The provisions of this publication are not to be regarded as an irrevocable contract between the student and Ross Medical Education Center/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
2024-2025
VOLUME XLVIII

MAIN CAMPUS			
Ross Medical Education Center 8110 Murphy Drive Brighton, MI 48116 Phone: **810-227-0160**			
NON-MAIN CAMPUSES			
Ross Medical Education Center 4687 Washtenaw Ann Arbor, MI 48108 Phone: **734-434-7320**	*Ross Medical Education Center* 815 South State Street Davison, MI 48423 Phone: **810-658-1424**	*Ross Medical Education Center* 2150 West 4th Street Ontario, OH 44906 Phone: **419-747-2206**	*Ross Medical Education Center* 600 Rodeo Drive, Ste. 2 Erlanger, KY 41018 Phone: **859-342-0740**
	Ross Medical Education Center 2600 N. Saginaw, Ste. B Midland, MI 48640 Phone: **989-633-3068**	*Ross Medical Education Center* 411 W. Riggin Road Muncie, IN 47303 Phone: **765-282-1950**	
Ross College 1801 E. Kimberly Road, Ste. B Davenport, IA 52807 Phone: **563-344-1500** Fax: 563-344-1501 Toll free: 888-420-1652	*Ross College* 4001 Ft. Campbell Boulevard Hopkinsville, KY 42240 Phone: **270-886-1302** Fax: 270-886-3544 Toll free: 800-359-4753	*Ross College* 4300 Munson Street, NW N. Canton, OH 44718 *Additional Space:* 4839 Higbee Canton OH 44718 Phone: **330-494-1214** Fax: 330-494-8112 Toll free: 877-213-3956	*Ross College* 5834 Monroe Street, Ste. F-J Sylvania, OH 43560 Phone: **419-882-3203**
SEPARATE EDUCATIONAL CENTERS (ROSS COLLEGE, N. CANTON, OH)			
5555 Youngstown-Warren Rd. #909 Niles, OH 44446 1890 Commerce Center Blvd., Suite 100 Fairborn, OH 45324	120 Market Drive Elyria, OH 44035	5834 Monroe Street, Ste. F-J Sylvania, OH 43560	11590 Century Blvd., Suite 210 Cincinnati, OH 45246

MAIN CAMPUS			
Ross Medical Education Center G3630 Miller Road, Suite D Flint, MI 48507 Phone: **810-733-7488**			
NON-MAIN CAMPUSES			
Ross Medical Education Center 4300 Fashion Square Blvd. 2nd Floor, Suite 202 Saginaw, MI 48603 Phone: **989-791-5192**	*Ross Medical Education Center* 2287 Krafft Rd., Suite 700 Port Huron, MI 48060 Phone: **810-982-0454**	*Ross Medical Education Center* 950 Norton Avenue, Suite D Roosevelt Park, MI 49441 Phone: **231-739-1531**	*Ross Medical Education Center* 3600 Capital Ave SW, Suite 104 Battle Creek, MI 49015 Phone: **269-224-1381**
Ross Medical Education Center 44958 Ford Road Canton, MI 48187 Phone: **734-459-1723**	*Ross Medical Education Center* 1724 Rockingham Ave., Suite 102 Bowling Green, KY 42104 Phone: **270-796-2052**	*Ross Medical Education Center* 930 Old Monrovia Road NW, Suite 9 Huntsville, AL 35806 Phone: **256-430-9740**	*Ross Medical Education Center* 6235 S. Westnedge Ave. Portage, MI 49002 Phone: **269-601-7151**

MAIN CAMPUS			
Ross Medical Education Center 4106 W. Saginaw Highway Lansing, MI 48917 Phone: **517-703-9044**			
NON-MAIN CAMPUSES			
Ross Medical Education Center 4528 Breton S.E. Kentwood, MI 49508 Phone: **616-698-3075**	*Ross Medical Education Center* 4122 Lima Road, Unit A5 Fort Wayne, IN 46805 Phone: **260-471-4840**	*Ross Medical Education Center* 5555 Youngstown-Warren Rd. #909 Niles, OH 44446 Phone: **330-505-1436**	*Ross Medical Education Center* 5707 MacCorkle Ave. S.E., Suite 20 Charleston, WV 25304 Phone: **304-925-5645**
Ross Medical Education Center 206 N. Seven Oaks Dr. Knoxville, TN 37922 Phone: **865-297-4800**	*Ross College* 3488 Plainfield Avenue NE Grand Rapids, MI 49525 Phone: **616-588-2203**		
SEPARATE EDUCATIONAL CENTERS (ROSS COLLEGE, GRAND RAPIDS, MI)			
Ross College 113 W. Michigan, 2nd Floor Jackson, MI 49201 Phone: **517-680-4024**	*Ross College* 1972 Pipestone Road Benton Harbor, MI 49022 Phone: **269-204-2586**	*Ross College* 500 West Lincoln Highway, Suite A Merrillville, IN 46140 Phone: **219-230-9525**	

MAIN CAMPUS			
Ross Medical Education Center 11590 Century Blvd., Suite 210 Cincinnati, OH 45246 Phone: **513-851-8500**			
NON-MAIN CAMPUSES			
Ross Medical Education Center 1890 Commerce Center Blvd., Suite 100 Fairborn, OH 45324 Phone: **937-235-0510**	*Ross Medical Education Center* 196 East Southway Blvd. Kokomo, IN 46902 Phone: **765-453-4864**	*Ross Medical Education Center* 227 N. Green River Road Evansville, IN 47715 Phone: **812-475-9685**	*Ross Medical Education Center* 3021 E. Oakland Avenue Johnson City, TN 37601 Phone: **423-232-6270**
Ross Medical Education Center 2621 Maple Point Drive Lafayette, IN 47905 Phone: **765-755-0048**			

MAIN CAMPUS			
Ross Medical Education Center 4237 E. 12 Mile Road Warren, MI 48092 Phone: **248-548-4389**			
NON-MAIN CAMPUSES			
Ross Medical Education Center 22311 Eureka Road Taylor, MI 48180 Phone: **734-374-8260**	*Ross Medical Education Center* 51133 Birch Street, Suite 100 New Baltimore, MI 48047 Phone: **586-716-3837**	*Ross Medical Education Center* 445 E. University Drive Granger, IN 46530 Phone: **574-273-0304**	*Ross College* 1474 Earl L. Core Road Morgantown, WV 26505 Phone: **304-598-3689**
Ross Medical Education Center 410 Southtown Blvd., Suite 6 Owensboro, KY 42303 Phone: **270-684-5334**	*Ross Medical Education Center* 120 Market Drive Elyria, OH 44035 Phone: **440-328-8878**		

You are invited to visit the campus nearest you. Please call the campus for its hours of operation.
You may also call 1-800-833-ROSS or visit our website at https://rosseducation.edu/
Published July 1, 2024
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://.rosseducation.edu/consumer-info/

Ross Medical Education Center and Ross College are 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
The Ross Medical Education Center and Ross College campuses are institutionally accredited by:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
Phone: 301-291-7550
Email: info@abhes.org

ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

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

Programmatic Accreditation
Select Ross Medical Education Center and Ross College campuses are programmatically accredited as follows:

Veterinary Assistant
The campuses listed below that offer the **Veterinary Assistant** program are approved through:

National Association of Veterinary Technicians in America (NAVTA)
Ross Medical Education Centers - Canton, Erlanger, Huntsville, New Baltimore, Portage, Warren, and Ross College - N. Canton

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

Pharmacy Technician
The campus listed below offers the **Pharmacy Technician** program and is programmatically accredited by:

American Society of Health-System Pharmacists (ASHP)
Ross College - Sylvania

7272 Wisconsin Avenue
Bethesda, MD 20814
(866) 279-0681

Occupational Therapy Assistant

The Associate in Applied Science in **Occupational Therapy Assistant** program at the Ross College in Hopkinsville, KY is accredited by:

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

7501 Wisconsin Avenue, Suite 510E
Bethesda, MD 20814
ACOTE's telephone number c/o AOTA: (301) 652-AOTA
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.

ACOTE's Disclosure Statement regarding Probationary Accreditation Action: The occupational therapy assistant program at **Ross College in Hopkinsville***, Hopkinsville, Kentucky, was placed on Probationary Accreditation effective March 23, 2024, because the area of noncompliance related to 2018 Standard A.6.4 (certification exam pass rate) is so serious that the capability of the program to provide acceptable educational experiences for the students is threatened. The program has been requested to submit a Progress Report to return the program to full compliance with the Standards within the mandated time period for correction.*

Practical Nursing

The Practical Nursing Diploma program at the Ross College, North Canton, OH campus 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.

Nursing

The Associate of Applied Science in Nursing program at the Ross College, North Canton, OH campus 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 Provisional Approval with the Ohio Board of Nursing.

Veterinary Technology

The Associate of Applied Science in **Veterinary Technology** program at the Ross College, North Canton, OH campus has probationary accreditation status with the following agency:

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

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

APPROVALS

Ross Medical Education Center and Ross College campuses have state approvals in each state by the appropriate licensing agency as follows:

State of Alabama
Licensed by The Private School Licensure Division, Alabama Community College System
P.O. Box 302130
Montgomery, AL 36130

Exempt by the Alabama Commission on Higher Education
100 North Union Street
Montgomery, AL 36104

State of Indiana
This institution is authorized by:
Board for Proprietary Education
Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
(317) 464-4400

State of Iowa
Licensed by Bureau of College Aid
Iowa Department of Education
400 E. 14th Street
Des Moines, IA 50319

State of Kentucky
Licensed by the Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

State of Michigan
Michigan Department of Labor and Economic Opportunity
Employment & Training, Postsecondary Schools & State Approving
320 S. Walnut Street
Lansing, MI 48933
(517) 335-4000
www.michigan.gov/pss

Michigan Bureau of Community and Health Systems (Nursing Assistant program only)
P.O. Box 30664
Lansing, MI 48909

Michigan Department of Licensing and Regulatory Affairs' Board of Dentistry
The Michigan Department of Licensing and Regulatory Affairs' Board of Dentistry is responsible for the licensing of individuals who want to practice dentistry, dental hygiene and advanced levels of dental assisting. Students attending a course in dental assisting that is offered by a licensed proprietary school

that is not accredited by the American Dental Association are not eligible for licensure by the State of Michigan.

Ross Medical Education Center and Ross College are classified as licensed proprietary schools and are not accredited by the American Dental Association's Commission on Dental Accreditation. Graduates of the Dental Assistant programs are not eligible for licensure as a Registered Dental Assistant in Michigan.

State of Ohio
The following campuses/programs are approved by the Ohio Department of Higher Education:
Ross College, North Canton, Ohio: Nursing (AAS), Veterinary Technology (AAS)
Ross College, Sylvania, Ohio: Medical Assistant (AAS), Health Care Administration (AAS), Medical Billing Administrative Specialist (AAS)

Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215

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

Programs at the following campuses are registered with the (Ohio) State Board of Career Colleges and Schools:

Ross Medical Education Center, Cincinnati, Ohio	Registration Number: 1940
Ross Medical Education Center, Elyria, Ohio	Registration Number: 2067
Ross Medical Education Center, Fairborn, Ohio	Registration Number: 1964
Ross Medical Education Center, Niles, Ohio	Registration Number: 1941
Ross College, North Canton, Ohio	Registration Number: 1688
Ross Medical Education Center, Ontario, Ohio	Registration Number: 1981
Ross College, Sylvania, Ohio	Registration Number: 1942

State of Tennessee
Ross Medical Education Center and Ross College are 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.

312 Rosa Parks Ave., 9th Floor
Nashville, TN 37243

The institutional code for the **Ross Medical Education Center, Johnson City, TN** location is: 1702.

The Tennessee Higher Education Commission program codes for Ross Medical Education Center in Johnson City, TN are as follows:
- Dental Assistant (Diploma)   Program Code: 5857-13
- Medical Assistant (Diploma)   Program Code: 5858-13

The institutional code for the **Ross Medical Education Center, Knoxville, TN** location is: 1744.

The Tennessee Higher Education Commission program codes for Ross Medical Education Center, Knoxville, TN are as follows:
- Dental Assistant (Diploma)   Program Code: 6533-15
- Medical Assistant (Diploma)   Program Code: 6534-15

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

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

- Occupational Therapy Assistant (Associate)   Program Code: 2225-09
- Medical Assistant (Diploma)   Program Code: 5521-13

State of West Virginia
Authorized by the Community & Technical College School System of West Virginia
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301

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

Ross College Online Programs Approval
Ross College has been approved by the State Portal Entity for the State of Michigan in the National Council of State Authorization Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs of approved institutions. Colleges or universities in a SARA state therefore only need their home state authorization to offer distance education to any other SARA member state.

Contact Information:
NC-SARA
National Council for State Authorization Reciprocity Agreements (NC-SARA)
3005 Center Green Drive, Suite 130
Boulder, CO 80301
(303) 848-3275
http://nc-sara.org

State Portal Entity
Michigan Department of Labor and Economic Opportunity
Employment & Training, Postsecondary Schools & State Approving
320 S. Walnut Street
Lansing, MI 48933
(517) 335-4000
www.michigan.gov/pss

HISTORY/CORPORATE OFFICERS

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

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 over 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, Nursing Assistant, Practical Nursing, Veterinary Assistant. Associate degree (AAS) program offerings include Nursing, Veterinary Technology, Occupational Therapy Assistant, and Medical Assistant Specialist (100% distance education). Ross also offers other programs via 100% distance education. The distance education associate degree programs include Medical Assistant, Health Care Administration, and Medical Billing Administrative Specialist. The distance education diploma programs include Medical Office Administration, Medical Insurance Billing and Office Administration, and Pharmacy Technician.

Each facility operates independently. For individual campus histories, see the Facilities section of this catalog.

The leadership members of Ross Education Holdings, Inc. are:
George Grayeb – *Chief Executive Officer & President*
Anthony Iaquinto – *Chief Financial Officer/Chief Administrative Officer/Treasurer/Secretary*
Gregory Brenner – *Chief Information Officer/Chief Information Security Officer*
Allison McConnell – *Executive Vice President of Admissions and Marketing / Chief Operating Officer of Online Operations*
Ryan Middleton – *Executive Vice President of Operations*
Marie Fontana – *Senior Vice President of Human Resources*

FACILITIES

All 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 conductive to proper instruction. In addition to space devoted to classroom use, all facilities house administrative offices and general purpose rooms.

Ross Medical Education Center - Ann Arbor, MI 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. The Ann Arbor campus opened in 1983. This facility occupies a total of 3,206 square feet. Approximately 1,575 square feet is designated for classroom use: 3 clinical/lab rooms and 2 computer/lecture rooms.

Ross Medical Education Center - Battle Creek, MI is a Non-Main Campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an additional location of the Ross Medical Education Center - Flint, MI. The Battle Creek campus opened in 2009. This facility occupies a total of 2,294 square feet. Approximately 1,774 square feet is designated for the classroom/lab.

Ross College - Benton Harbor, MI is a Separate Educational Center (SEC) accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an SEC of Ross College - Grand Rapids, MI campus. The

SEC only provides the academic portion of the program. All other student services are provided remotely or by the Ross College, Grand Rapids, MI campus. The Benton Harbor SEC opened in 2020. The facility occupies a total of 1,534 square feet and includes 1 classroom and 1 lab room.

Ross Medical Education Center - Bowling Green, 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 - Flint, MI. The Bowling Green campus opened in 2012. The facility occupies a total of 2,967 square feet and includes 1 classroom/lab.

Ross Medical Education Center - Brighton, MI is a Main campus accredited by the Accrediting Bureau of Health Education Schools. The Brighton campus opened in 1983. This facility occupies a total of 8,973 square feet. Approximately 4,250 square feet is designated for classroom use: 3 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Canton, MI 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 - Flint, MI. The Canton campus opened in 2010. The facility occupies a total of 8,919 square feet. Approximately 4,635 square feet is designated for classroom use: 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Charleston, WV 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 - Lansing, MI. The Charleston campus opened in 2012. This facility occupies a total of 8,884 square feet. Approximately 4,641 square feet is designated for classroom use; 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Cincinnati, OH is a Main Campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is also a Separate Educational Center of Ross College – N. Canton, OH. The Cincinnati campus was acquired by Ross Education, LLC on May 1, 2008. This facility occupies a total of 10,152 square feet. Approximately 5,364 square feet is designated for classroom use; 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Davison, MI 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. The Davison campus opened in 2009. The facility occupies a total of 9,773 square feet. Approximately 4,415 square feet is designated for classroom use: 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Elyria, 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 - Warren, MI and a Separate Educational Center of Ross College – N. Canton, OH. The Elyria campus opened in 2015. The facility occupies a total of 7,500 square feet. Approximately 3,637 square feet is designated for classroom use; 2 computer/lecture rooms and 2 clinical/lab rooms.

Ross Medical Education Center - Erlanger, 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. The Erlanger campus opened in 2013. The facility occupies a total of 6,932 square feet. Approximately 2,968 square feet is designated for classroom use; 1 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Evansville, IN 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 -

Cincinnati, OH. The Evansville campus opened in 2013. The facility occupies a total of 8,381 square feet. Approximately 4,194 square feet is designated for classroom use; 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Fairborn, 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 - Cincinnati, OH and a Separate Educational Center of Ross College, N. Canton, OH. The Fairborn campus originally opened in Dayton in 2012 and relocated to Fairborn in 2024. This facility occupies a total of 6,310 square feet. Approximately 3,948 square feet is designated for classroom use; 3 computer/lecture rooms and 4 clinical/lab rooms.

Ross Medical Education Center - Flint, MI is a Main Campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Flint campus opened in 1976. This facility occupies a total of 11,900 square feet. Approximately 4,562 square feet is designated for classroom use; 3 computer/lecture rooms and 2 Clinical/lab rooms.

Ross Medical Education Center - Fort Wayne, IN is a Non-Main Campus. It is accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an additional location of Ross Medical Education Center - Lansing, MI. The Fort Wayne campus opened in 2008. The facility occupies a total of 10,082 square feet. Approximately 5,100 square feet is designated for classroom use; 3 computer/lecture rooms and 3 clinical/lab rooms.

Ross College - Grand Rapids, MI 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 - Lansing, MI. The Grand Rapids campus opened in 2016. The facility occupies a total of 11,521 square feet and includes 2 computer/lab rooms and 4 clinical/lab rooms.

Ross Medical Education Center - Granger, IN 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 - Warren, MI. The Granger campus opened in 2010. The facility occupies a total of 10,124 square feet. Approximately 6,300 square feet is designated for classroom use; 2 computer/lab rooms and 3 clinical/lab 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 8,560 square feet; including areas designated for classroom use; 7 computer/lab rooms, and 2 clinical/lab rooms.

Ross Medical Education Center - Huntsville, AL is a Non-Main Campus accredited by the Accrediting Bureau of Health Education Schools. It is an additional location of Ross Medical Education Center - Flint, MI. The Huntsville campus opened in 2014. The facility occupies a total of 8,780 square feet; 2 computer/lab rooms and 4 clinical/lab rooms.

Ross College - Jackson, MI is a Separate Educational Center (SEC) accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an SEC of Ross College - Grand Rapids, MI campus. The SEC only provides the academic portion of the program. All other student services are provided remotely or by the Ross College, Grand Rapids, MI campus. The Jackson SEC opened in 2020. The facility occupies a total of 2,068 square feet and includes 1 classroom and 1 lab room.

Ross Medical Education Center - Johnson City, TN 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 - Cincinnati, OH. The Johnson City campus opened in 2013. The facility is carpeted and/or tiled, barrier free, handicap accessible, air conditioned, and well lit. Ample space is available to provide pleasant conditions conductive to proper instruction. In addition to space devoted to classroom use, the facility houses administrative offices and general purpose rooms. This facility occupies a total of 9,700 square feet. Approximately 4,307 square feet is designated for classroom use: 2 computer/lecture room and 3 clinical/lab.

Ross Medical Education Center - Portage, MI 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 - Flint, MI. The campus opened in 2016 in Kalamazoo before relocating to Portage in October 2022. This facility occupies a total of 9,043 square feet. Approximately 4,904 square feet is designated for classroom use; 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Kentwood, MI 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 - Lansing, MI. The Kentwood campus opened in 1989. This facility occupies a total of 8,461 square feet. Approximately 4,275 square feet is designated for classroom use: 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Kokomo, IN 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 - Cincinnati, OH. The Kokomo campus opened in 2012. This facility occupies a total of 8,277 square feet. Approximately 3,784 square feet is designated for classroom use; 3 computer/lecture rooms and 2 clinical/lab rooms.

