbiological laboratory procedures on small and large animals. Instruction includes an overview of the identification, life cycle, symptoms, diagnostic methods, treatment and control of internal and external parasites. An introduction to the characteristics, classification, pathology and culturing of bacteria and fungi is also provided. **Prerequisites:** ANH 1201

**ANH 1400 - Pharmacology**

**4 Credits**

This course is designed to provide the knowledge and skills to follow prescribed orders for preparing, dispensing and administering drugs, providing appropriate client education, and monitoring therapeutic responses in a veterinary setting. Instruction will also include a discussion of drug classification, toxicology and alternative therapeutic methods. **Prerequisites:** ANH 1120

**ANH 2120 - Small Animal Medicine II**

**4 Credits**

This course is designed to provide students the knowledge and advanced nursing skills needed to understand and assist in canine and feline reproduction, small animal dentistry, emergency care and fluid therapy. An overview of animal handling and restraint, critical patient care, first aid, administration and maintenance of fluid therapy, dental prophylaxis and procedures related to small animal reproduction will be studied. **Prerequisites:** ANH 1120, ANH 1400

**ANH 2140 - Large Animal Medicine**

**4 Credits**

This course provides an overview of management, diseases, veterinary care and nursing skills associated with production animals and horses. Instruction includes breed identification, nutrition, diseases, herd health management, reproduction, production practices, restraint, nursing skills, and lab work associated with each breed. **Prerequisites:** ANH 2120; ANH 2240

**ANH 2200 - Laboratory and Exotic Animals**

**4 Credits**

This course provides the knowledge and skills necessary to provide basic care to laboratory animals, birds, and reptiles. Topics include breed recognition, restraint, basic husbandry, reproduction, diseases, and veterinary procedures associated with these animals. Students will also learn aspects of animal research, as well as general veterinary medicine. **Prerequisites:** ANH 2120

**ANH 2240 - Veterinary Imaging**

**4 Credits**

This course provides instruction needed to produce quality radiographs for diagnostic purposes in a veterinary setting, including the use of proper safety measures. Topics will include radiographic theory, x-ray equipment, positioning patients, exposing and processing film, radiographic evaluation and troubleshooting, safety regulations and an introduction to ultrasonography. **Prerequisites:** ANH 1120

**ANH 2400 - Anesthesia and Surgical Assistance**

**4 Credits**

This course provides the knowledge and skills necessary to administer and monitor the effects of various pre-anesthetic and anesthetic agents commonly used in a small and large animal clinical setting to assist in routine surgical procedures. Instruction includes basic properties and actions of various types of anesthetic agents and protocols, drug administration techniques, recognition of anesthetic emergencies, surgical prep and assistance for routine surgeries using aseptic technique, pre and postoperative care, and maintenance of the operating room and surgical supplies. **Prerequisites:** ANH 2120

**ANH 2900A - Veterinary Technology Externship A** **4 Credits**

The externship courses consist of three terms of practical experience that will provide students the opportunity to apply skills and techniques learned within the classroom to the veterinary clinic or lab environment. The externships will focus on animal care and nursing, dentistry, laboratory procedures, diagnostic imaging, surgical preparation and assisting, anesthesia and analgesia. Each externship course requires the completion of 120 practicum hours. **Prerequisites:** Completion of all prior course requirements or departmental approval

**ANH 2900B - Veterinary Technology Externship B** **4 Credits**

The externship courses consist of three terms of practical experience that will provide students the opportunity to apply skills and techniques learned within the classroom to the veterinary clinic or lab environment. The externships will focus on animal care and nursing, dentistry, laboratory procedure, diagnostic imaging, surgical preparation and assisting, anesthesia and analgesia. Each externship course requires the completion of 120 practicum hours. **Prerequisites:** ANH 2900A

**ANH 2900C - Veterinary Technology Externship C** **4 Credits**

The externship courses consist of three terms of practical experience that will provide students the opportunity to apply skills and techniques learned within the classroom to the veterinary clinic or lab environment. The externships will focus on animal care and nursing, dentistry, laboratory procedure, diagnostic imaging, surgical preparation and assisting, anesthesia and analgesia. Each externship course requires the completion of 120 practicum hours. **Prerequisites:** ANH 2900B

**BUS 1101 - Principles of Business Management** **4 Credits**

This course gives the student an overview of all phases of business: ownership, marketing, personnel, finance, managerial controls, and the relationship of business with the social and economic environment in which the business operates. **Prerequisites:** None

**BUS 1121 - Legal Environment of Business** **4 Credits**

An introduction to contracts, termination and breach of contracts, and the application of legal principles to such areas as corporations, agencies, partnerships, and bailments. **Prerequisites:** None