Ross Medical Education Center - Knoxville, TN 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 - Lansing, MI. The Knoxville campus opened in 2015. This facility occupies a total of 7,686 square feet, including 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Lafayette, IN 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 - Cincinnati, OH. The Lafayette campus opened in 2016. This facility features 6,885 square feet of administrative and educational training space. The campus contains 2 computer labs/lecture rooms, 1 medical lab and 1 dental classroom/lab.

Ross Medical Education Center - Lansing, MI is a Main Campus accredited by the Accrediting Bureau of Health Education Schools. The Lansing campus opened in 1981. This facility occupies a total of 7,620 square feet. Approximately 4,058 square feet is designated for classroom use: 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross College - Merrillville, IN is a Separate Educational Center (SEC) accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an SEC of Ross College - Grand Rapids, MI campus. The SEC only provides the academic portion of the program. All other student services are provided remotely or by the Ross College, Grand Rapids, MI campus. The Merrillville SEC opened in 2020. The facility occupies a total of 1,320 square feet and includes 1 classroom and 1 lab room.

Ross Medical Education Center - Midland, MI 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. The Midland campus opened in 2015. This facility occupies a total of 3,600 square feet.

Approximately 1,700 square feet is designated for classroom use; 1 computer, and 2 lab rooms with additional space provided for clinicals at two local healthcare facilities:

Stratford-Pines Nursing and Rehabilitation Center 2121 Rockwell Drive, Midland, MI 48642
Brittany Manor 3615 East Ashman, Midland, MI 48642

Ross College - Morgantown, WV 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 - Warren, MI. The Morgantown campus opened in 2012. This facility occupies a total of 5,746 square feet. Approximately 2,977 square feet is designated for classroom use; 1 computer/lecture room and 2 clinical/lab rooms.

Ross Medical Education Center - Muncie, IN 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. The Muncie campus opened in 2014. This facility occupies a total of 9,984 square feet. Approximately 3,196 square feet is designated for classroom use; 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - New Baltimore, MI is a Non-Main Campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is and additional location of Ross Medical Education Center - Warren, MI. This campus opened in 2007. This facility occupies a total of 10,537 square feet. Approximately 4,567 square feet is designated for classroom use: 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross Medical Education Center - Niles, OH is a Non-Main Campus and Separate Educational Center accredited by the Accrediting Bureau of Health Education Schools. It is an additional location of Ross Medical Education Center - Lansing, MI and a Separate Educational Center of Ross College – N. Canton, OH. The Niles campus opened in 2010. The facility occupies a total of 11,941 square feet. Approximately 5,221 square feet is designed for classroom use: 2 computer/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 Medical Education Center - Ontario, 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. The Ontario campus opened in 2012. This facility occupies a total of 9,984 square feet. Approximately 3,745 square feet is designated for classroom use; 2 computer/lecture rooms and 2 clinical/lab rooms.

Ross Medical Education Center - Owensboro, 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 - Warren, MI. The Owensboro campus opened in 2014. This facility occupies a total of 7,276 square feet. Approximately 3,484 square feet is designated for classroom use: 2 computer/lecture room and 2 clinical/lab.

Ross Medical Education Center - Port Huron, MI is a Non-Main Campus accredited by the Accrediting Bureau of Heath Education Schools (ABHES). It is an additional location of the Ross Medical Center - Flint, MI. The Port Huron Campus originally opened in Jackson in 1988. This school moved from Jackson to Port

Huron in 1999. The Port Huron facility occupies a total of 7,417 square feet. Approximately 2,900 square feet is designated for classroom use; 2 computer/lecture rooms and a clinical/lab room.

Ross College - Quad Cities/Davenport, 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 9,100 square feet; including areas designated for classroom use; 6 computer/lab classrooms, and 2 clinical/lab rooms.

Ross Medical Education Center - Roosevelt Park, MI is a Non-Main Campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an additional location of the Ross Medical Education Center - Flint, MI. The Roosevelt Park campus opened in 1988. This facility occupies a total of 8,800 square feet. Approximately 3,154 square feet is designated for classroom use; 2 computer/lecture rooms and 2 clinical/lab rooms.

Ross Medical Education Center - Saginaw, MI 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 - Flint, MI. The Saginaw campus opened in 1985. This facility occupies a total of 9,305 square feet. Approximately 4,792 square feet is designated for classroom use; 2 computer/lecture rooms and 3 clinical/lab rooms.

Ross College - Sylvania, 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 and a Separate Educational Center of Ross College – N. Canton, OH. This campus opened in 2008. This facility occupies a total of 10,076 square feet. Approximately 5,215 square feet is designated for classroom use and includes 2 computer/lab rooms, a lecture room and 3 clinical/lab rooms.

Ross Medical Education Center - Taylor, MI is a Non-Main Campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). It is an additional location for the Ross Medical Education Center - Warren, MI. This campus originally opened in Waterford in 1990. This school moved from Waterford to Redford in 2001; and from Redford to Taylor in 2012. This facility occupies a total of 7,125 square feet. Approximately 3,051 square feet is designated for classroom use: 3 computer/lecture rooms and a clinical/lab room.

Ross Medical Education Center - Warren, MI is a Main Campus accredited by the Accrediting Bureau of Health Education Schools (ABHES). This campus originally opened in Madison Heights in 1978. This school moved to Warren in 2021. This facility occupies a total of 6,998 square feet. Approximately 3,394 square feet is designated for classroom use: 1 computer/lecture rooms and 4 clinical/lab rooms.

CENTRAL ADMINISTRATION

George Grayeb – *Chief Executive Officer & President*
Anthony Iaquinto – *Chief Financial Officer/Chief Administrative Officer*
Gregory Brenner – *Chief Information Officer/Chief Information Security Officer*
Allison McConnell – *Executive Vice President of Admissions and Marketing / Chief Operating Officer of Online Operations*
Ryan Middleton – *Executive Vice President of Operations*
Marie Fontana – *Senior Vice President of Human Resources*
Mike LaBelle – *Senior Vice President of Financial Services*
Kara Look – *Senior Vice President of Career Services - Ross College Online*
Kimberley Alleman-Netzel – *Vice President of Accounting and Administration*
Joseph Aranyosi – *Vice President of Online Operations*

Jeffrey Biltz – *Vice President of Accreditation and Regulatory Affairs*
Brad Constant – *Director of Communications*
Amy Ensign – *Director of Online Academics*
Trevor Grayeb – *Corporate Counsel and Compliance Officer*
Doreen Kephart – *Vice President of Talent Acquisition and Development*
Liz Le – *Director of Financial Aid*
Kelly Leonhardt – *Vice President of Student Services - Ross College Online*
Whitney Schmidt – *Vice President of Student Experience, Engagement, and Success*
Eric Stoneking – *Vice President of Operations - Nursing*
Minnie Tanamore – *Director of Learning and Student Services*
Mia Vargo – *Director of Compliance Reviews*

The General Offices of Ross Education Holdings, Inc. are located at:

22800 Hall Road, Suite 800	7163 Headley St. SE, Suite A
Clinton Township, MI 48036	Ada, MI 49301

STATEMENT OF OWNERSHIP/GOVERNING BODY

Ross Medical Education Center and Ross College are owned and governed by Ross Education Holdings, Inc. which is located at 22800 Hall Road, Suite 800, Clinton Township, MI 48036.

Ross Medical Education Center/Ross College underwent a change in its corporate structure effective February 1, 2021 whereby its corporate parent entity, Ross Education Holding, LLC, converted to a Michigan nonstock nonprofit corporation pursuant to the Michigan Nonprofit Corporation Act becoming Ross Education Holdings, Inc. Ross Education Holdings, Inc. is classified as a public charity under the IRC Section 501(c)(3). The United States Department of Education has not yet made a determination whether this conversion will result in Ross Medical Education Center/Ross College being deemed a nonprofit institution for the purpose of its participation in the Title IV federal student aid programs.

MISSION STATEMENT

The staffs of Ross Medical Education Center and Ross College believe 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 and Ross College 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
(ALL PROGRAMS EXCEPT NURSING ASSISTANT)
SEE "NURSING ASSISTANT PROGRAM INFORMATION AND POLICIES" SECTION

PROGRAM DELIVERY

Ross Medical Education Center/Ross College offer programs in the following modalities:
- Residential: All program courses are delivered in-person at a campus location.
  - Campus locations may offer the option for some program courses to be delivered via distance education (online). The delivery of program courses in two formats, in-person at a campus location and online (distance education) is referred to as hybrid.
    - ***Please note: With the hybrid delivery format, the distance education courses for all programs (except Nursing, Practical Nursing, and Veterinary Assistant) are facilitated through a consortium agreement and delivered by Ross College, Sylvania.***
    - ***In hybrid versions of the Nursing, Practical Nursing, and Veterinary Assistant programs, the campus of enrollment and all distance education courses are delivered by Ross College, N. Canton, OH.***
- Distance Education: All program courses are delivered online.

Please contact the Campus Administrator for further details on the available program delivery options.

ADMISSIONS/ENROLLMENT - RESIDENTIAL AND HYBRID PROGRAMS

ADMISSIONS PROCESS
The institution does not use erroneous, deceptive, or misleading practices. Students may inquire about the programs via the telephone, through the mail, email, or via the https://rosseducation.edu/ website. An appointment is then made with an admissions representative to review program options and the admissions representative guides the student through a virtual information session. Once the interview is complete, interested students will fill out an application. Applicants are then considered for enrollment based on the admission requirements.

ADMISSIONS REQUIREMENTS - RESIDENTIAL AND HYBRID PROGRAMS
1. Students must be at least 18 years of age at the time they complete classroom training and begin externship, as applicable.
   - Students entering the **Dental Assistant - Diploma/Certificate, Practical Nursing - Diploma** and **Nursing - Associate Degree** programs must be 18 years of age by the start date of the program.

2. Students entering Ross Medical Education Center/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.
   Note: Students seeking entry into Ross Medical Education Center/Ross 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.

- For students entering the **Veterinary Technology Associate degree** program, official high school transcripts or proof of graduation/high school equivalency must be obtained by the first day of class or the student will not be permitted to the start class.

3. Students will complete and submit an attestation* to high school graduation or its equivalent.** The attestation also includes information to obtain the verification of the student's high school graduation/completion.

   Ross Medical Education Center/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 Medical Education Center/Ross College and all credits earned will be invalidated.

4. Each student will certify that they meet criteria necessary to complete the program of study. Each student will enter an unofficial enrollment period, which allows them the opportunity to attend up to four class sessions with no financial obligations to continue in the program. Once attendance is logged for the hours equaling four class sessions, the student is considered an active enrollment in the program and financial obligations begin. The certification applies to all programs, except Nursing, Associate Degree, Veterinary Technology, Associate program, and Practical Nursing, Diploma programs. Campus administration will review results to assess student needs and to determine alternative or additional assistance that may be needed. Accuplacer Next-Generation Reading, Writing and Arithmetic is used for the Nursing, Associate Degree, Veterinary Technology, Associate program, and Practical Nursing, Diploma programs. The following are the minimum score of correct answers required for entrance into each program:

Nursing and Veterinary Technology, Associate Programs	Minimum Accuplacer Score Required	Required Retest Guidelines Score
Next-Generation Reading	250	237-249
Next-Generation Writing	237	224-236
Next-Generation Arithmetic	237	224-236
Practical Nursing, Diploma Program	**Minimum Accuplacer Score Required**	**Required Retest Guidelines Score**
Next-Generation Reading	237	230-236
Next-Generation Writing	232	225-231
Next-Generation Arithmetic	232	225-231

   Note: If an applicant does not meet the minimum Accuplacer score for each section, a retest of that section may be given after 30 days for all individuals who score within the required guidelines range. A non-qualifier (DNQ), in all programs except the Nursing Degree, Practical Nursing Diploma, and Veterinary Technology Degree, may retest after 7 days with a maximum of three (3) attempts within a year. If the applicant has three failed attempts, they must wait 12 months from the last failed attempt before the test can be administered again.

5. **Residential Program with Students Selecting Online Delivery for Some Program Courses (except Nursing - Associate and Practical Nursing - Diploma; see #6 below):** Students enrolling in a residential program that offers a distance education delivery option for some program courses (hybrid) must successfully complete the program orientation and a Distance Learning Profile in order to be eligible to take distance education courses.

Please note: *Distance education courses (except Veterinary Assistant program courses) are facilitated through a consortium agreement and delivered by Ross College, Sylvania. The campus of enrollment and all distance education courses for the Veterinary Assistant program are facilitated through a consortium agreement and delivered by Ross College, N. Canton, OH.*

6. **Nursing - Associate and Practical Nursing - Diploma Students:**
   a. 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

   b. **Required Immunization and Health Screening documentation must be submitted to the Student Success Coordinator as follows:**
   - Immunizations:
     - MMR Series (2 shots)
     - Hep B Series (can be 2 or 3 shots depending on the series)
     - Varicella Series (2 shots) or proof of disease
     - Completed COVID-19 card
     - Tdap (Tetanus - good for 10 years)
     - Flu (Flu season; October - May)

   - Screenings:
     - Tuberculosis screening (2-step sking test or x-ray or Quantiferon/Titer iii); good for one year only
     - Physical exam (during the first year prior to clinicals)

   c. Students enrolling in a hybrid program version must successfully complete the program orientation and a Distance Learning Profile in order to be eligible to take distance education courses.
   Please note: *In hybrid versions of the Nursing and Practical Nursing programs, the distance education courses are delivered by Ross College, N. Canton, OH.*

   d. 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 Accuplacer score of 232-237 depending on section
   - Obtain a clear criminal background check and clear drug screen
   - Pass ATI Fundamentals of Nursing Proctor Examination at Level 2
   - 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

   e. 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 previous college attendance, and prior health care experience (e.g. volunteer, nurse assistant, health care technician, corpsman, or other certified health care personnel).

7. **Students' Physical Location Determination**
   As part of the admissions process, students must attest to their physical location at the time of enrollment. The institution will use this attestation as the basis for determining the student's physical location. For applicable programs, this information will be used to determine whether the program meets certification/licensure requirements for the student's state of residence.

   Students residing in states in which the program does not meet or it has not been determined to meet licensure/certification requirements will not be enrolled unless they attest that they will seek employment in a state in which the program has been determined to meet licensure/certification requirements.

   If a student intends to change their physical location during the course of enrollment in their program, it is the student's responsibility to notify the Campus Leadership via email of the change to their physical location.

   Note: Any student, who relocates to a state in which the institution does not have approval to operate, may have their ability to complete the program adversely impacted.

   A table of states in which Ross has determined whether the program meets, does not meet, or has not determined whether it meets licensure/certification requirements can be found on the institution's website.

All Students
Determination for admission is made by the Campus Administrator 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 contact the Campus Administrator for more information.

Ross Medical Education Center/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:

Alabama: 1-800-676-3777
Indiana: 1-800-743-3333
Iowa: 1-800-735-2942
Kentucky: 1-800-648-6056
Michigan: 1-800-649-3777
Ohio: 1-800-750-0750
Tennessee: 1-800-848-0299
West Virginia: 1-800-767-3777

STUDENT APPLICATIONS ARE PROCESSED ON A FIRST-COME BASIS AND ARE SUBJECT TO APPROVAL BY THE CAMPUS ADMINISTRATOR.

ORIENTATION FOR RESIDENTIAL PROGRAMS
All enrolled students are required to attend orientation and tour the campus prior to the start of classroom training.

For students enrolling in a residential program that offers a distance education delivery option for some program courses (hybrid), the orientation will include an introduction to online learning. Topics covered at orientation include Academics, Tuition Payments, Attendance, Dress Code, Computer Usage, Learning Management System, and other helpful tips to help ensure student success.
   o   *Please note: With the hybrid delivery format, the distance education courses for all programs (except Nursing, Practical Nursing, and Veterinary Assistant) are facilitated through a consortium agreement and delivered by Ross College, Sylvania.*
   o   *In hybrid versions of the Nursing, Practical Nursing, and Veterinary Assistant programs, the campus of enrollment and all distance education courses are delivered by Ross College, N. Canton, OH.*

CLASS SCHEDULES
It is the practice of Ross Medical Education Center/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 are scheduled based on clinical sites' hours of operation.

START DATES - RESIDENTIAL NON-DEGREE PROGRAMS
Classes are scheduled regularly throughout the calendar year.

2024-2025 START DATE CALENDAR					
MORNING MEDICAL ASSISTANT (MMA)					
Classroom Start/End		Externship Start/End***		Midpoint Credits Earned*	Anticipated Graduation Date
12/13/2023	6/10/2024	6/11/2024	7/22/2024	4/15/2024	7/22/2024
1/19/2024	7/9/2024	7/10/2024	8/20/2024	5/13/2024	8/20/2024
2/16/2024	8/6/2024	8/7/2024	9/17/2024	6/11/2024	9/17/2024
3/15/2024	9/4/2024	9/5/2024	10/16/2024	7/10/2024	10/16/2024
4/15/2024	10/2/2024	10/3/2024	11/13/2024	8/7/2024	11/13/2024
5/13/2024	10/30/2024	10/31/2024	12/11/2024	9/5/2024	12/11/2024
6/11/2024	12/1/2024	12/2/2024	1/10/2025	10/3/2024	1/10/2025
7/10/2024	1/7/2025	1/8/2025	2/18/2025	10/31/2024	2/18/2025
8/7/2024	2/5/2025	2/6/2025	3/19/2025	12/2/2024	3/19/2025
9/5/2024	3/5/2025	3/6/2025	4/16/2025	1/8/2025	4/16/2025
10/3/2024	4/2/2025	4/3/2025	5/14/2025	2/6/2025	5/14/2025
10/31/2024	5/1/2025	5/2/2025	6/12/2025	3/6/2025	6/12/2025
12/2/2024	6/1/2025	6/2/2025	7/11/2025	4/3/2025	7/11/2025
1/8/2025	6/29/2025	6/30/2025	8/8/2025	5/2/2025	8/8/2025
2/6/2025	7/28/2025	7/29/2025	9/8/2025	6/2/2025	9/8/2025
3/6/2025	8/25/2025	8/26/2025	10/6/2025	6/30/2025	10/6/2025

4/3/2025	9/23/2025	9/24/2025	11/4/2025	7/29/2025	11/4/2025
5/2/2025	10/21/2025	10/22/2025	12/2/2025	8/26/2025	12/2/2025
6/2/2025	11/18/2025	11/19/2025	12/30/2025	9/24/2025	12/30/2025
6/30/2025	12/18/2025	12/19/2025	1/29/2026	10/22/2025	1/29/2026

AFTERNOON / EVENING MEDICAL ASSISTANT (A/E MA)

Classroom Start/End		Externship Start/End		Midpoint Credits Earned*	Anticipated Graduation Date
11/15/2023	6/25/2024	6/26/2024	8/6/2024	4/16/2024	8/6/2024
12/21/2023	7/31/2024	8/1/2024	9/11/2024	5/21/2024	9/11/2024
2/6/2024	9/8/2024	9/9/2024	10/18/2024	6/26/2024	10/18/2024
3/12/2024	10/13/2024	10/14/2024	11/22/2024	8/1/2024	11/22/2024
4/16/2024	9/8/2024	9/9/2024	12/27/2024	9/9/2024	12/27/2024
5/21/2024	10/13/2024	10/14/2024	2/12/2025	10/14/2024	2/12/2025
6/26/2024	11/17/2024	11/18/2024	3/21/2025	11/18/2024	3/21/2025
8/1/2024	3/16/2025	3/17/2025	4/25/2025	1/2/2025	4/25/2025
9/9/2024	4/20/2025	4/21/2025	5/30/2025	2/10/2025	5/30/2025
10/14/2024	5/26/2025	5/27/2025	7/7/2025	3/17/2025	7/7/2025
11/18/2024	6/30/2025	7/1/2025	8/11/2025	4/21/2025	8/11/2025
1/2/2025	8/4/2025	8/5/2025	9/15/2025	5/27/2025	9/15/2025
2/10/2025	9/9/2025	9/10/2025	10/21/2025	7/1/2025	10/21/2025
3/17/2025	10/14/2025	10/15/2025	11/25/2025	8/5/2025	11/25/2025
4/21/2025	11/18/2025	11/19/2025	12/30/2025	9/10/2025	12/30/2025
5/27/2025	1/5/2026	1/6/2026	2/16/2026	10/15/2025	2/16/2026
7/1/2025	2/9/2026	2/10/2026	3/23/2026	11/19/2025	3/23/2026