**BUS 1300 - Small Business Management** **4 Credits**

An introduction to the intricacies of decision-making in organizing and developing a small business. Discussion focuses on the various responsibilities a small business must meet and the challenges generated by the marketplace. **Prerequisites:** None

**BUS 1400 - Human Resources** **4 Credits**

A study of the planning, recruiting, selecting, hiring, training, appraising and compensating of human resources. Case studies are employed in order for students to gain practical experience. **Prerequisites:** None

**BUS 2250 - Principles of Finance****4 Credits**

An examination of the analytical tools necessary for investigating corporate financial structure as well as evaluating and ranking various types of investments. Capital budgeting, return on investment, required rate of return, present value, and other investment techniques are studied. **Prerequisites:** ACC 1011

**BUS 2330 - Effective Team Dynamics****4 Credits**

Work teams are commonplace in business environments today, and in order to be competitive, teams must be effective. This course presents the features of high-functioning work teams and discusses strategies for identifying team roles, effective management principles, and tailoring meeting planning to accomplish particular business objectives. **Prerequisites:** None

**BUS 2350 - Project Management****4 Credits**

The goal of this course is to examine project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are discussed throughout the course. Topics include roles and responsibilities, project definition and planning, project management tools, resource allocation, and risk management. **Prerequisites:** None

**BUS 2351 - Intermediate Project Management****4 Credits**

Effective project management involves knowing and applying the most current knowledge and practices in the discipline to guide teams and organizations throughout all the phases of the project life cycle. This course focuses on common project management processes and interactions, initiating and planning the process group, executing the plan, monitoring and controlling, and closing the project. **Prerequisites:** BUS 2350

**BUS 2352 - Advanced Project Management****4 Credits**

This course focuses on advancing the student's prior knowledge of project management with a focus on meeting the special demands of more complex project demands in diverse organizational environments. Students will also be exposed to preparing for additional professional opportunities available by pursuing certification in project management. **Prerequisites:** BUS 2351

**BUS 2355 - Project Management Leadership****4 Credits**

In addition to understanding the core content and knowledge of project management, effective project leaders are called upon to demonstrate the ability to manage increasingly more complex projects in diverse environments. This course focuses strategies to bring innovation to the role of the project management leader. **Prerequisites:** BUS 2350

**BUS 2600 - Marketing and Advertising****4 Credits**

An introduction to the principles of marketing, advertising, and sales promotion, with an emphasis on target marketing and ethics. **Prerequisites:** None

**BUS 2912 - Business Capstone****2 Credits**

This course is intended as a culminating experience for students in this discipline as students engage with theory and practice focused on an applied project of the student's choice, as approved by the instructor. Students will demonstrate their engagement with the topic by preparing, revising, and presenting an original project or portfolio that demonstrates the integration of key concepts encountered in prior coursework. **Prerequisites:** *Completion of all course requirements or departmental approval.*

**COM 1101 - Composition I** **4 Credits**

This course is designed to improve student writing skills. Emphasis is placed on the construction of clear, coherent, expository essays employing various strategies of pre-writing, thesis development, support, organization, and revision. **Prerequisites:** None

**COM 1102 - Composition II** **4 Credits**

Composition II has been designed to develop the students' proficiencies in both academic and professional writing. It promotes an awareness of the need to provide responsible support of ideas and conclusions. Students will employ logical reasoning (both inductive and deductive), analyze using critical reasoning, and accept the burden of proof in composing arguments. **Prerequisites:** COM 1101

**COM 1200 - Effective Public Speaking** **4 Credits**

An introduction to the principles and practices of topic selection, research, audience analysis, organization, style, and delivery of oral presentations. A variety of informative, persuasive, and group presentations are required. **Prerequisites:** None

**HSC 1100 - Medical Terminology** **4 Credits**

A study of the basic structure of medical terms through examination of prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and an introduction to medical abbreviations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisites:** None

**HSC 1110 - Veterinary Medical Terminology** **4 Credits**

A study of the basic structure of veterinary medical terminology through examination of prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, and definitions of medical terms related to the practice of veterinary medicine, and an introduction to common medical abbreviations. **Prerequisites:** None

**HUM 2000 - Introduction to Literature** **4 Credits**

An examination of various works of fiction, poetry, and drama, with emphasis on the analysis of character, plot, and language as means of discovering the writer's purpose. The course requires written analyses of works and assumes competence in expository writing. **Prerequisites:** COM 1101

**MTH 1800 - College Algebra** **4 Credits**

A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers, and applications. **Prerequisites:** None

**NUR 1000 - Health Assessment** **4 Credits**

This course builds on the core curriculum courses to develop the essential assessment skills necessary for nursing students. The course focuses on a holistic approach to health assessment as the basis for nursing intervention and practice. The student will learn to develop multiple skills for client interviewing with the use of therapeutic communication, assessing health history, and performing physical examinations for clients across the lifespan, to include special populations while considering cultural needs. Teaching and learning will take place in the classroom and in the laboratory setting. **Prerequisites:** SCI 2100

**NUR 1010 - Pharmacology** **5 Credits**

This course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Students will utilize critical thinking in the nursing process as it relates to providing safe, effective nursing care in drug administration. **Prerequisites:** MTH 1800

**NUR 1201 - Foundations of Nursing I****4 Credits**

This course provides an introduction to the role of the nurse as an integral part of the healthcare team describing the concepts of critical thinking, nursing process and evidence-based practice. The students will learn infection control practices and client safety as it relates to National Patient Safety Goals utilizing theory and laboratory instructional methodology. **Prerequisites:** SCI 2100

**NUR 1202 - Foundations of Nursing II****5 Credits**

This course builds on nursing skills and knowledge developed in Foundations of Nursing I by emphasizing concepts of therapeutic communication, biological needs, developmental theories and cultural influences. Principles of teaching and learning are also discussed relevant to client care needs. Laboratory and clinical skills are focused on assisting clients with biological needs, medication administration and pain management. **Prerequisites:** NUR 1201

**NUR 1203 - Foundations of Nursing III****5 Credits**

This course builds on the nursing skills and knowledge developed in Foundations of Nursing I and Foundations of Nursing II by developing new knowledge of client oxygenation, fluid/electrolyte, self-concept, sexuality, and spiritual needs. Emphasis is also placed on the legal/ethical issues involved in the profession of nursing, community nursing and management of care. Content relating to nursing care for clients receiving complimentary/alternative therapies, care of clients with cancer, clients undergoing surgical interventions, and experiencing death/loss/grief is also discussed. **Prerequisites:** NUR 1202

**NUR 1701 - Care of Older Adults I****5 Credits**

This course provides the foundations of healthy aging and the basic biologic, safety and security needs of the older adult client. There is an overview of nursing concepts with regard to physiological, cognitive, biological needs as they relate to providing therapeutic nursing interventions within this population of clients. In addition, there is a focus on building strong assessment and communication skills to evaluate the health status of the older adult and utilizing the nursing process, plan and implement care in a clinical setting. **Prerequisites:** NUR 1203

**NUR 1702 - Care of Older Adults II****5 Credits**

This course expands upon the concepts from NUR1701 – Care of Older Adults I. There is an overview of chronic diseases that affect the older adult, as well as key concepts related to self-esteem and self-identity development. Additionally, there is discussion related to the concepts and theories of loss, death and dying, and the nurse's role in the process. The course has a clinical component allowing the student to utilize the nursing process to plan and implement care to meet the needs of the older adult.

**Prerequisites:** NUR 1701

**NUR 2201 - Care of Adults I****4 Credits**

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients in the perioperative period and experiencing problems of protection. **Prerequisites:** NUR 1000, NUR 1010 or NUR 1020, and NUR 1702

**NUR 2202 - Care of Adults II****4 Credits**

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of mobility, sensation and cognition. **Prerequisites:** NUR 2201

**NUR 2203 - Care of Adults III****4 Credits**

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of adult clients. Dimensions of the course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of digestion, nutrition, elimination and protection. **Prerequisites:** Completion of all other coursework.

**NUR 2400 - Care of Clients with Mental Health Needs****4 Credits**

This course provides an introduction to mental health and psychiatric nursing using the nursing process to promote psychosocial integrity within the context of a health-illness continuum across the lifespan. Emphasis is placed on therapeutic communication, bio-psychosocial rehabilitation, and the therapeutic use of self. Clinical experiences provide students with opportunities to participate in therapeutic activities in a variety of health settings. **Prerequisites:** NUR 2203 and SSC 1100

**NUR 2500 - Care of Women and Childbearing Families****4 Credits**

Theory and clinical course focusing on the nursing care of normal childbearing families and at-risk families during the preconception, prenatal, intrapartum, neonatal and postpartum periods emphasizing critical thinking and professional values within a legal/ethical framework. Related women's health issues will also be explored. **Prerequisites:** NUR 2203

**NUR 2800 - Care of Children and Adolescents****4 Credits**

This course provides a general overview of the health care needs of children and adolescents with a focus on growth and developmental patterns, health promotion, risk reduction, and disease prevention. The theory content is enhanced through observational opportunities and supervised clinical experiences that allow the student to utilize the nursing process, and therapeutic communication. **Prerequisites:** NUR2203

**NUR 2851 - Care of Clients with Complex Health Care Needs I****5 Credits**

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of clients with complex health care needs. Dimensions of this course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of fluid/electrolyte, acid/base imbalances, oxygenation, cardiac output and tissue perfusion. **Prerequisites:** NUR 2203