MORNING/EVENING DENTAL ASSISTANT (M/E DA)

Classroom Start/End		Externship Start/End		Midpoint Credits Earned*	Anticipated Graduation Date
10/18/2023	5/28/2024	5/29/2024	7/9/2024	3/19/2024	7/9/2024
11/22/2023	7/2/2024	7/3/2024	8/13/2024	4/23/2024	8/13/2024
1/8/2024	8/7/2024	8/8/2024	9/18/2024	5/29/2024	9/18/2024
2/13/2024	9/15/2024	9/16/2024	10/25/2024	7/3/2024	10/25/2024
3/19/2024	10/20/2024	10/21/2024	11/29/2024	8/8/2024	11/29/2024
4/23/2024	11/24/2024	11/25/2024	1/3/2025	9/16/2024	1/3/2025
5/29/2024	1/8/2025	1/9/2025	2/19/2025	10/21/2024	2/19/2025
7/3/2024	2/16/2025	2/17/2025	3/28/2025	11/25/2024	3/28/2025
8/8/2024	3/23/2025	3/24/2025	5/2/2025	1/9/2025	5/2/2025
9/16/2024	4/27/2025	4/28/2025	6/6/2025	2/17/2025	6/6/2025
10/21/2024	6/2/2025	6/3/2025	7/14/2025	3/24/2025	7/14/2025
11/25/2024	7/7/2025	7/8/2025	8/18/2025	4/28/2025	8/18/2025
1/9/2025	8/11/2025	8/12/2025	9/22/2025	6/3/2025	9/22/2025
2/17/2025	9/16/2025	9/17/2025	10/28/2025	7/8/2025	10/28/2025
3/24/2025	10/21/2025	10/22/2025	12/2/2025	8/12/2025	12/2/2025
4/28/2025	11/25/2025	11/26/2025	1/6/2026	9/17/2025	1/6/2026
6/3/2025	1/12/2026	1/13/2026	2/23/2026	10/22/2025	2/23/2026
7/8/2025	2/17/2026	2/18/2026	3/31/2026	11/26/2025	3/31/2026

MORNING DENTAL ASSISTANT (CINCINNATI CAMPUS)

Classroom Start/End		Externship Start/End		Midpoint Credits Earned*	Anticipated Graduation Date
12/5/2022	5/31/2023	6/1/2023	7/12/2023	4/4/2023	7/12/2023
1/9/2023	6/28/2023	6/29/2023	8/9/2023	5/3/2023	8/9/2023
2/7/2023	7/27/2023	7/28/2023	9/7/2023	6/1/2023	9/7/2023
3/7/2023	8/24/2023	8/25/2023	10/5/2023	6/29/2023	10/5/2023
4/4/2023	9/24/2023	9/25/2023	11/3/2023	7/28/2023	11/3/2023
5/3/2023	10/22/2023	10/23/2023	12/1/2023	8/25/2023	12/1/2023
6/1/2023	11/19/2023	11/20/2023	12/29/2023	9/25/2023	12/29/2023
6/29/2023	12/19/2023	12/20/2023	1/30/2024	10/23/2023	1/30/2024
7/28/2023	1/25/2024	1/26/2024	3/7/2024	11/20/2023	3/7/2024
8/25/2023	2/22/2024	2/23/2024	4/4/2024	12/20/2023	4/4/2024
9/25/2023	3/21/2024	3/22/2024	5/2/2024	1/26/2024	5/2/2024
10/23/2023	4/21/2024	4/22/2024	5/31/2024	2/23/2024	5/31/2024
11/20/2023	5/19/2024	5/20/2024	6/28/2024	3/22/2024	6/28/2024
12/20/2023	6/17/2024	6/18/2024	7/29/2024	4/22/2024	7/29/2024
1/26/2024	7/16/2024	7/17/2024	8/27/2024	5/20/2024	8/27/2024
2/23/2024	8/13/2024	8/14/2024	9/24/2024	6/18/2024	9/24/2024
3/22/2024	9/11/2024	9/12/2024	10/23/2024	7/17/2024	10/23/2024
4/22/2024	10/9/2024	10/10/2024	11/20/2024	8/14/2024	11/20/2024
5/20/2024	11/6/2024	11/7/2024	12/18/2024	9/12/2024	12/18/2024
6/18/2024	12/8/2024	12/9/2024	1/17/2025	10/10/2024	1/17/2025

VETERINARY ASSISTANT

Classroom Start/End		Externship Start/End		Midpoint Credits Earned*	Anticipated Graduation Date
11/2/2023	6/12/2024	6/13/2024	7/24/2024	4/3/2024	7/24/2024
12/11/2023	7/21/2024	7/22/2024	8/30/2024	5/8/2024	8/30/2024
1/24/2024	8/25/2024	8/26/2024	10/4/2024	6/13/2024	10/4/2024
2/28/2024	9/30/2024	10/1/2024	11/11/2024	7/22/2024	11/11/2024
4/3/2024	11/4/2024	11/5/2024	12/16/2024	8/26/2024	12/16/2024
5/8/2024	12/10/2024	12/11/2024	1/21/2025	10/1/2024	1/21/2025
6/13/2024	1/27/2025	1/28/2025	3/10/2025	11/5/2024	3/10/2025
7/22/2024	3/3/2025	3/4/2025	4/14/2025	12/11/2024	4/14/2025
8/26/2024	4/7/2025	4/8/2025	5/19/2025	1/28/2025	5/19/2025
10/1/2024	5/12/2025	5/13/2025	6/23/2025	3/4/2025	6/23/2025
11/5/2024	6/17/2025	6/18/2025	7/29/2025	4/8/2025	7/29/2025
12/11/2024	7/22/2025	7/23/2025	9/2/2025	5/13/2025	9/2/2025
1/28/2025	8/26/2025	8/27/2025	10/7/2025	6/18/2025	10/7/2025
3/4/2025	10/1/2025	10/2/2025	11/12/2025	7/23/2025	11/12/2025
4/8/2025	11/5/2025	11/6/2025	12/17/2025	8/27/2025	12/17/2025
5/13/2025	12/14/2025	12/15/2025	1/23/2026	10/2/2025	1/23/2026
6/18/2025	1/28/2026	1/29/2026	3/11/2026	11/6/2025	3/11/2026

PRACTICAL NURSING - DIPLOMA PROGRAM					
PAYMENT PERIOD #1 **24 WEEKS**			**PAYMENT PERIOD #2** **16 WEEKS**		
BEGIN	**BREAK**	**END**	**BEGIN**	**BREAK**	**END**
7/1/2024	9/23/24-9/27/2024	12/21/2024	12/30/2024	3/24/2025-3/28/2025	4/26/2025
9/30/2024	12/23/24-12/27/2024	3/22/2025	3/31/2025	6/23/2025-6/27/2025	7/26/2025
12/30/2024	3/24/2025-3/28/2025	6/21/2025	6/30/2025	9/22/2025-9/26/2025	10/25/2025
3/31/2025	6/23/2025-6/27/2025	9/20/2025	9/29/2025	12/22/2025-1/2/2026	1/31/2026
6/30/2025	9/22/2025-9/26/2025	12/20/2025	1/5/2026	3/30/2026-4/3/2026	5/2/2026

PAYMENT PERIOD #3 8 WEEKS		
BEGIN	**BREAK**	**END**
4/28/2025	6/23/2025-6/27/2025	6/21/2025
7/28/2025	9/22/2025-9/26/2025	9/20/2025
10/27/2025	12/22/2025-1/2/2026	12/20/2025
2/2/2026	3/30/2026-4/3/2026	3/28/2026
5/4/2026	6/29/2026-7/3/2026	6/27/2026

START DATES - DEGREE PROGRAMS

Dates are subject to change

NURSING & OCCUPATIONAL THERAPY ASSISTANT - ASSOCIATE DEGREE PROGRAMS			
SUMMER QUARTER 2024 Summer Recess - June 24, 2024 - June 28, 2024			
July	Classes Begin	Monday	July 1, 2024
	Independence Day Recess	Thursday	July 4, 2024
	Classes End	Saturday	July 27, 2024
August	Classes Begin	Monday	July 29, 2024
	Classes End	Saturday	August 24, 2024
September	Classes Begin	Monday	August 26, 2024
	Labor Day Recess	Monday	September 2, 2024
	Classes End	Saturday	September 21, 2024

FALL QUARTER 2024			
Fall Recess - September 23, 2024 - September 27, 2024			
October	Classes Begin	Monday	September 30, 2024
	Classes End	Saturday	October 26, 2024
November	Classes Begin	Monday	October 28, 2024
	Classes End	Saturday	November 23, 2024
	Thanksgiving Day Recess	Thursday-Friday	November 28-29, 2024
December	Classes Begin	Monday	November 25, 2024
	Classes End	Saturday	Decmeber 21, 2024

WINTER QUARTER 2025			
Winter Recess - December 23, 2024 - January 1, 2025			
January	Classes Begin	Wednesday	January 2, 2025
	Dr. Martin Luther King Jr. Recess	Monday	January 20, 2025
	Classes End	Saturday	January 25, 2025
February	Classes Begin	Monday	January 27, 2025
	Classes End	Saturday	February 22, 2025
March	Classes Begin	Monday	February 24, 2025
	Classes End	Saturday	March 22, 2025

SPRING QUARTER 2025			
Spring Recess - March 24, 2025 - March 28, 2025			
April	Classes Begin	Monday	March 31, 2025
	Good Friday Recess	Friday	April 18, 2025
	Classes End	Saturday	April 26, 2025
May	Classes Begin	Monday	April 28, 2025
	Classes End	Saturday	May 24, 2025
	Memorial Day Recess	Monday	May 26, 2025
June	Classes Begin	Tuesday	May 27, 2025
	Classes End	Saturday	June 21, 2025

SUMMER QUARTER 2025			
Summer Recess - June 23, 2025 - June 27, 2025			
July	Classes Begin	Monday	June 30, 2025
	Independence Day Recess	Thursday	July 4, 2025
	Classes End	Saturday	July 26, 2025
August	Classes Begin	Monday	July 28, 2025
	Classes End	Saturday	August 23, 2025
September	Classes Begin	Monday	August 25, 2025
	Labor Day Recess	Monday	September 1, 2025
	Classes End	Saturday	September 20, 2025

VETERINARY TECHNOLOGY - ASSOCIATE DEGREE PROGRAM					
PAYMENT PERIOD # 1 (20 WEEKS) MINIMUM 20 CREDITS REQUIRED			PAYMENT PERIOD # 2 (16 WEEKS) MINIMUM 16 CREDITS REQUIRED		
BEGIN	BREAK	END	BEGIN	BREAK	END
8/28/2023	9/25/2023 - 9/29/2023	1/27/2024	1/29/2024	3/25/2024 - 3/29/2024	5/25/2024
1/2/2024	3/25/2024 - 3/29/2024	5/25/2024	5/28/2024	6/24/2024 - 6/28/2024	9/21/2024
4/29/2024	6/24/2024 - 6/28/2024	9/21/2024	9/30/2024	12/23/2024 - 12/27/2024	1/25/2025

PAYMENT PERIOD # 3 (20 WEEKS) MINIMUM 20 CREDITS REQUIRED			PAYMENT PERIOD # 4 (16 WEEKS) MINIMUM 16 CREDITS REQUIRED		
BEGIN	BREAK	END	BEGIN	BREAK	END
5/28/2024	6/24/2024- 6/28/2024	10/26/2024	10/28/2024	12/23/2024 - 12/27/2024	2/22/2025
9/30/2024	12/23/2024 - 12/27/2024	2/22/2025	2/24/2025	3/24/2025 - 3/28/2025	6/21/2025
1/27/2025	3/24/2025 - 3/28/2025	6/21/2025	6/30/2025	9/22/2025 - 9/26/2025	10/25/2025

PAYMENT PERIOD # 5 (12 WEEKS) MINIMUM 12 CREDITS REQUIRED			PAYMENT PERIOD # 6 (12 WEEKS) MINIMUM 12 CREDITS REQUIRED		
BEGIN	BREAK	END	BEGIN	BREAK	END
2/24/2025	3/24/2025 - 3/28/2025	5/24/2025	5/26/2025	6/23/2025 - 6/27/2025	8/23/2025
6/30/2025	9/22/2025 - 9/26/2025	9/20/2025	9/29/2025	12/22/2025 - 12/26/2025	12/20/2025
10/27/2025	12/22/2025 - 12/26/2025	1/24/2026	1/26/2026	3/23/2026 - 3/27/2026	4/25/2026

LEGAL HOLIDAYS/SCHEDULED BREAKS

LEGAL HOLIDAYS

All Ross Medical Education Center/Ross College locations will be closed on the following days: Dr. Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Day and New Year's Day.

SCHEDULED BREAKS

December 24, 2024 to January 1, 2025; returning January 2, 2025
December 24, 2025 to January 1, 2025; returning January 2, 2026

Note: Breaks may vary by program as noted in the program's Start Date calendar.

ADMISSIONS/ENROLLMENT - ONLINE PROGRAMS

ADMISSIONS PROCESS

The school does not use erroneous, deceptive, or misleading practices. Students may inquire about the programs via the telephone, through the mail, email, or via the https://rosseducation.edu/ website. An appointment is then made with an admissions representative to review degree options and admissions representatives guide the student through a virtual tour. Once the interview is complete, interested students will fill out an application. Applicants are then considered for enrollment based upon the admission requirements.

ADMISSIONS REQUIREMENTS - ONLINE PROGRAMS

1. Students must be at least 18 years of age at the time they complete the program in which they are enrolled.
   - Students entering the **Pharmacy Technician - Diploma** program must be 18 years of age at the time of enrollment and *pass a background check*.
   - Students entering the **Medical Insurance Billing and Office Administration - Diploma** program must be at least 18 years of age at the time classroom training is completed and before the beginning of the externship.

2. 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.

   Note: Students seeking entry into Ross 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. Students will complete and submit an attestation* to high school graduation or its equivalent. The attestation also includes information to obtain the verification of the student's high school graduation/completion.

   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.

4. Students must meet one of the following requirements for admission:
   - Each student will certify that they meet criteria necessary to complete the program of study. Each student will enter an unofficial enrollment period, which allows them the opportunity to attend up to ten (10) classroom days with no financial obligations to continue in the program. Once attendance is logged on or after for the student's 10th classroom session, the student is considered an active enrollment in the program and financial obligations begin. Students in the Pharmacy Technician program must have demonstrated math proficiency sufficient to fulfill the requirements of pharmacy technician job responsibilities.
   - The applicant must demonstrate successful completion (minimum grade of "C" or better) of postsecondary educational credit equivalent to six (6) quarter credit hours as evidenced by official transcript(s).

5. Students must complete an orientation and will not be considered program enrollees until they successfully complete the program orientation and a Distance Learning Profile.

6. **Medical Assistant - Associate of Applied Science** admission requirements:
Satisfactorily completed Ross' Certificate/Diploma level Medical Assistant program or a Medical Assistant comparable program in length and content from an institution accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

   Medical Assistant Specialist, Associate of Applied Science Degree
   The Medical Assistant diploma/certificate program course content must be satisfactorily completed at Ross Medical Education Center or Ross College in order to enroll in the degree completion program *(see Program Offerings by Campus Location section of catalog for availability)* 720 clock hours and 44.5 credits from the Medical Assistant diploma/certificate program will transfer to the Medical Assistant Specialist, Associate of Applied Science program. Additionally, transfer credits may be evaluated to determine if the student is eligible to enroll in the Medical Assistant Specialist program. Transfer students must be able to demonstrate successful completion (minimum 2.0 cumulative grade point average) of post-secondary education and 160 clock hours of externship, as evidenced by official transcripts(s), earned at another institution that is similar in description to the corresponding program at Ross. Credentialing is encouraged for graduates. The Medical Assistant Specialist program helps prepare students for national credentialing examinations.

7. **Students' Physical Location Determination**
As part of the admissions process, students must attest to their physical location at the time of enrollment. The institution will use this attestation as the basis for determining the student's physical location. For applicable programs, this information will be used to determine whether the program meets certification/licensure requirements for the student's state of residence.

   Students residing in states in which the program does not meet or it has not been determined to meet licensure/certification requirements will not be enrolled unless they attest that they will seek employment in a state in which the program as been determined to meet licensure/certification requirements.

   If a student intends to change their physical location during the course of enrollment in their program, it is the student's responsibility to notify the Campus Leadership via email of the change to their physical location.

   Note: Any student, who relocates to a state in which the institution does not have approval to operate, may have their ability to complete the program adversely impacted.

   A table of states in which Ross has determined whether the program meets, does not meet, or has not determined whether it meets licensure/certification requirements can be found on the institution's website.

ORIENTATION FOR ONLINE PROGRAMS

All students enrolled in online programs are required to complete orientation prior to the start of classes. Orientation includes an introduction to Ross College Online policies, time management skills, navigation of the Learning Management System, academic expectations, computer usage requirements, and other best practice tips to ensure student success. Ross College Online policies, time management, navigation of the Learning Management System, Academics, Attendance, Computer Usage, and other helpful tips to help

ensure student success. Distance Education program students will not be considered program enrollees until they successfully complete the program orientation.

All Students
Determination for admission is made by the Campus Administrator 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 contact the Campus Administrator 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:

Alabama: 1-800-676-3777
Indiana: 1-800-743-3333
Iowa: 1-800-735-2942
Kentucky: 1-800-648-6056
Michigan: 1-800-649-3777
Ohio: 1-800-750-0750
Tennessee: 1-800-848-0299
West Virginia: 1-800-767-3777

STUDENT APPLICATIONS ARE PROCESSED ON A FIRST-COME BASIS AND ARE SUBJECT TO APPROVAL BY THE CAMPUS ADMINISTRATOR.

CLASS SCHEDULES
The asynchronous learning system will provide students with the convenience of accessing the course at a time and place convenient to them. It also allows the instructor and students to have more interaction, accessibility in a collaborative learning environment.

START DATES - ONLINE PROGRAMS

MEDICAL OFFICE ADMINISTRATION (70 Week Calendar) - DIPLOMA PROGRAM			
AY1/PP1 35 Weeks Minimum 31.5 credits		AY1/PP2 35 Weeks Minimum 31.5 credits	
BEGIN	END	BEGIN	END
3/22/2023	11/21/2023	11/22/2023	7/23/2024
4/26/2023	12/26/2023	12/27/2023	8/27/2024
5/31/2023	1/30/2024	1/31/2024	10/1/2024
7/5/2023	3/5/2024	3/6/2024	11/5/2024
8/9/2023	4/9/2024	4/10/2024	12/10/2024
9/13/2023	5/14/2024	5/15/2024	1/14/2025
10/18/2023	6/18/2024	6/19/2024	2/18/2025
11/22/2023	7/23/2024	7/24/2024	3/25/2025
12/27/2023	8/27/2024	8/28/2024	4/29/2025
1/31/2024	10/1/2024	10/2/2024	6/3/2025

3/6/2024	11/5/2024	11/6/2024	7/8/2025
4/10/2024	12/10/2024	12/11/2024	8/12/2025
5/15/2024	1/14/2025	1/15/2025	9/16/2025
6/19/2024	2/18/2025	2/19/2025	10/21/2025
7/24/2024	3/25/2025	3/26/2025	11/25/2025
8/28/2024	4/29/2025	4/30/2025	12/30/2025
10/2/2024	6/3/2025	6/4/2025	2/3/2026
11/6/2024	7/8/2025	7/9/2025	3/10/2026
12/11/2024	8/12/2025	8/13/2025	4/14/2026
1/15/2025	9/16/2025	9/17/2025	5/19/2026
2/19/2025	10/21/2025	10/22/2025	6/23/2026
3/26/2025	11/25/2025	11/26/2025	7/28/2026
4/30/2025	12/30/2025	12/31/2025	9/1/2026
6/4/2025	2/3/2026	2/4/2026	10/6/2026
7/9/2025	3/10/2026	3/11/2026	11/10/2026

MEDICAL OFFICE ADMINISTRATION (55 Week Calendar) - DIPLOMA PROGRAM			
AY1/PP1 20 Weeks Minimum 31.5 credits		AY1/PP2 20 Weeks Minimum 31.5 credits	
BEGIN	END	BEGIN	END
7/5/2023	1/30/2024	1/31/2024	7/23/2024
8/9/2023	3/5/2024	3/6/2024	8/27/2024
9/13/2023	4/9/2024	4/10/2024	10/1/2024
10/18/2023	5/14/2024	5/15/2024	11/5/2024
11/22/2023	6/18/2024	6/19/2024	12/10/2024
12/27/2023	7/23/2024	7/24/2024	1/14/2025
1/31/2024	8/27/2024	8/28/2024	2/18/2025
3/6/2024	10/1/2024	10/2/2024	3/25/2025
4/10/2024	11/5/2024	11/6/2024	4/29/2025
5/15/2024	12/10/2024	12/11/2024	6/3/2025
6/19/2024	1/14/2025	1/15/2025	7/8/2025
7/24/2024	2/18/2025	2/19/2025	8/12/2025
8/28/2024	3/25/2025	3/26/2025	9/16/2025
10/2/2024	4/29/2025	4/30/2025	10/21/2025
11/6/2024	6/3/2025	6/4/2025	11/25/2025
12/11/2024	7/8/2025	7/9/2025	12/30/2025
1/15/2025	8/12/2025	8/13/2025	2/3/2026
2/19/2025	9/16/2025	9/17/2025	3/10/2026
3/26/2025	10/21/2025	10/22/2025	4/14/2026
4/30/2025	11/25/2025	11/26/2025	5/19/2026
6/4/2025	12/30/2025	12/31/2025	6/23/2026
7/9/2025	2/3/2026	2/4/2026	7/28/2026

MEDICAL INSURANCE BILLING & OFFICE ADMINISTRATION - DIPLOMA PROGRAM

Online Training Start/End Dates		Externship Start/End Dates		Midpoint Credits Earned*	Anticipated Graduation Date
12/14/2023	6/18/2024	6/19/2024	7/23/2024	4/9/2024	7/23/2024
1/30/2024	7/24/2024	7/25/2024	8/28/2024	5/14/2024	8/28/2024
3/5/2024	8/28/2024	8/29/2024	10/2/2024	6/19/2024	10/2/2024
4/9/2024	10/6/2024	10/7/2024	11/8/2024	7/25/2024	11/8/2024
5/14/2024	11/10/2024	11/11/2024	12/13/2024	8/29/2024	12/13/2024
6/19/2024	12/16/2024	12/17/2024	1/20/2025	10/7/2024	1/20/2025
7/25/2024	1/30/2025	2/3/2025	3/7/2025	11/11/2024	3/7/2025
8/29/2024	3/6/2025	3/10/2025	4/11/2025	12/17/2024	4/11/2025
10/7/2024	4/10/2025	4/14/2025	5/16/2025	2/3/2025	5/16/2025
11/11/2024	5/15/2025	5/19/2025	6/20/2025	3/10/2025	6/20/2025
12/17/2024	6/23/2025	6/24/2025	7/28/2025	4/14/2025	7/28/2025
2/3/2025	7/28/2025	7/29/2025	9/1/2025	5/19/2025	9/1/2025
3/10/2025	9/2/2025	9/3/2025	10/7/2025	6/24/2025	10/7/2025
4/14/2025	10/7/2025	10/8/2025	11/11/2025	7/29/2025	11/11/2025
5/19/2025	11/11/2025	11/12/2025	12/16/2025	9/3/2025	12/16/2025
6/24/2025	12/17/2025	12/18/2025	1/21/2026	10/8/2025	1/21/2026
7/29/2025	2/2/2026	2/3/2026	3/9/2026	11/12/2025	3/9/2026

*Legal Holidays/Scheduled Breaks section is applicable to this program.

PHARMACY TECHNICIAN

Online Training Start/End Dates		Externship Start/End Dates		Midpoint Credits Earned*	Anticipated Graduation Date
11/2/2023	6/12/2024	6/13/2024	7/24/2024	4/3/2024	7/24/2024
12/11/2023	7/21/2024	7/22/2024	8/30/2024	5/8/2024	8/30/2024
1/24/2024	8/25/2024	8/26/2024	10/4/2024	6/13/2024	10/4/2024
2/28/2024	9/30/2024	10/1/2024	11/11/2024	7/22/2024	11/11/2024
4/3/2024	11/4/2024	11/5/2024	12/16/2024	8/26/2024	12/16/2024
5/8/2024	12/10/2024	12/11/2024	1/21/2025	10/1/2024	1/21/2025
6/13/2024	1/27/2025	1/28/2025	3/10/2025	11/5/2024	3/10/2025
7/22/2024	3/3/2025	3/4/2025	4/14/2025	12/11/2024	4/14/2025
8/26/2024	4/7/2025	4/8/2025	5/19/2025	1/28/2025	5/19/2025
10/1/2024	5/12/2025	5/13/2025	6/23/2025	3/4/2025	6/23/2025
11/5/2024	6/17/2025	6/18/2025	7/29/2025	4/8/2025	7/29/2025
12/11/2024	7/22/2025	7/23/2025	9/2/2025	5/13/2025	9/2/2025
1/28/2025	8/26/2025	8/27/2025	10/7/2025	6/18/2025	10/7/2025
3/4/2026	10/4/2026	10/5/2026	11/13/2026	7/23/2026	11/13/2026
4/8/2026	11/8/2026	11/9/2026	12/18/2026	8/27/2026	12/18/2026
5/13/2026	12/14/2026	12/15/2026	1/25/2027	10/5/2026	1/25/2027
6/18/2026	1/26/2027	1/27/2027	3/9/2027	11/9/2026	3/9/2027
7/23/2026	3/2/2027	3/3/2027	4/13/2027	12/15/2026	4/13/2027

*Legal Holidays/Scheduled Breaks section is applicable to this program.

MEDICAL ASSISTANT (94 Credit Hour Version; 40 Week Calendar) - ASSOCIATE DEGREE PROGAM					
PAYMENT PERIOD #1 (15 WEEKS) MINIMUM 18 CREDITS REQUIRED		PAYMENT PERIOD #2 (15 WEEKS) MINIMUM 36 CREDITS REQUIRED		PAYMENT PERIOD #3 (10 WEEKS) MINIMUM 49.5 CREDITS REQUIRED	
Start	End	Start	End	Start	End
10/18/2023	1/30/2024	1/31/2024	5/14/2024	5/15/2024	7/23/2024
11/22/2023	3/5/2024	3/6/2024	6/18/2024	6/19/2024	8/27/2024
12/27/2023	4/9/2024	4/10/2024	7/23/2024	7/24/2024	10/1/2024
1/31/2024	5/14/2024	5/15/2024	8/27/2024	8/28/2024	11/5/2024
3/6/2024	6/18/2024	6/19/2024	10/1/2024	10/2/2024	12/10/2024
4/10/2024	7/23/2024	7/24/2024	11/5/2024	11/6/2024	1/14/2025
5/15/2024	8/27/2024	8/28/2024	12/10/2024	12/11/2024	2/18/2025
6/19/2024	10/1/2024	10/2/2024	1/14/2025	1/15/2025	3/25/2025
7/24/2024	11/5/2024	11/6/2024	2/18/2025	2/19/2025	4/29/2025
8/28/2024	12/10/2024	12/11/2024	3/25/2025	3/26/2025	6/3/2025
10/2/2024	1/14/2025	1/15/2025	4/29/2025	4/30/2025	8/12/2025
11/6/2024	2/18/2025	2/19/2025	6/3/2025	6/4/2025	9/16/2025
12/11/2024	3/25/2025	3/26/2025	7/8/2025	7/9/2025	10/21/2025
1/15/2025	4/29/2025	4/30/2025	8/12/2025	8/13/2025	11/25/2025
2/19/2025	6/3/2025	6/4/2025	9/16/2025	9/17/2025	12/30/2025
3/26/2025	7/8/2025	7/9/2025	10/21/2025	10/22/2025	2/3/2026
4/30/2025	8/12/2025	8/13/2025	11/25/2025	11/26/2025	3/10/2026
6/4/2025	9/16/2025	9/17/2025	12/30/2025	12/31/2025	4/14/2026

MEDICAL ASSISTANT SPECIALIST - ASSOCIATE DEGREE PROGRAM					
AY1/PP1 15 Weeks Minimum 18 credits		AY1/PP2 15 Weeks Minimum 36 credits		AY2/PP3 10 Weeks Minimum 49.5 credits	
BEGIN	END	BEGIN	END	BEGIN	END
9/28/2022	1/10/2023	1/11/2023	4/25/2023	4/26/2023	7/4/2023
11/2/2022	2/14/2023	2/15/2023	5/30/2023	5/31/2023	8/8/2023
12/7/2022	3/21/2023	3/22/2023	7/4/2023	7/5/2023	9/12/2023
1/11/2023	4/25/2023	4/26/2023	8/8/2023	8/9/2023	10/17/2023
2/15/2023	5/30/2023	5/31/2023	9/12/2023	9/13/2023	11/21/2023
3/22/2023	7/4/2023	7/5/2023	10/17/2023	10/18/2023	12/26/2023
4/26/2023	8/8/2023	8/9/2023	11/21/2023	11/22/2023	1/30/2024
5/31/2023	9/12/2023	9/13/2023	12/26/2023	12/27/2023	3/5/2024
7/5/2023	10/17/2023	10/18/2023	1/30/2024	1/31/2024	4/9/2024
8/9/2023	11/21/2023	11/22/2023	3/5/2024	3/6/2024	5/14/2024
9/13/2023	12/26/2023	12/27/2023	4/9/2024	4/10/2024	6/18/2024
10/18/2023	1/30/2024	1/31/2024	5/14/2024	5/15/2024	7/23/2024
11/22/2023	3/5/2024	3/6/2024	6/18/2024	6/19/2024	8/27/2024
12/27/2023	4/9/2024	4/10/2024	7/23/2024	7/24/2024	10/1/2024

MEDICAL ASSISTANT (94 Credit Hour Version; 55 Week Calendar) - ASSOCIATE DEGREE PROGAM					
PAYMENT PERIOD #1 (20 WEEKS) MINIMUM 18 CREDITS REQUIRED		PAYMENT PERIOD #2 (20 WEEKS) MINIMUM 36 CREDITS REQUIRED		PAYMENT PERIOD #3 (15 WEEKS) MINIMUM 49.5 CREDITS REQUIRED	
Start	End	Start	End	Start	End
7/5/2023	11/21/2023	11/22/2023	4/9/2024	4/10/2024	7/23/2024
8/9/2023	12/26/2023	12/27/2023	5/14/2024	5/15/2024	8/27/2024
9/13/2023	1/30/2024	1/31/2024	6/18/2024	6/19/2024	10/1/2024
10/18/2023	3/5/2024	3/6/2024	7/23/2024	7/24/2024	11/5/2024
11/22/2023	4/9/2024	4/10/2024	8/27/2024	8/28/2024	12/10/2024
12/27/2023	5/14/2024	5/15/2024	10/1/2024	10/2/2024	1/14/2025
1/31/2024	6/18/2024	6/19/2024	11/5/2024	11/6/2024	2/18/2025
3/6/2024	7/23/2024	7/24/2024	12/10/2024	12/11/2024	3/25/2025
4/10/2024	8/27/2024	8/28/2024	1/14/2025	1/15/2025	4/29/2025
5/15/2024	10/1/2024	10/2/2024	2/18/2025	2/19/2025	6/3/2025
6/19/2024	11/5/2024	11/6/2024	3/25/2025	3/26/2025	7/8/2025
7/24/2024	12/10/2024	12/11/2024	4/29/2025	4/30/2025	8/12/2025
8/28/2024	1/14/2025	1/15/2025	6/3/2025	6/4/2025	9/16/2025
10/2/2024	2/18/2025	2/19/2025	7/8/2025	7/9/2025	10/21/2025
11/6/2024	3/25/2025	3/26/2025	8/12/2025	8/13/2025	11/25/2025
12/11/2024	4/29/2025	4/30/2025	9/16/2025	9/17/2025	12/30/2025
1/15/2025	6/3/2025	6/4/2025	10/21/2025	10/22/2025	2/3/2026
2/19/2025	7/8/2025	7/9/2025	11/25/2025	11/26/2025	3/10/2026
3/26/2025	8/12/2025	8/13/2025	12/30/2025	12/31/2025	4/14/2026
4/30/2025	9/16/2025	9/17/2025	2/3/2026	2/4/2026	5/19/2026
6/4/2025	10/21/2025	10/22/2025	3/10/2026	3/11/2026	6/23/2026
7/9/2025	11/25/2025	11/26/2025	4/14/2026	4/15/2026	7/28/2026

HEALTH CARE ADMINISTRATION & MEDICAL BILLING ADMINISTRATIVE SPECIALIST (90 Credit Hour Version; 75 Week Calendar) - ASSOCIATE DEGREE PROGAM					
PAYMENT PERIOD #1 (15 WEEKS) MINIMUM 18 CREDITS REQUIRED		PAYMENT PERIOD #2 (15 WEEKS) MINIMUM 36 CREDITS REQUIRED		PAYMENT PERIOD #3 (15 WEEKS) MINIMUM 54 CREDITS REQUIRED	
Start	End	Start	End	Start	End
2/15/2023	5/30/2023	5/31/2023	9/12/2023	9/13/2023	12/26/2023
3/22/2023	7/4/2023	7/5/2023	10/17/2023	10/18/2023	1/30/2024
4/26/2023	8/8/2023	8/9/2023	11/21/2023	11/22/2023	3/5/2024
5/31/2023	9/12/2023	9/13/2023	12/26/2023	12/27/2023	4/9/2024
7/5/2023	10/17/2023	10/18/2023	1/30/2024	1/31/2024	5/14/2024
8/9/2023	11/21/2023	11/22/2023	3/5/2024	3/6/2024	6/18/2024
9/13/2023	12/26/2023	12/27/2023	4/9/2024	4/10/2024	7/23/2024
10/18/2023	1/30/2024	1/31/2024	5/14/2024	5/15/2024	8/27/2024
11/22/2023	3/5/2024	3/6/2024	6/18/2024	6/19/2024	10/1/2024
12/27/2023	4/9/2024	4/10/2024	7/23/2024	7/24/2024	11/5/2024
1/31/2024	5/14/2024	5/15/2024	8/27/2024	8/28/2024	12/10/2024

3/6/2024	6/18/2024	6/19/2024	10/1/2024	10/2/2024	1/14/2025
4/10/2024	7/23/2024	7/24/2024	11/5/2024	11/6/2024	2/18/2025
5/15/2024	8/27/2024	8/28/2024	12/10/2024	12/11/2024	3/25/2025
6/19/2024	10/1/2024	10/2/2024	1/14/2025	1/15/2025	4/29/2025
7/24/2024	11/5/2024	11/6/2024	2/18/2025	2/19/2025	6/3/2025
8/28/2024	12/10/2024	12/11/2024	3/25/2025	3/26/2025	7/8/2025
10/2/2024	1/14/2025	1/15/2025	4/29/2025	4/30/2025	8/12/2025
11/6/2024	2/18/2025	2/19/2025	6/3/2025	6/4/2025	9/16/2025
12/11/2024	3/25/2025	3/26/2025	7/8/2025	7/9/2025	10/21/2025
1/15/2025	4/29/2025	4/30/2025	8/12/2025	8/13/2025	11/25/2025
2/19/2025	6/3/2025	6/4/2025	9/16/2025	9/17/2025	12/30/2025
3/26/2025	7/8/2025	7/9/2025	10/21/2025	10/22/2025	2/3/2026
4/30/2025	8/12/2025	8/13/2025	11/25/2025	11/26/2025	3/10/2026
6/4/2025	9/16/2025	9/17/2025	12/30/2025	12/31/2025	4/14/2026
7/9/2025	10/21/2025	10/22/2025	2/3/2026	2/4/2026	5/19/2026

PAYMENT PERIOD #4 (15 WEEKS) MINIMUM 72 CREDITS REQUIRED		PAYMENT PERIOD #5 (15 WEEKS) MINIMUM 90 CREDITS REQUIRED	
Start	End	Start	End
12/27/2023	4/9/2024	4/10/2024	7/23/2024
1/31/2024	5/14/2024	5/15/2024	8/27/2024
3/6/2024	6/18/2024	6/19/2024	10/1/2024
4/10/2024	7/23/2024	7/24/2024	11/5/2024
5/15/2024	8/27/2024	8/28/2024	12/10/2024
6/19/2024	10/1/2024	10/2/2024	1/14/2025
7/24/2024	11/5/2024	11/6/2024	2/18/2025
8/28/2024	12/10/2024	12/11/2024	3/25/2025
10/2/2024	1/14/2025	1/15/2025	4/29/2025
11/6/2024	2/18/2025	2/19/2025	6/3/2025
12/11/2024	3/25/2025	3/26/2025	7/8/2025
1/15/2025	4/29/2025	4/30/2025	8/12/2025
2/19/2025	6/3/2025	6/4/2025	9/16/2025
3/26/2025	7/8/2025	7/9/2025	10/21/2025
4/30/2025	8/12/2025	8/13/2025	11/25/2025
6/4/2025	9/16/2025	9/17/2025	12/30/2025
7/9/2025	10/21/2025	10/22/2025	2/3/2026
8/13/2025	11/25/2025	11/26/2025	3/10/2026
9/17/2025	12/30/2025	12/31/2025	4/14/2026
10/22/2025	2/3/2026	2/4/2026	5/19/2026
11/26/2025	3/10/2026	3/11/2026	6/23/2026
12/31/2025	4/14/2026	4/15/2026	7/28/2026
2/4/2026	5/19/2026	5/20/2026	9/1/2026
3/11/2026	6/23/2026	6/24/2026	10/6/2026
4/15/2026	7/28/2026	7/29/2026	11/10/2026
5/20/2026	9/1/2026	9/2/2026	12/15/2026

HEALTH CARE ADMINISTRATION & MEDICAL BILLING ADMINISTRATIVE SPECIALIST (90 Credit Hour Version; 100 Week Calendar) - ASSOCIATE DEGREE PROGAM					
PAYMENT PERIOD #1 (20 WEEKS) MINIMUM 18 CREDITS REQUIRED		PAYMENT PERIOD #2 (20 WEEKS) MINIMUM 36 CREDITS REQUIRED		PAYMENT PERIOD #3 (20 WEEKS) MINIMUM 54 CREDITS REQUIRED	
Start	End	Start	End	Start	End
8/24/2022	1/10/2023	1/11/2023	5/30/2023	5/31/2023	10/17/2023
9/28/2022	2/14/2023	2/15/2023	7/4/2023	7/5/2023	11/21/2023
11/2/2022	3/21/2023	3/22/2023	8/8/2023	8/9/2023	12/26/2023
12/7/2022	4/25/2023	4/26/2023	9/12/2023	9/13/2023	1/30/2024
1/11/2023	5/30/2023	5/31/2023	10/17/2023	10/18/2023	3/5/2024
2/15/2023	7/4/2023	7/5/2023	11/21/2023	11/22/2023	4/9/2024
3/22/2023	8/8/2023	8/9/2023	12/26/2023	12/27/2023	5/14/2024
4/26/2023	9/12/2023	9/13/2023	1/30/2024	1/31/2024	6/18/2024
5/31/2023	10/17/2023	10/18/2023	3/5/2024	3/6/2024	7/23/2024
7/5/2023	11/21/2023	11/22/2023	4/9/2024	4/10/2024	8/27/2024
8/9/2023	12/26/2023	12/27/2023	5/14/2024	5/15/2024	10/1/2024
9/13/2023	1/30/2024	1/31/2024	6/18/2024	6/19/2024	11/5/2024
10/18/2023	3/5/2024	3/6/2024	7/23/2024	7/24/2024	12/10/2024
11/22/2023	4/9/2024	4/10/2024	8/27/2024	8/28/2024	1/14/2025
12/27/2023	5/14/2024	5/15/2024	10/1/2024	10/2/2024	2/18/2025
1/31/2024	6/18/2024	6/19/2024	11/5/2024	11/6/2024	3/25/2025
3/6/2024	7/23/2024	7/24/2024	12/10/2024	12/11/2024	4/29/2025
4/10/2024	8/27/2024	8/28/2024	1/14/2025	1/15/2025	6/3/2025
5/15/2024	10/1/2024	10/2/2024	2/18/2025	2/19/2025	7/8/2025
6/19/2024	11/5/2024	11/6/2024	3/25/2025	3/26/2025	8/12/2025
7/24/2024	12/10/2024	12/11/2024	4/29/2025	4/30/2025	9/16/2025
8/28/2024	1/14/2025	1/15/2025	6/3/2025	6/4/2025	10/21/2025
10/2/2024	2/18/2025	2/19/2025	7/8/2025	7/9/2025	11/25/2025
11/6/2024	3/25/2025	3/26/2025	8/12/2025	8/13/2025	12/30/2025
12/11/2024	4/29/2025	4/30/2025	9/16/2025	9/17/2025	2/3/2026
1/15/2025	6/3/2025	6/4/2025	10/21/2025	10/22/2025	3/10/2026
2/19/2025	7/8/2025	7/9/2025	11/25/2025	11/26/2025	4/14/2026
3/26/2025	8/12/2025	8/13/2025	12/30/2025	12/31/2025	5/19/2026
4/30/2025	9/16/2025	9/17/2025	2/3/2026	2/4/2026	6/23/2026
6/4/2025	10/21/2025	10/22/2025	3/10/2026	3/11/2026	7/28/2026
7/9/2025	11/25/2025	11/26/2025	4/14/2026	4/15/2026	9/1/2026