**NUR 2852 - Care of Clients with Complex Health Care Needs II****5 Credits**

This course integrates the use of therapeutic communication, therapeutic interventions, evidence-based practice and teaching/learning concepts for the care of clients with complex health care needs. Dimensions of this course will focus on expanding the application of concepts from previous nursing and natural/behavioral science courses. An emphasis will be placed on content related to care and needs of clients experiencing problems of Tissue Perfusion, Regulation and Metabolism, Excretion, Reproduction, and Concepts of Emergency Care and Disaster Preparedness. **Prerequisites:** NUR 2851

**NUR 2890 - Leadership and Transition to Nursing Practice****5 Credits**

This course is designed to expand the scope of nursing practice for final quarter nursing students to develop in the role of leader and manager of nursing resources. The course provides a comprehensive introduction to the study of nursing leadership and management concepts, and provides the opportunity to utilize these concepts in a clinical setting. The principles and theories of leadership and management will be integrated into the role of the nurse as a collaborator of care for clients. **Prerequisites:** Completion of all other course work

**PSS 1100 - Professional Development****4 Credits**

Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, the use of technology in support of learning, academic policies and issues, time management, problem solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisites:** None

**PSS 1800 - Applied Ethics****4 Credits**

This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines a professional's ethical and legal responsibilities. **Prerequisites:** None

**SCI 1351 - Anatomy and Physiology I****4 Credits**

This course focuses on the normal structure and function of the human body as a living organism and the relationship of its parts. Disease processes are discussed. The course begins with basic cellular structure and function, then progresses through these selected body systems: integumentary, skeletal, nervous, muscular, and senses. Correct medical terminology is emphasized. A structured laboratory experience is included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. **Prerequisites:** None

**SCI 1352 - Anatomy and Physiology II****4 Credits**

This course is a continuation of Anatomy and Physiology I and focuses on the normal structure and function of the human body as a living organism and the relationship of its parts. Disease processes are discussed. The course progresses through these selected body systems: endocrine, blood, circulatory, lymph, immune, respiratory, digestive, urinary and reproductive. Correct medical terminology is emphasized. A structured laboratory experience is included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**Prerequisites:** SCI 1351**SCI 1850 - Environmental Science****4 Credits**

This course is an introduction to the study of the physical environment and some of the major related issues and problems. Areas of concern include nature of the environment, climatic factors, natural resources, solid and hazardous waste, pollution, global environmental hazards, and energy production. These topics are studied in relation to population, land use, environmental ethics, decision-making, and environmental management. **Prerequisites:** None

**SCI 2100 - Elements of Microbiology****4 Credits**

Survey of microorganisms in terms of physiology, biochemistry, genetics, and diversity with emphasis placed on prokaryotes and eukaryotes causing human diseases. Methods of their control including physical, mechanical, chemical, chemotherapeutic, and role of the immune system are discussed. **Prerequisites:** MTH1800

**SSC 1100 - Principles of Psychology****4 Credits**

A study of the scientific basis of human behaviors, and the factors which influence human development. The course provides an overview of the history and major issues of psychology, including learning and perception, personality theories, abnormal behavior, motivation and emotion, human development, and social psychology. **Prerequisites:** None

**SCI 1360 - Anatomy and Physiology****4 Credits**

This course focuses on the study of the human body as a whole, including structure of the body, cells, tissues, organ systems, the mechanism of disease and the senses.

**SSC 2230 - Principles of Macroeconomics****4 Credits**

Macroeconomics is the study of the internal forces in the market place. Students will develop an understanding of the forces that control the economy, and the effect of changes in those forces. Specific topics include the free enterprise system, capitalism, wage and price theory, law of supply and demand, and government regulation of business. **Prerequisites:** MTH 1800

**SSC 3100 - Principles of Sociology****4 Credits**

An introduction to the basic concepts of sociology, including organizational behavior systems development, cultural diversity and human social institutions. **Prerequisites:** None



# PROGRAM OFFERINGS BY LOCATION

Campus:	Hopkinsville, KY	North Canton, OH	Quad Cities/Bettendorf, IA
<i>Diploma Programs</i>			
Medical Assistant	X	X	X
Medical Assistant (60 weeks)	*	*	*
Dental Assistant		X	
Medical Insurance Billing and Office Administration	X	X	X
Veterinary Assistant		X	
Practical Nursing		X	
<i>Associate Degree Programs</i>			
Business Management	*	*	*
Computer Networking and Applications		*	
Criminal Justice	*		*
Nursing		X	
Health Care Administration	*		*
Occupational Therapy Assistant	X		X
Veterinary Technology		X	

\* Program has been discontinued.