PAYMENT PERIOD #4 (20 WEEKS) MINIMUM 72 CREDITS REQUIRED		PAYMENT PERIOD #5 (20 WEEKS) MINIMUM 90 CREDITS REQUIRED	
Start	End	Start	End
10/18/2023	3/5/2024	3/6/2024	7/23/2024
11/22/2023	4/9/2024	4/10/2024	8/27/2024
12/27/2023	5/14/2024	5/15/2024	10/1/2024
1/31/2024	6/18/2024	6/19/2024	11/5/2024

3/6/2024	7/23/2024	7/24/2024	12/10/2024
4/10/2024	8/27/2024	8/28/2024	1/14/2025
5/15/2024	10/1/2024	10/2/2024	2/18/2025
6/19/2024	11/5/2024	11/6/2024	3/25/2025
7/24/2024	12/10/2024	12/11/2024	4/29/2025
8/28/2024	1/14/2025	1/15/2025	6/3/2025
10/2/2024	2/18/2025	2/19/2025	7/8/2025
11/6/2024	3/25/2025	3/26/2025	8/12/2025
12/11/2024	4/29/2025	4/30/2025	9/16/2025
1/15/2025	6/3/2025	6/4/2025	10/21/2025
2/19/2025	7/8/2025	7/9/2025	11/25/2025
3/26/2025	8/12/2025	8/13/2025	12/30/2025
4/30/2025	9/16/2025	9/17/2025	2/3/2026
6/4/2025	10/21/2025	10/22/2025	3/10/2026
7/9/2025	11/25/2025	11/26/2025	4/14/2026
8/13/2025	12/30/2025	12/31/2025	5/19/2026
9/17/2025	2/3/2026	2/4/2026	6/23/2026
10/22/2025	3/10/2026	3/11/2026	7/28/2026
11/26/2025	4/14/2026	4/15/2026	9/1/2026
12/31/2025	5/19/2026	5/20/2026	10/6/2026
2/4/2026	6/23/2026	6/24/2026	11/10/2026
3/11/2026	7/28/2026	7/29/2026	12/15/2026
4/15/2026	9/1/2026	9/2/2026	1/19/2027
5/20/2026	10/6/2026	10/7/2026	2/23/2027
6/24/2026	11/10/2026	11/11/2026	3/30/2027
7/29/2026	12/15/2026	12/16/2026	5/4/2027
9/2/2026	1/19/2027	1/20/2027	6/8/2027

*Requires completion of the Medical Office Administration, Diploma program

CLASS SIZE - ALL PROGRAMS

Each class or laboratory will be limited to no more than 24 students. Individual class capacities will vary depending upon the scheduled programs. A typical class/laboratory size varies from 1 to 24 students. The ratio for all distance education courses does not exceed 25 to 1 (students to instructor). The laboratory ratio of students to instructor varies by program but does not exceed 20 to 1. Additional laboratory ratios of students to instructor for specific programs are as follows: Dental Assistant and Pharmacy Technician programs ratios do not exceed 12 to 1; Practical Nursing and Nursing programs ratios do not exceed 10 to 1; Occupational Therapy Assistant program ratio does not exceed 8 to 1 and Veterinary Technology program ratio does not exceed 4 to 1 or 8 to 1 depending on if live animals are involved.

TUITION AND FEES

Details on Cost of Attendance can be found on the Ross Education website at the following link: https://rosseducation.edu/financial-aid/cost-of-attendance.php

Programs in Indiana, Iowa, Kentucky, Michigan, Ohio & Tennessee
Diploma/Certificate Programs

Program	Program Cost	Tech Fee	Total Cost
Medical Assistant	$15,990.00*	$307.00**	$16,297.00
Dental Assistant	$15,990.00*	$307.00**	$16,297.00
Veterinary Assistant	$14,200.00*	$307.00**	$14,507.00
Practical Nursing	$24,488.00	N/A	$24,488.00***

The Program Cost includes tuition, books, laboratory fees and other fees connected with the program. A Technology Kit, which includes a laptop computer or equivalent, is also included in the Program Cost.
** *The Tech Fee is a **nonrefundable fee** that includes connectivity to Ross' help desk and learning blackboard.*
*** *There is an optional Technology Kit, which includes a laptop computer or equivalent with minimum specifications of Intel 1.8 GHz Processor, Windows 10 Pro 64-bit, 4 GB RAM, 64 GB Hard Drive, Wireless Card for WiFi connectivity, and Web Camera that would add $475.00 to the total cost if the student elects to add it to the program.*

Degree Programs - Associate of Applied Science

Program	Program Cost	Tech Fee	Total Cost
Medical Assistant Specialist	$8,610.00*	$307.00**	$8,917.00***

The Program Cost includes charges for tuition and books and assumes prior completion of the diploma/certificate program.
** *The Tech Fee is a **nonrefundable fee** that includes connectivity to Ross' help desk, and learning blackboard.*
*** *There is an optional Technology Kit, which includes a laptop computer or equivalent with minimum specifications of Intel 1.8 GHz Processor, Windows 10 Pro 64-bit, 4 GB RAM, 64 GB Hard Drive, Wireless Card for WiFi connectivity, and Web Camera that would add $475.00 to the total cost if the student elects to add it to the program.*

Program	Credit Hours	Program Length (Quarters)	Tuition per Credit Hour	General Fee	Total*
Occupational Therapy Assistant	96	8	$411.00	$0.00	$39,456.00

Program	Credit Hours	Program Length (Quarters)	Tuition per Credit Hour	General Fee	Total*
Nursing	108	8	$420.00	$0.00	$45,360.00
Nursing	97	8	$468.00	$0.00	$45,396.00

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 laboratory fees. There is an optional Technology Kit, which includes a laptop computer or equivalent with minimum specifications of Intel 1.8

GHz Processor, Windows 10 Pro 64-bit, 4 GB RAM, 64 GB Hard Drive, Wireless Card for WiFi connectivity, and Web Camera that would add $475.00 to the total cost if the student elects to add it to the program.

Programs in Alabama
Diploma Programs

Program	Tuition Semester 1	Tuition Semester 2	Books	Supplies	Tech Fee	Total
Medical Assistant	$7,575.00	$7,575.00	$440.00	$400.00	$307.00*	$16,297.00**
Dental Assistant	$7,575.00	$7,575.00	$440.00	$400.00	$307.00*	$16,297.00**
Veterinary Assistant	$6,720.00	$6,720.00	$400.00	$360.00	$307.00*	$14,507.00**

** The Tech Fee is a **nonrefundable fee** that includes connectivity to Ross' help desk, and learning blackboard.*
**The total includes charges for tuition, books, supplies, technology fee, and laboratory fees. A Technology Kit, which includes a laptop computer or equivalent, is also included in the program cost.

- The cost per clock hour for the **Dental Assistant** and **Medical Assistant** is $22.63.
- The cost per clock hour for the **Veterinary Assistant** program is $16.12.

The cost per quarter credit hour* for each program is as follows:
- *Dental Assistant program (50.5 hrs.) - $322.71/per credit hour*
- *Medical Assistant program (44.5 hrs.) - $366.22/per credit hour*
- *Veterinary Assistant program (66.5 hrs.) - $218.15/per credit hour*

*See Credit Hour Calculations for more information

Degree Programs

Program	Credit Hours	Program Length (Quarters)	Tuition per Credit Hour	General Fee	Total*
Occupational Therapy Assistant	96	8	$411.00	$0.00	$39,456.00

* The Total includes charges for tuition, books, supplies, lab fees and registration. There is an optional Technology Kit, which includes a laptop computer or equivalent with minimum specifications of Intel 1.8 GHz Processor, Windows 10 Pro 64-bit, 4 GB RAM, 64 GB Hard Drive, Wireless Card for WiFi connectivity, and Web Camera that would add $475.00 to the total cost if the student elects to add it to the program.

Programs in West Virginia
Diploma Programs

Program	Tuition Term 1	Tuition Term 2	Tech Fee	Program Cost
Medical Assistant	$7,995.00	$7,995.00	$307.00*	$16,297.00**
Dental Assistant	$7,995.00	$7,995.00	$307.00*	$16,297.00**

** The Tech Fee is a **nonrefundable fee** that includes connectivity to Ross' help desk, and learning blackboard.*
** The Program Cost includes tuition, books, laboratory fees and other fees connected with the program. A Technology Kit, which includes a laptop computer or equivalent, is also included in the program cost.

Ross College Online Programs
Diploma Programs

Program	Program Cost	Tech Fee	Total Cost
Medical Office Administration	$9,600.00*	$150.00**	$9,750.00
Medical Insurance Billing and Office Administration	$15,990.00*	$150.00**	$16,140.00

Pharmacy Technician	$15,990.00*	$150.00**	$16,140.00

Degree Programs

Program	Program Cost	Tech Fee	Total Cost
Medical Assistant (94 Credit Hour Version)	$8,610.00*	$307.00**	$8,917.00
Health Care Administration	$20,750.00*	$307.00**	$21,057.00
Medical Billing Administrative Specialist (90 Credit Hour Version)	$20,750.00*	$307.00**	$21,057.00

* The Program Cost includes tuition, books, and other fees connected with the program. There is an optional Technology Kit, which includes a laptop computer or equivalent with minimum specifications of Intel 1.8 GHz Processor, Windows 10 Pro 64-bit, 4 GB RAM, 64 GB Hard Drive, Wireless Card for WiFi connectivity, and Web Camera that would add $475.00 to the total cost if the student elects to add it to the program.
*** The Tech Fee is a **nonrefundable fee** that includes connectivity to Ross' help desk, and learning blackboard.*

FINANCIAL INFORMATION
(ALL PROGRAMS EXCEPT NURSING ASSISTANT)
SEE "NURSING ASSISTANT PROGRAM INFORMATION AND POLICIES" SECTION

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:

- ALABAMA - All monies paid by an applicant will be refunded if requested in writing within five calendar days after signing an enrollment agreement.

- INDIANA - All monies paid by an applicant will be refunded if requested within six business days after signing an enrollment agreement.

- 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.

- MICHIGAN - 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.

- WEST VIRGINIA - 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 (Alabama, Indiana, Kentucky, Michigan, Ohio and Tennessee) or (20 days West Virginia) 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 (7 calendar days for WV and on-ground AAS programs) 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 ALABAMA REFUND POLICY
After a student starts school, he/she will be obligated for tuition payments as follows:

FOR A STUDENT WHO TERMINATES	ROSS WILL REFUND
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 INDIANA REFUND POLICY – DIPLOMA PROGRAMS

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

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary educational institution, except as noted in:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
    (A) The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
    (B) The student does not meet the postsecondary educational institution's minimum admission requirements.
    (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
    (D) If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

STATE OF INDIANA REFUND POLICY – ASSOCIATE DEGREE PROGRAMS

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

- A student who starts class and attends one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation.
- A student who withdraws after attending more than one (1) week, but equal to or less than twenty-five percent (25%) of the program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation.
- A student who withdraws after attending more than twenty-five percent (25%), but equal to or less than fifty percent (50%) of the program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation.

- A student who withdraws after attending more than fifty percent (50%), but equal to or less than sixty percent (60%) of the program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation.
- A student withdrawing after attending more than sixty percent (60%) of the program is not entitled to a refund.

STATE OF IOWA REFUND POLICY

In accordance with Iowa state refund policy, Iowa Code Section 714.23, 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. Students may withdraw within a two-week trial period at no charge. All refunds of tuition charges will be provided to the student within forty-five days following the date of the school's determination that a student has terminated from a postsecondary educational program.

A school shall provide to a terminating student a refund of tuition and fee charges in an amount that is not less than ninety-five 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 0.95, or 95%
- E. Equals the minimum tuition and fee refund or charge reduction for the quarter
- F. In summary, A / B = C x D x 0.95 = 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 95%, thereby reducing tuition and general fee charges by $2,666.74.

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 KENTUCKY REFUND POLICY

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

FOR A STUDENT WHO TERMINATES	ROSS WILL REFUND
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 MICHIGAN REFUND POLICY

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

FOR A STUDENT WHO TERMINATES	ROSS WILL REFUND
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 OHIO REFUND POLICY

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

FOR A STUDENT WHO TERMINATES	ROSS WILL REFUND
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 TENNESSEE REFUND POLICY

a) An applicant may cancel an enrollment at any time before the commencement of class and be entitled to a full refund of any monies or fees paid.
b) An applicant rejected by the school shall be entitled to a refund of all monies and fees paid. All refunds shall be returned within 30 days.
c) A student who withdraws, drops out, is expelled from the institution, or otherwise fails to complete the period of enrollment for which he or she was charged shall be entitled to a refund of monies and fees paid based upon the refund policy calculation.
d) Refunds will be made within 30 days of the date of cancellation or termination. Refunds will be calculated as of the last date of attendance.

e) Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school may make a settlement which is reasonable and fair to both parties.

After the student starts school, they will be obligated for tuition payments as follows:

For a Student Who Terminates Ross Will Refund

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

RETURN OF TITLE IV FUNDS

For any student terminating from the program after entering 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 based 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 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 Director of Online Education. This procedure will enable Ross to apply the maximum possible earned Title IV aid to institutional charges.

STATE OF WEST VIRGINIA REFUND POLICY

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

• A student who begins a term and withdraws after completing up to one (1) week or ten percent (10%) of the term is entitled to a refund of ninety percent (90%) of the charges less the application fee.
• A student who begins a term and withdraws after completing more than ten percent (10%) through twenty-five percent (25%) of the term is entitled to a refund of seventy-five percent (75%) of the charges less the application fee.
• A student who withdraws after completing more than twenty-five percent (25%) through fifty percent (50%) of the term is entitled to a refund of fifty percent (50%) of the charges less the application fee.
• A student who withdraws after completing more than fifty percent (50%) of the term is not entitled to a refund.

RETURN OF TITLE IV FUNDS 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. This is determined by dividing the number of days scheduled within the payment period or term and dividing it by the number of days the student completed in the period of enrollment as of the student's withdrawal date.
3. The amount of Title IV aid earned by that student. This is determined by taking the percentage earned and multiplying it by funds awarded to the 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.
9. If the refund calculation results in a refund the school will return all funds as soon as possible, no later than 45 days from the date of determination.
10. If the refund calculation results in a Post Withdrawal Disbursement, the school will disburse Title IV funds that the student earned but has not yet disbursed to the student. Pell Grant will automatically be disbursed on the students' behalf. If the Post Withdrawal Disbursement is Direct Loans, a letter will go out to the student for approval of disbursement with a 14 day deadline.
11. If the refund calculation results in a credit balance to the student's account, it will either be refunded directly to the student via a check or to the student's loans within 14 days dependent on the students' authorizations indicated on their Tuition Package Worksheet.
12. If the refund calculation results in an amount that exceeds the schools portion, the student must repay the funds stipulated by the calculation. However, Ross will refund the students portion on their behalf which could result in a balance owed to the institution.

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 Administrator. This procedure will enable Ross Medical Education Center/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 Student Services Coordinators 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

A grant of $1,000.00, which is disbursed in two equal amounts when midpoint requirements are met and when 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.
   - Fifty (50) grants available per quarter

ROSS ALUMNI GRANT - MEDICAL ASSISTANT/MEDICAL BILLING ADMINISTRATIVE SPECIALIST/HEALTH CARE ADMINISTRATION (Online AAS Programs)

Ross graduates that enroll in either the **Medical Assistant, Associate of Applied Science** degree or **Medical Billing Administrative Specialist, Associate of Applied Science** degree programs at Ross College, Sylvania (online) may qualify for the Ross Alumni Grant up to a maximum of $600. Ross graduates enrolling in the **Health Care Administration, Associate of Applied Science** degree program 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 Holdings, Inc. that does not have to be repaid.

ROSS RESIDENTIAL AAS ALUMNI GRANT

Ross graduates that enroll in the **Medical Assistant Specialist, Associate of Applied Science** degree program at Ross College, Grand Rapids or Ross Medical Education Center, Ft. Wayne may qualify for the Ross Residential AAS Alumni Grant up to a maximum of $1,500.00.

Eligibility Requirements:
All Ross Residential AAS 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 Holdings, Inc. that does not have to be repaid.

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 Holdings, Inc. that does not have to be repaid.
  * *Available to Veteran Affairs students that meet all Eligibility Requirements.*
    * Fifty (50) grants available per quarter

ROSS SEC GRANT

The Ross SEC Grant is available for students enrolled at the Separate Educational Centers. A maximum of $4,000.00 is available to be used for direct tuition costs and fees only. The Ross SEC Grant is disbursed once program completion requirements are met.

Eligibility Requirements:
All Ross SEC Grant applicants must:
1. Enroll in a Separate Educational Center location.
2. Meet Ross admissions requirements as stated in the catalog.
3. Be enrolled for the first time at a Ross College Separate Educational Center location. The Ross SEC Grant does not apply to reentry or reinstated students. The Ross SEC Grant is only transferable to other Ross SEC.
4. Complete all program requirements. Grant will be disbursed once program requirements are met.

This is funding provided by Ross Education Holdings, Inc. that does not have to be repaid. Students who request additional unsubsidized Federal Direct Loans to cover living expenses, forfeit their eligibility for the Ross SEC Grant.

Note: The SEC only provides the academic portion of the program. All other student services are provided remotely or by the Ross College, Grand Rapids campus.

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. Payment for this program will occur on a per term basis, as set by program requirements as stipulated on the program enrollment agreement.

Eligibility Requirements:
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.

ROSS RECENT HIGH SCHOOL GRADUATE GRANT (effective for enrollments on or after April 25, 2022)

The Ross Recent High School Graduate Grant is available for students, who qualify and enroll in the Medical Assistant, Dental Assistant or Veterinary Assistant Diploma/Certificate programs at a Ross Medical Education Center / Ross College resident campus. A maximum of $6,895 (minimum $2,000) is 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 students have been exhausted. This grant has no cash value and can only result in a refund to the students' Title IV loans.

Eligibility Requirements:
All Ross Recent High School Graduate Grant applicants must:
1. Meet Ross admissions requirements as stated in the catalog.
2. Have graduated from high school, includes GED and home schooled graduates, within 1 year of their original start date with Ross. Applicable documentation of graduation must be provided.
3. Be enrolling at Ross Medical Education Center / Ross College for the first time. Reentry or reinstated students are not eligible.
4. Not be in default on any Title IV Federal Loans.

5. Be eligible for full Title IV Federal Subsidized/Unsubsidized loans.
6. Remain in good academic and attendance standing (based on Satisfactory Academic Progress requirements) in order to be eligible for the disbursement.
7. Be current on all financial obligations with Ross.
8. Complete all program requirements. The grant will be disbursed once program completion requirements are met.

This grant is funded annually and will be subject to availability.
This is funding provided by Ross Education Holdings, Inc. that does not have to be repaid.
- One (1) grant available per campus per fiscal year

ROSS TRANSFER GRANT (effective for enrollments on or after April 25, 2022)
The Ross Transfer Grant is available for students, who qualify and enroll in the Medical Assistant, Dental Assistant or Veterinary Assistant Diploma/Certificate programs at a Ross Medical Education Center / Ross College resident campus. A maximum of $6,895 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 students have been exhausted. This grant has no cash value and can only result in a refund to the students' Title IV loans.

Eligibility Requirements:
All Ross Transfer Grant applicants must:
1. Meet Ross admissions requirements as stated in the catalog.
2. Be enrolling at Ross Medical Education Center / Ross College for the first time. Reentry or reinstated students are not eligible.
3. Have attended another post-secondary institution and incurred verifiable loan debt.
4. Not be in default on any Title IV Federal loans.
5. Be eligible for full Title IV Federal Subsidized/Unsubsidized loans.
6. Have an Expected Family Contribution (EFC) that is greater than 6207.
7. Remain in good academic and attendance standing (based on Satisfactory Academic Progress requirements) in order to be eligible for the disbursement.
8. Be current on all financial obligations with Ross.
9. Complete all program requirements. The grant will be disbursed once program completion requirements are met.

This grant is funded annually and will be subject to availability.
This is funding provided by Ross Education Holdings, Inc. that does not have to be repaid.
- One (1) grant available per campus per fiscal year

KRISTEN BEAL SCHOLARSHIP
The purpose of the Kristen Beal scholarship is to provide support to single parents enrolled in fully online programs offered by Ross College, Sylvania. This $500 nonrenewable scholarship is to be used for direct tuition costs and fees only after all Title IV PELL funding as well as any federal, state and local grants and/or educational benefits available to the student have been exhausted.

Eligibility Requirements:
The recipient must be a full-time student attending Ross College, Sylvania in one of the following fully online programs: Health Care Administration, Medical Office Administration, Medical Billing Administrative Specialist, Medical Assistant, Medical Insurance Billing and Office Administration, or Pharmacy Technician. The recipient must also be a single parent with primary custody of at least one child 12 years of age or younger, and submit a 250-word essay at the time of application. Application and essay information can be found at https://rosscollegefoundation.org/scholarships/the-kristen-beal-scholarship/.

- Four (4) scholarships available per year

KELLY BYRNES SCHOLARSHIP

The Kelly Byrnes Scholarship rewards students who have shown continuous progress through their program at Ross as measured by cumulative GPA and growth in their personal commitment to the successful completion of their academic program. This $500 nonrenewable scholarship is to be used for direct tuition costs and fees only after all Title IV PELL funding as well as any federal, state and local grants and/or educational benefits available to the student have been exhausted.

Eligibility Requirements:
The recipient must have completed at least 2 modules of their academic program, hold minimum cumulative GPA of 2.0, and demonstrate Pell Grant ineligibility. The recipient must also submit a 250 word essay at the time of application. Application and essay information can be found at https://rosscollegefoundation.org/scholarships/the-kelly-byrnes-scholarship/.
- Two (2) scholarships available per year

ROSS OPPORTUNITY GRANT (effective for enrollments on or after December 1, 2023)

The Ross Opportunity Grant is available for students, who qualify and enroll at Ross Medical Education Center or Ross College. A maximum of $1,000 is 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 students have been exhausted. This grant has no cash value and can only result in a refund to the students' Title IV loans.

Eligibility Requirements:
All Ross Opportunity Grant applicants must:
1. Meet Ross admissions requirements as stated in the catalog.
2. Be enrolling at Ross Medical Education Center / Ross College for the first time. Reentry or reinstated students are not eligible.
3. Not be in default on any Title IV Federal loans.
4. Be eligible for full Title IV Federal Subsidized/Unsubsidized loans.
5. Be an Independent student with an Expected Family Contribution (EFC) that is in the range of 1,000-6,000.
6. Remain in good academic and attendance standing (based on Satisfactory Academic Progress requirements) in order to be eligible for the disbursement.
7. Be current on all financial obligations with Ross.
8. Complete all program requirements. The grant will be disbursed once program completion requirements are met.

This grant is funded annually and will be subject to availability. This is funding provided by Ross Education Holdings, Inc. that does not have to be repaid.
- Fifty (50) grants available per quarter

ROSS FINANCIAL HARDSHIP GRANT

The Ross Financial Hardship Grant is available for students of Ross Medical Education Center or Ross College who have encountered an unexpected financial hardship and is unable to meet the obligations of the Ross Payment Plan. A maximum of $500 is 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 students have been exhausted. This grant has no cash value and cannot result in a refund to the student.

Eligibility Requirements:
     All Ross Financial Hardship Grant applicants must:
     1. Not be in default on any Title IV Federal loans.
     2. Be in good academic and attendance standing (based on Satisfactory Academic Progress requirements) and hold a minimum cumulative GPA of 2.0.
     3. Submit a letter to the campus' Associate Director documenting their hardship.
     4. Submit a letter to Financial Aid supporting the need and affirm that all other aid options have been exhausted.
     5. The $500 assistance must be enough to address the hardship.

     This grant is funded annually and will be subject to availability. This is funding provided by Ross Education Holdings, Inc. that does not have to be repaid.

ROSS FOSTER CARE GRANT

The Ross Foster Care Grant programs serves to support students from foster care situations, allowing this population of students to attend Ross Medical Education Center or Ross College without incurring any debt. The grant will cover any remaining gap of direct tuition cost and fees only, after all Title IV Funding options, as well as, federal, state and local grants and/or educational benefits available to the students have been exhausted up to the total cost of tuition not to exceed $16,297. This grant has no cash value and cannot result in a refund to the student.

Eligibility Requirements:
All Ross Foster Care Grant applicants must:
1. Meet the definition of Foster Care by FAFSA guidelines
   a. At any time since turning the age 13, were both your parents deceased and were you in foster care or a ward of the court.
2. Meet Ross admissions requirements as stated in the catalog.
3. Complete the application for Federal Financial Aid (FAFSA).
4. Apply for any state funding specific to Education Training Voucher in the state.
5. Remain in good academic and attendance standing (based on Satisfactory Academic Progress requirements) in order to be eligible for disbursement.
6. The grant will be disbursed once the student has exited the program of study.

The grant is funded annually and will be subject to availability. This is funding provided by Ross Education Holdings, Inc. that does not have to be repaid.

ROSS EDUCATION PAYMENT PLANS

Ross Education provides various payment options to students. Any payment plan is serviced internally by Ross Education Holdings, Inc.. 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 that if payments due in this program fall substantially in arrears, training may be interrupted and termination from the program could occur. Timely payments of tuition and fees are expected to be made according to the payment schedule outlined by the school and detailed in the executed (signed) enrollment agreement.

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 Medical Education Center and Ross College campuses are eligible Veterans Affairs education training facilities. Please contact your school to see if they participate.

Ross Medical Education Center/Ross College in accordance with the Veterans Benefits and Transition Act of 2018 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 Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

In compliance with Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020:
• The practice of "same day recruitment and registration" is prohibited for students receiving VA education benefits (including on military installations).
• Any student that states they will be using VA education benefits must be provided with a personalized VA Information Form prior to enrollment in a course or program of study. The form provides information on estimated cost of the course, cost of living, graduation rate, placement rate, and any additional requirements required to obtain the license or certification for which the course of education was designed. It also provides information on any available aid, such as loans - Federal, State, private, or institutional, VA education benefits, tuition discounts, and estimated loan debt upon graduation.
• VA education benefit students will not be enrolled until after they have completed a Financial Aid appointment, so they can receive a personalized VA Information Form prior to enrolling in a course or program of study.
• VA education benefit students may face a delay in enrollment if they do not have access to their Certificate of Eligibility or the School Certifying Official is unable to confirm the student's education benefits.
• This legislation applies to all Chapters of VA education benefits as outlined in Section 1018 (30, 31, 32, 33, 35, 1606, and 1607).

WORKFORCE INVESTMENT ACT

Workforce Investment Act-Individual Training Account eligibility varies from campus to campus. Please see your Student Services Coordinators for additional information.

MICHIGAN REHABILITATION

Ross Medical Education Center/Ross College are approved to provide education benefits to the disabled.

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.

CREDITS FOR FINANCIAL AID

In determining financial aid awards, Ross Medical Education Center/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
(ALL PROGRAMS EXCEPT NURSING ASSISTANT)
SEE "NURSING ASSISTANT PROGRAM INFORMATION AND POLICIES" SECTION

CREDIT HOUR CALCULATIONS

Ross Medical Education Center/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.

EXTERNSHIP ASSIGNMENTS

The externship is the final requirement for graduation for all certificate, diploma and select degree programs at Ross Medical Education Center/Ross College. The externship assignment is arranged by Career Services and assigned to students approximately two weeks prior to the scheduled start date. The externship can begin no sooner than the day after the last day of classroom training. The duration will vary based on program of study.

All students are required to attend the mandatory externship seminars for the class.

Externship Eligibility
In order to be eligible for externship, students must meet the following requirements:
- Successfully passed all other courses in the program of study with a minimum grade of 1.0/D.
- Ability to achieve a minimum of 2.0 by completion of externship.
- Tuition paid in full or payments up to date depending on the most recent tuition package worksheet or arrangements agreed to with the Central Financial Aid Office.

Determination of Externship Grade

The externship evaluation is based on 0% to 100% which includes the following:

1. Professionalism
2. Clinical Skills/Technical Skills
3. Administrative Skills
4. Externship Seminars

GRADUATION REQUIREMENTS

Certificate/Diploma Programs

To be eligible to graduate with a credential from Ross Medical Education Center/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 with no less than a final grade of a D/1.0 in any individual course.

Degree Programs

An Associate of Applied Science Degree will be awarded to each student who successfully:

1. Complete all program requirements in the specified time.
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 2.00 or higher with no less than a final grade of a D/1.0 in any individual course.
   NOTE: For Nursing students seeking an Associate degree credential, the Cumulative Grade Point Average is at least 2.50.
4. Have satisfied the residency requirement.

All programs

The student must satisfy his/her financial obligations to Ross Medical Education Center/Ross College, or be current on his/her payment plan, prior to graduation. It is the student's responsibility to maintain their credentialing documents, such as diploma, certificate and degree.

Residency Requirement

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

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 Cumulative Grade Point Average of 3.5 or better are designated as Honors Graduates.

ACADEMIC TRANSCRIPT

An unofficial copy of each student's transcript is available upon request by the student at https://rosseducation.edu/transcripts/. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. Please allow up 10 days for processing. 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.

Student records are kept for a minimum of three years; academic transcripts are retained indefinitely.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must maintain Satisfactory Academic Progress (SAP) regardless of whether they receive Federal financial aid. In order to maintain SAP, 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. In order to graduate, a student must successfully complete all courses in the program with a grade point average of 2.0/C or higher with no grade less than 1.0/D in any individual course. All credits transferred from another institution will be counted as both attempted and completed hours.

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 SAP 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 the program/academic year midpoint date will occur as based on the program start date.

3. MINIMUM SAP ACADEMIC ACHIEVEMENT AND COMPLETION REQUIREMENTS

At the progress evaluations, a student must meet the following minimum cumulative grade point average (CGPA) and cumulative completion rate by program (CROP) – CROP is evaluated by credit hour and rounded to the nearest whole number percentage (i.e., credit hours attempted versus credit hours successfully completed). These standards are listed by program as follows:

Certificate/Diploma Programs:

Medical Assistant, Dental Assistant, Veterinary Assistant, Medical Insurance Billing and Office Administration Programs

Progress Evaluation	Cumulative Grade Point Average (CGPA)	Cumulative Rate of Completion (CROP)
End of Scheduled Payment Period #1 (Midpoint Date)	2.0	75%
End of Program	2.0	75%

Practical Nursing Program

Progress 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 1st 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 1st 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

Associate Degree Programs:

Medical Assistant Specialist Program

Progress Evaluation	Cumulative Grade Point Average (CGPA)	Cumulative Rate of Completion (CROP)
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%

Veterinary Technology Program

Progress Evaluation	Cumulative Grade Point Average (CGPA)	Cumulative Rate of Progression (CROP)
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%

Nursing, Occupational Therapy Assistant Programs

Progress 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 1st 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

Online Diploma Programs:

Medical Office Administration, Pharmacy Technician, Medical Insurance Billing and Office Administration

Progress Evaluation	Cumulative Grade Point Average (CGPA)	Cumulative Rate of Completion (CROP)
End of Scheduled Payment Period #1 (Midpoint Date)	2.0	75%
End of Program	2.0	75%

Online Associate Degree Programs:

Medical Assistant (94 Credit Hour Version), Health Care Administration, Medical Billing Administrative Specialist (90 Credit Hour Version)

Progress Evaluation	Cumulative Grade Point Average (CGPA)	Cumulative Rate of Completion (CROP)
End of Scheduled Payment Period #1 (Academic Year 1 Midpoint Date)	1.5 CGPA	50%
End of Scheduled Payment Period #2 (Academic Year 1 End Date)	1.75 CGPA	66.7%
End of Scheduled Payment Period #3 (Academic Year 2 Midpoint Date) and All End of Scheduled Payment Periods Thereafter	2.0 CGPA	75%

4. PROGRESS EVALUATIONS

Students will receive regular evaluations of their progress which will occur officially at the end of each scheduled payment period. A summary of the grades and pace for each phase of the program, as well as cumulatively, is provided to each student. The appropriate instructor or school administrator 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 payment period, a student may be placed on Financial Aid Warning. The Financial Aid Warning period will be one payment period. Title IV funds may be disbursed during the Financial Aid Warning periods.

If it is determined during any progress review, that a student is unable to mathematically meet either the CGPA or CROP standards referenced in the above tables titled "Minimum SAP Academic Achievement and Completion Requirements", the student may be dismissed without a Financial Aid Warning. This may be done by the determination of the Campus Administrator, that the student will not meet the minimum

standards for SAP during the Financial Aid Warning payment period. Students are referred to discuss directly with Campus Administration those calculations, and will be provided a copy upon determination.

A student will be terminated at the end of the Financial Aid Warning period if the minimum standards of SAP are not met. In addition, students may be terminated after a single module 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 SAP at the end of the Financial Aid Warning period will be considered to be meeting SAP standards.

6. NOTIFICATION
Students are notified in writing should they fail to meet the minimum standards of SAP 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 Administrator. Appeals will be considered when extraordinary circumstances such as health, family, financial, transportation, childcare or other personal issues exist. Students may also appeal if the CROP% is less than 75% and they can meet the graduation requirements. The student's appeal must include why the student failed to meet SAP standards and what has changed. The letter must be submitted within 3 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
Degree program students who are notified of an approved appeal will be placed on SAP Probation for one payment period. Students in non-degree programs who are notified on an approved appeal will be placed on SAP Probation for up to one payment period, as determined by Campus Administration. 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. Students are notified in writing should they fail to meet the minimum standards of Satisfactory Academic Progress following an evaluation period. Students will be notified through the progress evaluation that they are removed from SAP Probation.

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 chart below:
   A.   All programs *except* for the following programs in Nursing (AAS and Diploma), Occupational Therapy Assistant and Veterinary Technology:

Numeric Grade	Letter Grade	Grade Point
90-100	A	4.0
85-89.99	B+	3.5
80-84.99	B	3.0
75-79.99	C+	2.5
70-74.99	C	2.0
65-69.99	D+	1.5

60-64.99	D	1.0
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 (AAS and Diploma), 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 OTA Level Fieldwork Course Only)	IP	Not computed

Additional Evaluation Measures for Specific Programs:
* Students enrolled in the courses and courses with the prefixes listed below must achieve a minimum percentage of 76% to pass the course.
  - Nursing (Prefixes - NUR, PN, RN)
    o Students not achieving a minimum percentage of 76%, will receive 0 quality points and a letter grade of F.

    o 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.

    o 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 letter grade of F, W, WF, or UF.

- Veterinary Technology (Prefixes - ANH)
- MTH 1800 - College Algebra (Nursing and Veterinary Technology)
- SCI 1351 - Anatomy and Physiology I (Nursing)
- SCI 1352 - Anatomy and Physiology II (Nursing)
- SCI 2100 - Elements of Microbiology (Nursing)
- HSC 1110 - Veterinary Medical Terminology (Veterinary Technology)

** Students enrolled in the courses and courses with the prefixes listed below must achieve a minimum percentage of 70% to pass.
- ALH - Allied Health (Occupational Therapy Assistant)
- HSC 1100 - Medical Terminology

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.

Residential Programs
A student who receives an Incomplete grade in any course will have 7 calendar days to complete the requirements of the course(s) with a final grade of 1.0/D or higher. The student will receive a failing grade in the course if all course requirements are not satisfactorily completed by the end of the 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.

Online Programs
Students who receive an incomplete course grade will have 7 calendar days to complete the requirements of the course(s) with a final grade of 1.0/D or higher at the discretion of the instructor based on individual circumstances.

12. READMISSION

Students terminated due to failure to meet SAP 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 Administrator before being considered for readmission. The student's Cumulative Grade Point Average and Cumulative Rate of Completion will be evaluated again at the end of the next scheduled payment period. If readmission is granted, the student will be placed on Academic/Financial Aid Probation. The student must meet the standards of SAP by the end of his or her next evaluation point.

Nursing Program
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 (ROSS COLLEGE, N. CANTON STUDENTS ONLY)
In addition to the College's Standards of SAP 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 7 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 7 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 Administrator.

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 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 *Standards of Satisfactory Academic Progress Policy*)

Ross College and Ross Medical Education Center 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 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 - ALL PROGRAMS

Ross College and Ross Medical Educational Center maintain an institutional attendance policy to support the academic achievement of their students. The attendance policies are divided as follows:
- **Attendance Policy - Residential Courses:** Applies to all program courses delivered at the resident campus.
- **Attendance Policy - Online Courses:** Applies to students completing their program entirely online through Ross College, Sylvania and to online courses taken by students who have selected to have a portion of their residential program courses delivered via distance education (hybrid).
- **Attendance Policy - Practical Nursing Diploma and Nursing Associate Degree Programs:** Applies to students enrolled in the Practical Nursing Diploma and Nursing Associate degree programs.

* For students enrolled in residential programs who have selected to have a portion of the program courses delivered via distance education, the distance education courses are facilitated through a consortium agreement and delivered by Ross College, Sylvania.

** In hybrid versions of the Nursing, Practical Nursing, and Veterinary Assistant programs, the campus of enrollment and all distance education courses are delivered by Ross College, N. Canton, OH.

ATTENDANCE POLICY - RESIDENTIAL COURSES

Students are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory. 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. Students who fail to attend a scheduled on-campus class session will not receive attendance credit for that session. Students enrolled in a hybrid program course or online program who fail to complete the academically-related activity in the learning management system (LMS) required for a scheduled online class session will not receive attendance credit for that session.

ATTENDANCE POLICY - ONLINE COURSES

For all courses completed online, students are required to login to their online classrooms regularly. The definition of attendance for these students is submission of a gradable item. The definition of a 'gradable item' includes:

- Threaded discussion post
- Submission of a quiz/test
- Submission of a written assignment
- Attendance at required live classroom meetings (Applies to students enrolled in hybrid versions of the Practical Nursing and Nursing programs)

Students must complete the required online academically-related activity on the day of the scheduled online session, which begins at 12:00 a.m. and ends at 11:59 p.m.

Note: Gradable items must be submitted within the online course system as instructed. Sending an email to an instructor does not count as a gradable item.

Meeting the attendance requirements does not indicate that the student has completed all of the required class work for a particular week. Meeting the attendance requirements indicates only that the student has participated sufficiently to be considered in attendance for that week. Assignments are graded on their merit and according to the guidelines established within the course and for the individual assignment.

ATTENDANCE POLICY - PRACTICAL NURSING DIPLOMA AND NURSING ASSOCIATE 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. Students enrolled in online courses are subject to the "Attendance Policy - Online Courses" section of the Student Catalog. 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 Standards of Satisfactory Academic Progress Policy). Nursing students are subject to a deduction of points for late assignments, tests and quizzes.

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 Administrator at the North Canton campus.

ATTENDANCE TERMINATION POLICY

Regardless of notification, if a student is not in attendance for seven consecutive scheduled training days (7 calendar days for WV and on-ground AAS programs) 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, submissions of online gradable assignment, 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 administrator 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.

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 officially withdraw from school:
- Notify the Campus Administrator in person or in 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 a financial aid representative

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) 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.

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 Administrator before being considered for readmission.

MAKE-UP WORK/LATE ASSIGNMENTS

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.

Late assignment submissions will be accepted through the end of the mod in which it was assigned. A deduction will be taken from the grade for all submitted late assignments. Additionally, any assignments submitted after the due date do not count as attendance for a missed class. It is the student's responsibility to maintain contact with the instructor regarding the submission of late assignments.

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 Campus Administrator. 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 Medical Education Center/Ross College offers a leave of absence to active students for 3 distinct circumstances.
- Due to COVID-19 exposure or positive test resulting in quarantine away from school.
- Pregnancy, with documentation from medical professional.
- Class schedule conflicts resulting from transfer credit (Ross College, North Canton only; select programs)

The aggregate total days of leave may not exceed 180 days annually, and *Title IV financial aid may be impacted* for students utilizing a leave of absence. Students not returning to the program by the scheduled return date will be withdrawn.

CHANGE IN ONLINE PROGRAM CONCENTRATION
Students requesting a change in program concentration must be making satisfactory academic progress at the time the request is made. Courses that apply to the new program concentration 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 program concentrations must submit a written request and an Associate Degree Concentration Change form.

Note: If a student is at the point of dismissal for satisfactory academic progress in the first program, the student must be placed on Academic/Financial Aid Dismissal, appeal the dismissal, and have the appeal granted based on mitigating circumstances before the student will be allowed to transfer to a new program concentration. Under no circumstances can a request to change programs circumvent a dismissal due to not making satisfactory academic progress.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS
Ross Medical Education Center/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 Medical Education Center/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 Medical Education Center/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 Medical Education Center/Ross College or an unaffiliated school, it is your responsibility to determine whether that school will accept your Ross credits. We encourage you to make this determination as early as possible.

Ross College/Ross Medical Education Center Associate Degree Programs:
Southern New Hampshire University has established an articulation agreement with Ross College/Ross Medical Education Center. Per the agreement, any student who graduates from a Ross College/Ross Medical Education Center Associate degree program and is 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 the credits earned at Ross College/Ross Medical Education Center, if any, Southern New Hampshire University will officially accept.

Bellevue University has established a Memorandum of Understanding (MOU) with Ross Medical Education Centers/Ross Colleges. Per the memo, any student who graduates from a Ross College/Ross Medical Education Center Associate degree program or who earns approximately 60 credit hours may transfer those credits toward a Bellevue University Bachelor degree. Students transferring with an Associate degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. This is applicable for both a traditional Bachelor's degree or the accelerated Bachelor's degree completion program. All transfer students may submit unofficial transcripts to Bellevue University for initial evaluation and to be provided information on remaining requirements for degree completion. Official transcripts are required prior to admittance. Transfer students must complete a minimum of 30 hours in residence with Bellevue University. On-line courses satisfy residence requirements. Students can access more information about the MOU at transfer.bellevue.edu/ross.

American College of Education (ACE) has established an Articulation and Transfer Agreement with Ross Medical Education Centers/Ross Colleges that specifies that any student who graduates from a Ross College/Ross Medical Education Center Associate degree program or who earns approximately 60 semester credit hours (90 quarter credit hours) may transfer those credits toward an ACE bachelor's degree program. Students transferring with an associate degree will receive credit for all coursework in their degree program completed with a C grade (70%) or higher. Official transcripts are required prior to admittance; however, all transfer students may submit unofficial transcripts to ACE for initial evaluation and to be provided information on remaining requirements for ACE degree completion and conferral.

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.

Note: Veterans must submit their DD-214.

CREDIT FOR PREVIOUS EDUCATION - DIPLOMA/CERTIFICATE PROGRAMS
It is the policy of Ross Medical Education Center/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 campus' 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 Medical Education Center/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 Campus Administrator 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 (DD-214), 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 Medical Education Center/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*)*. For Associate degree programs, at a minimum, 25 percent of the credits or the recognized clock-hour equivalent required for completion of a program must be earned through coursework completed at Ross Medical Education Center/Ross College.
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 (DD-214), 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.

OTHER SOURCES OF CREDIT

Credits Earned at Ross Medical Education Center/Ross College
Credits earned at any Ross Medical Education Center/Ross College may be accepted at other Ross campuses 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 Medical Education Center/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. Ross 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 Medical Education Center/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 Medical Education Center/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.

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 one program at Ross Medical Education Center/Ross College 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, Ross' 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 at Ross College, N. Canton 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
(ALL PROGRAMS EXCEPT NURSING ASSISTANT)
SEE "NURSING ASSISTANT PROGRAM INFORMATION AND POLICIES" SECTION

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 Administrator makes all determinations regarding conduct.

A link to the Student Guidelines, which also explains these rules, is provided to students during enrollment.

READMISSION

Application for readmission to Ross Medical Education Center/Ross College will be reviewed on an individual basis. A student must submit a written request for reentry and meet with the campus administrator 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 Administrator. 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 he 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.

The following list of events 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

The dress code requirements for Ross Medical Education Center/Ross College follow the typical protocol found in most medical facilities.

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. Ross reserves the right to advise any student that his or her appearance is immodest, offensive, other 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 ensure 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 Medical Education Center/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, https://rosseducation.edu/ or by request from the Campus Administrator. This report includes information regarding campus security policies and campus crime statistics.

ROSS EDUCATION HOLDINGS, INC. 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.

Ross Education'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 Administrator. 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 Administrator. 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 Administrator 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

EQUIPMENT AND AUDIO-VIDUAL AIDS - RESIDENTIAL PROGRAMS

In order to prepare graduates for allied health 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 to provide a variety of learning modes including, LCD projectors, and models. A program specific equipment list is available as needed.

OPERATING SYSTEM REQUIREMENTS - ONLINE COURSES

Computer Specifications

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements. Students are required to have reliable access to a laptop or desktop computer with Windows or Mac operating system and internet connectivity, but may use a mobile device such as a phone or tablet as a secondary means of access to coursework in Canvas. Accessibility to Canvas is extremely limited when using a Chromebook or Kindle, so students are advised not to use these devices.

Students enrolled in the Nursing- Associate, Practical Nursing- Diploma, or Veterinary Technology-Associate programs are required to have reliable access to a PC or Mac computer with the specifications listed below. Tablets, smartphones, or other mobile devices are not acceptable alternatives. Students, who do not have access to a PC or Mac, may purchase a laptop or equivalent from Ross. Details on the cost to purchase the laptop are included in the Tuition and Fees section of the catalog.

Screen Size

Canvas is best viewed at a resolution of 1024 x 768 or better.

Operating Systems

- Canvas requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades. As a general practice, most third party vendors support the current operating system and the two previous operating system versions. Note - Pharmacy management software for the Pharmacy Technician program only works with Windows operating systems

Mobile Operating System Native App Support

As of May 15, 2024, Android apps require version 13 or later and iOS apps require version 15 or later. All Android and iOS both support the two most recent versions of their respective operating systems. Although course software may work on tablets and mobile devices, not all software features may be available, including secure sign on (SSO) and grade pass back, so students are advised not to use these devices.

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 8GB of RAM or more
- 2GHz processor or faster

Internet Speed

- Minimum of 512 Kbps upload speed and 2.0 Mbps download speed

Supported Browsers

Canvas supports the current and first previous major releases of the following browsers:
- Google Chrome
- Mozilla Firefox (Extended Releases are not supported*)
- Apple Safari
- Microsoft Edge
- Respondus Lockdown Browser (supporting the latest system requirements)

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available.

LEARNING ENVIRONMENT REQUIREMENTS - ONLINE COURSES
- Internet access with a 56K modem or faster.
- Ability to accept browser cookies
- JavaScript enabled on your Web browser
- Latest version of Adobe Reader
- Set browser to refresh at every page
- Must not be behind a firewall that blocks cookies or blocks access to a secure server
- All pop-up blockers turned off
- Have speakers connected to your computer and turned on programs

PROFESSIONAL CREDENTIALING
Requirements to work as allied health professionals varies from state to state. Graduates of Ross Medical Education Center/Ross College may be eligible to sit for national credentialing examinations. See the Campus Administrator for additional information regarding state requirements and/or national credentialing examinations.

COURSE AND PROGRAM ASSESSMENT
Refer to course description and syllabi for additional information.

STUDENT CONCERNS/COMPLAINTS PROCEDURE
Ross encourages students to submit suggestions and/or concerns. Suggestions or concerns should be directed to the Campus Administrator. If an issue has not been resolved after meeting with the Campus Administrator, please adhere to the following procedure:

Contact the Concern Resolution Department of Ross Education Holdings, Inc., Executive Vice President of Operations, via one of the following methods:

Address:
Ross Education Holdings, Inc., Concern Resolution Department
22800 Hall Road, Suite 800, Clinton Township, MI 48036

Email:
RossStudentConcerns@rosseducation.edu

Phone:
(810) 637-6100, extension 20050

Procedure:
Concerns submitted to the Concerns Resolution Department will be forwarded to the appropriate corporate supervisor. A written concern will be acknowledged within three (3) working days, and a formal response to the concern will be provided in writing within ten (10) business days. All parties to the complaint will be made aware of its progress as it advances through the process and will also have the opportunity to speak on their own behalf regarding the complaint, as necessary. A meeting will be arranged for the concerned principals as needed. If the response does not rectify the situation, contact the Ross Student Resolution Department at (810) 637-6100, extension 20050. If, at any time, a student cannot resolve the complaint to their satisfaction at the campus location level, he/she is not obligated to submit their complaint to the Concerns Resolution Department. The student may submit their concern directly to the state or other applicable agency per the processes outlined below.

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.

Students should direct state inquiries to the agency for the state in which they are physically located as follows:

1. Alabama:
The Private School Division, Alabama Community College System
P.O. Box 302130
Montgomery, AL 36130
A Student Complaint Form can be found on their website at: https://www.accs.edu/student-complaints/

Alabama (Ross College, Sylvania, OH, Online Program Students Only)
The state of Alabama is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Alabama, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000
  www.michigan.gov/pss

2. Indiana:
The Indiana Commission for Higher Education/Board for Proprietary Education
The Commission for Higher Education is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Indiana. The Board for Proprietary Education handles complaints for proprietary schools.

Board for Proprietary Education
Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Phone: (317) 464-4400
A complaint form can be found on their website at https://www.in.gov/bpe/2329.htm.

Discrimination: If a student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Indiana Civil Rights Commission (ICRC) using the ICRC's complaint form or call them at (800) 628-2909.
Financial Aid: If a student has been denied state of Indiana financial aid, they may file an appeal. Students should complete the student financial aid complaint form or call (888) 528-4719 for assistance.
Law Violations: If a student believes that a college or university has violated state or federal law, he/she may wish to contact the Office of the Indiana Attorney General at (800) 457-8283

Indiana (Ross College, Sylvania, OH, Online Program Students Only)

The state of Indiana is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Indiana, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000
  www.michigan.gov/pss

3. Illinois:
Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
Phone: (217) 557-7359
https://complaints.ibhe.org/

Illinois (Ross College, Sylvania, OH, Online Program Students Only)

The state of Illinois is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Illinois, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000
  www.michigan.gov/pss

4. Iowa:
Iowa College Student Aid Commission
475 SW Fifth Street, Suite D
Des Moines, IA 50309-4608
Toll Free: (877) 272-4456
https://www.iowacollegeaid.gov/StudentComplaintForm

Iowa (Ross College, Sylvania, OH, Online Program Students Only)

The state of Iowa is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Iowa, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving

320 S. Walnut Street
Lansing, MI 48933
(517) 335-4000
www.michigan.gov/pss

5. Kentucky:
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, 500 Mero Street, 4th Floor, Frankfort, Kentucky 40601. The forms can be found on the website at https://kcpe.ky.gov/Pages/index.aspx.

Kentucky (Ross College, Sylvania, OH, Online Program Students Only)
The state of Kentucky is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Kentucky, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000
  www.michigan.gov/pss

6. Michigan:
Michigan Department of Labor and Economic Opportunity
Employment & Training, Postsecondary Schools & State Approving
320 S. Walnut Street
Lansing, MI 48933
(517) 335-4000
www.michigan.gov/pss

7. Ohio:
Associate degree programs offered by Ross Colleges N. Canton and Sylvania, OH:
1. Students are required to exhaust the school's complaint process before appealing to the Ohio Department of Higher Education.

2. Ohio Department of Higher Education
   Email: ODHE-Complaints@highered.ohio.gov

All programs:
(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
A Student Complaint Form can be found on their website at:
http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx

8. Pennsylvania:
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126
Email: RA-HigherEducation@pa.gov
Phone: (717) 783-6786
https://www.education.pa.gov/SARA

Pennsylvania (Ross College, Sylvania, OH, Online Program Students Only)
The state of Pennsylvania is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Pennsylvania, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000
  www.michigan.gov/pss

9. Tennessee:
Tennessee Higher Education Commission
Division of Postsecondary State Authorization
312 Rosa Parks Ave. 9th Floor
Nashville TN 37243
Phone: (615) 741-5293
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/thec/for-students-and-families/transcript-requests-and-institution-complaints.html

Tennessee (Ross College, Sylvania, OH Students, Online Program Only)
The state of Tennessee is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Tennessee, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000

www.michigan.gov/pss

10. <u>Virginia</u>:
Virginia State Council of Higher Education
101 N. 14th Street, 10th Floor
James Monroe Building
Richmond, VA 23219
http://www.schev.edu/index/students-and-parents/resources/student-complaints

Virginia (Ross College, Sylvania, OH Students, Online Program Only)
The state of Virginia is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of Virginia, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000
  www.michigan.gov/pss

11. <u>West Virginia</u>:
(West Virginia) Community & Technical College School System of West Virginia
1018 Kanawha Boulevard E., Suite 700
Charleston, WV 25301
or Fax to: (304) 598-3675
A Student Complaint Form can be found on their website at: https://www.wvctcs.org/complaints

West Virginia (Ross College, Sylvania, OH Students Online Program Only)
The state of West Virginia is a member of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of the state of West Virginia, the contact information to file a complaint against Ross College is as follows:

- **Michigan Department of Labor and Economic Opportunity**
  Employment & Training, Postsecondary Schools & State Approving
  320 S. Walnut Street
  Lansing, MI 48933
  (517) 335-4000
  www.michigan.gov/pss

12. <u>All other states</u>:
All states, except California, are members of the National Council for State Authorization and Reciprocity Agreements (NC-SARA). Under the compact, member states, districts and territories have established comparable national standards for interstate offering of postsecondary distance education courses and programs. If you are enrolled in a Ross College distance education program, and you are a resident of one of these states, the contact information to file a complaint against Ross College is as follows:

- Michigan Department of Labor and Economic Opportunity

Employment & Training, Postsecondary Schools & State Approving
320 S. Walnut Street
Lansing, MI 48933
(517) 335-4000

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

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, 500 Mero Street, 4th Floor, Frankfort KY, 40601. The form can be found on the website at www.kcpe.ky.gov.

COMMUNITY RESOURCES

Information about national community resources is listed below:

Organizations	Website	Phone Number
Alcohol Abuse and Crisis Intervention	www.aa.org	1(800)234-0246
Al-Anon	www.al-anon.org	1(888)425-2666
Drug and Alcohol Helpline	http://www.alcoholdrughelp.org.nz	See website
Family and Children's Services	www.acf.hhs.gov	See website
National Domestic Violence Hotline	www.thehotline.org	1(800)799-7233
Rape Crisis Center	www.therapecrisiscenter.org	1(888)366-1640
Suicide Hotline	www.suicidepreventionlifeline.org	1(800)273-8255
United Way	www.unitedway.org	211

Please see the Campus Administrator for additional information concerning local community resources that may be available.

STUDENT SERVICES
(ALL PROGRAMS EXCEPT NURSING ASSISTANT)
SEE "NURSING ASSISTANT PROGRAM INFORMATION AND POLICIES" SECTION

CAREER SERVICES CENTER

Ross Medical Education Center/Ross College is committed to assisting program graduates with career services. To help ensure the success of every graduate, Ross Medical Education Center/Ross College offers job placement assistance at no additional charge through its Career Services Center. To help prepare students for allied health entry-level position, professional development and communication skills are presented throughout the respective 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.

The Career Services Center staff maintains regular contact with health care employers to obtain first-hand information about their employment needs. This information is then shared with students and program graduates.

The objective of Career Services is to assist students with the skills necessary to secure an entry-level position in an allied health setting. 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.

Students and graduates can contact Career Services via the following methods:
- **Telephone:** To obtain the phone number, visit the Career Services webpage at rosseducation.edu/students/career-services or contact your campus' leadership

HOUSING
Ross Medical Education Center/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 Medical Education Center 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. Some locations have 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 Holdings, Inc. (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 Corporate Counsel and Compliance Officer about any necessary accommodations and services. The Corporate Counsel and Compliance Officer 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 Corporate Counsel and Compliance Officer, (810) 637-6100, extension 30015. Questions,

difficulties or concerns should be directed to the Corporate Counsel and Compliance Officer 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 Corporate Counsel and Compliance Officer. The form can be obtained by contacting the Corporate Counsel and Compliance Officer at (810) 637-6100, extension 30015. 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 Corporate Counsel and Compliance Officer.

Upon receipt of a Request for Reasonable Accommodation Form and any supporting documentation submitted or subsequently requested and submitted, the V Corporate Counsel and Compliance Officer 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 Corporate Counsel and Compliance Officer in an effort to resolve the complaint. The Corporate Counsel and Compliance Officer can be reached at (810) 637-6100 ext. 30015.
- 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 via email at 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, MI 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

Alabama:
Department of Human Resources, Office of Equal Employment and Civil Rights
50 North Ripley Street
Montgomery, AL 36130
Phone: (334) 242-1550
Fax: (334) 353-1491
Email: oeecr@dhr.alabama.gov

Indiana:

Indiana Civil Rights Commission	Office for Civil Rights, Chicago Office
Indiana Government Center North	U.S. Department of Education
100 North Senate Ave., Room N103	Citigroup Center
Indianapolis, IN 46204-2211	500 W. Madison Street, Ste. 1475
Phone (toll-free): (800) 628-2909	Chicago, IL 60661
Fax: (317) 232-6580	Phone: (312) 730-1560
Website: www.in.gov/icrc/	Email: ocr.chicago@ed.gov

Iowa:

Iowa Department of Human Rights	Office for Civil Rights, Chicago Office
Lucas State Office Bldg.	U. S. Department of Education
321 East 12th St	Citigroup Center
Des Moines, IA 50319	500 West Madison St, Ste 1475
Phone: (515)242-5655	Chicago, IL 60661-4544
Website: https://humanrights.Iowa.gov	

Kentucky:
Kentucky Commission on Human Rights
332 W. Broadway, 7th Floor
Louisville, KY 40202
Phone (toll-free): (800) 292-5566
Website: www.kchr.ky.gov

Michigan:
Michigan Department of Civil Rights
Capital Tower Building
110 W. Michigan Ave., Ste. 800
Lansing, MI 48933
Phone: (517) 335-3165
Website: www.michigan.gov/mdcr

Ohio:

Ohio Civil Rights Commission
Rhodes State Office Tower
30 E. Broad Street, 5th Floor
Columbus, OH 43215
Phone (toll-free): (888) 278-7107
Website: www.crc.ohio.gov

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

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

West Virginia:
West Virginia Human Rights Commission
1321 Plaza East, Room 108A
Charleston, WV 25301-1400
Phone (toll-free): (888) 676-5546
Fax: (304) 558-0085
Website: www.hrc.wv.gov/

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 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 Corporate Counsel and Compliance Officer about any necessary accommodations and services. The Corporate Counsel and Compliance Officer 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 Corporate Counsel and Compliance Officer, (810) 637-6100, extension 30015. Questions, difficulties or concerns should be directed to the Corporate Counsel and Compliance Officer 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 Holdings, Inc. 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 Holdings, Inc.; or

3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's relationship with Ross Education Holdings, Inc. 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 Administrator, 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 an Administratoror 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 Holdings, Inc. 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 Administrator, 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 visit https://rosseducation.edu/, Ross Annual Security Report or contact the school administrator.

MEDICAL ASSISTANT PROGRAM

This program is offered at several locations. Check with the Admissions Office or refer to the "Program Offerings by Location" section at the end of this catalog to determine if it is offered in your area.

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 and payable 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.
- Adult, child and infant CPR/AED.

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 is delivered in a fully residential format. Campus locations may offer the option for some residential program courses to be delivered via distance education (online). The delivery of program courses in two formats, in-person at a campus location and online (distance education) is referred to as hybrid. Please contact the Campus Administrator for further details on the available program delivery options.
Please note: With the hybrid format, the distance education courses are facilitated through a consortium agreement and delivered by Ross College, Sylvania.

PROGRAM CREDENTIAL: Certificate (Michigan); Diploma (All other states)

*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 Medical Education Center and factored into student's course grades. Ross Medical Education Center'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 systematic 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 administrating 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, multi-sample 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 using the student learning management system, (a total of 12 hours) where students focus on developing the required soft-skills and professional development needed to be successful in the healthcare workplace. Students who need additional help with program-specific skills will have the opportunity to request to work with a faculty member in a non-threatening environment to advance their skill-set. Ross Medical Education Center 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 Medical Education Center for any student developed Externship experience. Student performance will be evaluated by Ross Medical Education Center 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

This program is offered at several locations. Check with the Admissions Office or refer to the "Program Offerings by Location" section at the end of this catalog to determine if it is offered in your area.

720 Clock Hours* - 50.5 Quarter Credits

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.

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

PROGRAM LENGTH: The Dental Assistant program is 36 weeks in length for day and evening students attending 4 days per week. The Dental Assistant program is 30 weeks in length for students attending 5 days per week (Cincinnati campus).

PROGRAM DELIVERY: The Dental Assistant program is delivered in a fully residential format. Campus locations may offer the option for some residential program courses to be delivered via distance education (online). The delivery of program courses in two formats, in-person at a campus location and online (distance education) is referred to as hybrid. Please contact the Campus Administrator for further details on the available program delivery options.
Please note: With the hybrid format, the distance education courses are facilitated through a consortium agreement and delivered by Ross College, Sylvania.

PROGRAM CREDENTIAL: Certificate (Michigan); Diploma (All other states)

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 Medical Education Center and factored into student's course grades. Ross Medical Education Center'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 using the student learning management system, (a total of 12 hours) where students focus on developing the required soft-skills and professional development needed to be successful in the healthcare workplace. Students who need additional help with program-specific skills will have the opportunity to request to work with a faculty member in a non-threatening environment to advance their skill-set. Ross Medical Education Center 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 Medical Education Center for any student developed Externship experience. Student performance will be evaluated by Ross Medical Education Center personnel and site supervision will be conducted in compliance with accrediting standards. **Prerequisite:** Completion of all other courses in the Dental Assistant Program.

VETERINARY ASSISTANT PROGRAM

This program is offered at several locations. Check with the Admissions Office or refer to the "Program Offerings by Location" section at the end of this catalog to determine if it is offered in your area.

900 Clock Hours* - 66.5 Quarter Credits

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 36 weeks for day and evening students.

PROGRAM DELIVERY: The Veterinary Assistant program is offered in a fully residential format at all approved locations, except N. Canton, OH (hybrid delivery only).

The program is also offered in a hybrid format that allows students to complete their general education courses and their lecture core courses online while their labs are taught at Ross' campus locations in Canton, New Baltimore, Portage, and Warren, MI. Externship experiences will take place at Canton, New Baltimore, Portage, Warren-area facilities.

Please contact the Campus Administrator for further details on the available program delivery options.

In hybrid versions of the Veterinary Assistant program, the campus of enrollment and all distance education courses are delivered by Ross College, N. Canton, OH.

PROGRAM CREDENTIAL: Certificate (Michigan); Diploma (All other states)

**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 Medical Education Center and factored into student's course grades. Ross Medical Education Center'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 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 a minimum of 168 hours off-site at a veterinary facility where they will receive hands-on experience in a veterinary clinic or hospital. Students will also spend up to two (2) hours per week / 12 hours total using the student learning management system, where students focus on developing the required soft-skills and professional development needed to be successful in the healthcare workplace. Off-site hours and seminar hours must equal a minimum of 180 hours to satisfy the requirements of externship. Students who need additional help with program-specific skills will have the opportunity to request to work with a faculty member in a non-threatening environment to advance their skill-set. Ross Medical Education Center 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 Medical Education Center for any student developed Externship experience. Student performance will be evaluated by Ross Medical Education Center 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

This program is currently offered at the N. Canton, Ohio campus only.

1014 Clock Hours* - 58 Quarter Credits

COURSE #	COURSE	CLOCK HOURS	CREDITS
NUR 1015	Pharmacology with Dosage Calculations for the Practical Nurse	68	5
NUR 1111	Foundations of Nursing 1 for the Practical Nurse	56	4
NUR 1112	Foundations of Nursing 2 for the Practical Nurse	86	5
NUR 1113	Foundations of Nursing 3 for the Practical Nurse	86	5
NUR 1175	Care of Older Adults for the Practical Nurse	96	5
NUR 2280	Adult Nursing I for the Practical Nurse	96	5
NUR 2281	Adult Nursing II for the Practical Nurse	96	5
NUR 2282	Adult Nursing III for the Practical Nurse	96	5
NUR 2283	Adult Nursing IV for the Practical Nurse	108	5
NUR 2675	Care of Childbearing Families and Children for the Practical Nurse	80	5
NUR 2875	Leadership and Transition to Nursing Practice	96	5
PSS 1100	Professional Development	50	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.

***The Practical Nursing, Diploma program is designed to meet and satisfies the requirements for graduates to earn licensure by the Ohio State Board of Nursing. Additionally, graduates must successfully complete the state licensure application process, which includes achieving a passing score on the licensure examination (outlined below).**

Graduates from the Practical Nursing program are eligible to have their name submitted to the Board 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 the Board of Nursing.

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/

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

PROGRAM DELIVERY: The Practical Nursing Diploma program is offered in a fully residential format at the Ross College, N. Canton, OH campus.

The program is offered in a hybrid format that allows students to complete their general education courses and their lecture core nursing courses online while their skilled labs are taught at Ross College's Separate Educational Centers located in Cincinnati, Fairborn, Niles, Elyria, and Sylvania, Ohio. Clinical rotations will take place at Cincinnati, Fairborn, Niles, Elyria, and Sylvania-area medical facilities.

In hybrid versions of the Nursing and Practical Nursing programs, the distance education courses are delivered by Ross College, N. Canton, OH.

PROGRAM CREDENTIAL: Diploma

*OUTSIDE COURSEWORK: During the program, all students are required to complete 154.50 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.

NUR 1015 - Pharmacology with Dosage Calculation for Practical Nurse   **5 Credits**
This course outlines the basic concepts of pharmaceutics, 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:** NUR1113

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:** NUR2280

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

MEDICAL ASSISTANT SPECIALIST - ASSOCIATE OF APPLIED SCIENCE DEGREE

This program is offered at select locations. Check with the Campus Administrator or refer to the "Program Offerings by Location" section at the end of this catalog to determine if it is offered in your area.

1,345 Clock Hours* - 104.5 Quarter Credits

The Medical Assistant diploma/certificate program course content must be satisfactorily completed at Ross Medical Education Center or Ross College in order to enroll in the degree completion program. 720 clock hours and 44.5 credits from the Medical Assistant diploma/certificate program will transfer to the Medical Assistant Specialist Associate of Applied Science program. Only graduates of Ross Medical Education Center or Ross College's Medical Assistant program are eligible to apply for this degree.

COURSE #	COURSE	CLOCK HOURS	CREDITS
GEN 114	Introduction to Communication	45	4.5
GEN 115	Introduction to Psychology	45	4.5
GEN 116	Introduction to Sociology	45	4.5
GEN 210	Critical Thinking	45	4.5
GEN 211	Lifespan Development	45	4.5
BC 102	Introduction to Pharmacology	40	4
BC 104	Introduction to Epidemiology	40	4
BC 105	Core Concepts in Health	40	4
BC 203	Introduction to Biology for Non Majors	45	4
BC 211	Computer Fundamentals	45	4
BC 212	Dosage Calculations	45	4
MA 207	Medical Law and Ethics	15	1.5
MA 208	Healthcare Information Management	45	4
MA 214	Computer Software Applications in Healthcare	45	4
MA 224	Capstone Medical Assistant Specialist	40	4

TRANSFER HOURS AND CREDITS FROM THE MEDICAL
ASSISTANT DIPLOMA/CERTIFICATE PROGRAM...720.................44.5
TOTAL PROGRAM CLOCK HOURS AND CREDITS...1,345................104.5

PROGRAM OBJECTIVES:

During the Medical Assistant Specialist Associate of Applied Science degree program students will be instructed:

- Understanding of the US Healthcare Delivery System.
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology.
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to

client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services.
- Basic understanding of epidemiology and its application to community and public health services.

As well as:
- Ability and desire for advancement in the profession through a dedication to life-long learning.
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Assistant (Administrative, Clinical or both), Community Support Worker, Community Outreach Worker, Social Services Aide, and Office Manager.

PROGRAM LENGTH: The total program length of the Medical Assistant Specialist Associate of Applied Science Degree program is 76 weeks for evening students, excluding holidays.

PROGRAM DELIVERY: The Medical Assistant Specialist Associate of Applied Science Degree program is delivered in its entirety online (through distance education).

PROGRAM CREDENTIAL: Associate of Applied Science

**OUTSIDE COURSEWORK:* During the program, all students are required to complete 1,392.5 clock hours of required outside classroom work. All required outside classroom work is graded by Ross Medical Education Center and factored into student's course grades. Ross Medical Education Center'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.

NURSING - ASSOCIATE OF APPLIED SCIENCE DEGREE

This program is currently offered at the N. Canton, Ohio campus only.

97 Quarter Credits

COURSE #	CORE NURSING COURSE	CREDITS
RN 1000	Intro to Nursing	4
RN 1010	Intro to Pharmacology	4
RN 1201	Foundations of Nursing I**	4
RN 1202	Foundations of Nursing II**	4
RN 1203	Foundations of Nursing III**	4
RN 2201	Care of Adults I	4
RN 2202	Care of Adults II	4
RN 2203	Care of Adults III	4
RN 2210	Advance Pharmacology	4
RN 2400	Care of Clients with Mental Health Needs	4
RN 2500	Care of Women and Childbearing Families	4
RN 2800	Care of Children and Adolescents	4
RN 2851	Care of Clients with Complex Healthcare Needs I	4
RN 2852	Care of Clients with Complex Healthcare Needs II	5
RN 2890	Leadership in Nursing Practice	5
RN 2891	Transition to Nursing Practice	3

COURSE #	GENERAL EDUCATION COURSES	CREDITS
COM 1101	Composition I	4
COM 1102	Composition II	4
HUM 2000	Introduction to Literature	4
MTH 1800	College Algebra	4
SSC 1100	Principles of Psychology	4
SCI 1351	Anatomy and Physiology I	4
SCI 1352	Anatomy and Physiology II	4
SCI 2100	Elements of Microbiology	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.

***The Nursing, Associate of Appled Science degree program is designed to meet and satisfies the requirements for graduates to earn licensure by the Ohio State Board of Nursing. Additionally, graduates must successfully complete the state licensure application process, which includes achieving a passing score on the licensure examination (outlined below).**

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 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 the Board of Nursing.

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/

PROGRAM LENGTH: The Nursing program is 96 weeks in length.

PROGRAM DELIVERY: The Associate of Applied Science Nursing is offered in a hybrid format that allows students to complete their general education courses online.

The program is also offered in a hybrid format that allows students to complete their general education courses and their lecture core nursing courses online while their skilled labs are taught at Ross College's Separate Educational Centers located in Cincinnati, Fairborn, Niles, Elyria, and Sylvania, Ohio. Clinical rotations will take place at Cincinnati, Fairborn, Niles, Elyria, and Sylvania-area medical facilities.

In hybrid versions of the Nursing and Practical Nursing programs, the distance education courses are delivered by Ross College, N. Canton, OH.

PROGRAM CREDENTIAL: Associate of Applied Science Degree

NURSING - ASSOCIATE OF APPLIED SCIENCE DEGREE

This program is currently offered at the N. Canton, Ohio campus only.

108 Quarter Credits

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.

***The Nursing, Associate of Appled Science degree program is designed to meet and satisfies the requirements for graduates to earn licensure by the Ohio State Board of Nursing. Additionally, graduates must successfully complete the state licensure application process, which includes achieving a passing score on the licensure examination (outlined below).**

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 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/

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

PROGRAM DELIVERY: The Associate of Applied Science Nursing is offered in a hybrid format that allows students to complete their general education courses online.

The program is also offered in a hybrid format that allows students to complete their general education courses and their lecture core nursing courses online while their skilled labs are taught at Ross College's Separate Educational Centers located in Cincinnati, Fairborn, Niles, Elyria, and Sylvania, Ohio. Clinical rotations will take place at Cincinnati, Fairborn, Niles, Elyria, and Sylvania-area medical facilities.

In hybrid versions of the Nursing and Practical Nursing programs, the distance education courses are delivered by Ross College, N. Canton, OH.

PROGRAM CREDENTIAL: Associate of Applied Science Degree

OCCUPATIONAL THERAPY ASSISTANT - ASSOCIATE OF APPLIED SCIENCE DEGREE

This program is currently offered at the Hopkinsville, KY campus only.

96 Quarter Credits

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 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, which is required for licensure. 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 offered in a fully residential format.

PROGRAM CREDENTIAL: Associate of Applied Science Degree

VETERINARY TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE DEGREE

This program is currently offered at the N. Canton, Ohio campus only.

96 Quarter Credits

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 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)*, which is required for licensure.

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 offered in a fully residential format.

PROGRAM CREDENTIAL: Associate of Applied Science Degree

Progression through the Ross College Veterinary Technology core program courses is contingent upon students receiving the mandatory pre-exposure rabies vaccine. Of all the communicable diseases to which a veterinary medical professional may be exposed, the contraction of rabies, while unlikely, is almost 100% fatal. Therefore, the Ross College Veterinary Technology program requires that all students be vaccinated against this disease before they may work with live animals.

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.

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 handing 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; AHN 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

BC 102 - Introduction to Pharmacology   **4 Credits**
This course introduces the basic concepts of pharmacology and the dispensing of medications as preventative and therapeutic agents. Focus is on drug classifications, properties, actions, and effects on the human body. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center

BC 104 - Introduction to Epidemiology   **4 Credits**
The study of the transmission and distribution of diseases in populations and of factors that influence the occurrence of disease, this course introduces the basic principles and concepts of epidemiology and an understanding of the key concepts in the following: using epidemiology to identify the causes and spread of disease; the epidemiologic approach to disease intervention and prevention; and, applying epidemiology to public health evaluation, policy and services. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

BC 105 - Core Concepts in Health   **4 Credits**
This course provides a concise and current introduction to health topics and issues, bringing students scientifically based and accurate information about health and wellness topics which include: Taking Charge of Your Health, Stress: The Constant Challenge, Psychological Health, Contraception, Pregnancy and Childbirth, The Use and Abuse of Psychoactive Drugs, The Responsible Use of Alcohol, Tobacco Use and Cessation, Nutrition Basics, Exercise for Health and Fitness , Weight Management, Cardiovascular Health, Cancer, Immunity and Infection, Sexually Transmitted Diseases , Environmental Health, Personal Safety, Aging: A Vital Process; and, Dying and Death. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

BC 203 - Introductory Biology for Non-Majors   **4 Credits**

This course is an introduction to the biological sciences for the non-major student. Topics include cell structure and function, bioenergetics, DNA structure and function, cell reproduction, taxonomy, evolution, ecology, and an overview of the anatomy and physiology of the major organ systems. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

BC 211 - Computer Fundamentals   **4 Credits**

Computer Fundamentals provides students with a foundation in the skills and knowledge needed for today's technology-based careers. Students learn the components of systems—from the CPU and memory to input devices and peripherals—and how these components interact with an operating system to perform critical tasks. They develop a basic understanding of what can go wrong and how to recover. Learners also explore how computers connect to the Internet, what services can be found online, how they can be used, and what dangers exist in the form of viruses, Trojans, and other malware. Students prepare to work with different types of applications, including spreadsheets, word processors, presentation creation tools, and more. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

BC 212 - Dosage Calculations   **4 Credits**

This course consists of topics designed to provide students with the skills required to interpret drug orders, understand drug labels and package inserts, and calculate the amount of medication to administer to patients using the appropriate dosing equipment. Topics presented include dosage calculation methodology, dosage equipment, and units of measure. Individual topics on calculations and administration of oral, intravenous, and parenteral medications are included. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

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

GEN 114 - Introduction to Communication   **4.5 Credits**

This course introduces students to the theories and principles of speech communication from a wide range of perspectives. The evolution of communication theory is examined and foundational principles, such as the communication process, perception, verbal/nonverbal communication, and listening, are introduced. These principles are then applied to communication in interpersonal, small group, public, and organizational contexts. The dynamics of relationships, intercultural and gender communication issues, and conflict and negotiation are also explored, along with ethical issues inherent in the communication process. Discussions of current viewpoints related to interviewing, mass media, and new technologies

present a contemporary view of the communication process. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

GEN 115 - Introduction to Psychology   **4.5 Credits**
This course provides a general survey of psychology, including the relationship between biology and behavior, such as how stress impacts personal health. Other topics introduced in the course include intelligence and reasoning, personality, gender and sex, memory, ethics, and research methods. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

GEN 116 - Introduction to Sociology   **4.5 Credits**
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. The family as a social structure is also examined. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

GEN 210 - Critical Thinking   **4.5 Credits**
This course offers a comprehensive introduction to critical thinking. Students gain knowledge of deductive and inductive arguments, evaluate the strength of premises, and analyze arguments. The role of language in critical thinking is emphasized. Other topics include categorical statements and syllogisms, compound statements and syllogisms, fallacies of relevance, and fallacies of insufficient evidence. Students explore the basics of critical thinking in research and discover how to construct and write arguments. The course concludes with practical advice on how to be a critical consumer of media messages, in addition to identifying pseudoscientific claims. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

GEN 211 - Lifespan Development   **4.5 Credits**
This course provides students with a lifespan perspective of human development, including physical, cognitive, and psychosocial changes. The stages of development are discussed, and factors influencing development are examined. This course also explores death, dying, and bereavement, in addition to some of the controversial issues surrounding this last stage of life. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

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

MA 208 - Healthcare Information Management   **4 Credits**

This course introduces information, concepts, methods, and theories in healthcare delivery systems and computer applications in healthcare. Focus is placed on the evolution and trends in managed healthcare, including research, statistics, quality management, and integrating information technologies into medical office practices. Other processes such as staffing, productivity, and improving quality are also discussed. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

MA 214 - Computer Software Applications in Healthcare   **4 Credits**

This course introduces information, concepts, methods, and processes for using computer software in healthcare applications. Focus is specifically placed on EHR and its many uses, functions, and applications in the medical office. Other processes such as medical office billing, information technology, and HIPAA are also discussed. **Prerequisite:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

MA 207 - 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:** Successful completion of the Medical Assistant diploma/certificate program at Ross College or Ross Medical Education Center.

MA 224 - Capstone Medical Assistant Specialist   **4 Credits**

This capstone course is designed to be a culminating educational experience for the medical assistant student. Students will complete a research project that integrates and focuses on the coursework, knowledge, skills and experiential learning to enable the student to demonstrate mastery of learning across the curriculum.

Topics will be discussed and reviewed in class and final approval and format will be determined by the instructor. Students will be required to present their project or research paper in class during the final week of the course. **Prerequisite:** Completion of all other courses in the Medical Assistant Specialist Associate of Applied Science degree program.

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 pharmaceutics, 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 l   **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

RN 1000 - Introduction to Nursing Code   **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. Emphasis is also placed on the legal/ethical issues involved in the profession of nursing, community nursing and management of care. Teaching and learning will take place in the classroom and in the laboratory setting. **Prerequisite:** SCI 2100

RN 1010 - Introduction to Pharmacology   **4 Credits**
This course outlines the basic concepts of pharmaceutics, 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:** RN1000 and MTH1800

RN 1201 - Foundations of Nursing I Code   **4 Credits**
This course focuses on nursing skills and knowledge by emphasizing concepts of therapeutic communication and basic physical assessment techniques. Principles of teaching and learning are also discussed relevant to patient care needs and cultural influences. Laboratory skills are focused on the development of students' application of the nursing process to meet the patient's biological and psychosocial needs. **Prerequisites:** RN 1010 and SCI 2100

RN 1202 - Foundations of Nursing II Code   **4 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. **Prerequisite**: RN 1201

RN 1203 - Foundations of Nursing III   **4 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. 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. **Prerequisite:** RN 1202

RN 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:** RN 1010 or RN 1203

RN 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. **Prerequisite:** RN 2201

RN 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. **Prerequisite:** RN 2202

RN 2210 - Advanced Pharmacology   **4 Credits**
This course outlines the basic concepts of pharmaceutics, 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:** RN 2203 and MTH1800

RN 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:** RN2210 and SSC 1100

RN 2500 - Care of Woman 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. **Prerequisite:** RN2400

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

This course provides a general overview of the healthcare 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. **Prerequisite:** RN 2500

RN 2851 - Care of Clients with Complex Health Care Needs I   **4 Credits**

This course focuses on the application of the nursing process to care for adult patients experiencing challenging medical-surgical conditions along the health-illness continuum. Topics covered include those related to fluid and electrolyte balance, acid/base balance, central nervous system disorders, infusion therapy, thyroid and neurological emergencies. Students will learn the management of multiple patients and care coordination. Students apply their learning to patients in the medical-surgical units to facilitate the transfer of knowledge from the classroom to the clinical setting. Also, included is the role of patient advocate and manager of care, utilizing principles of therapeutic communication, research, and teaching/learning principles. **Prerequisite:** RN 2800.

RN 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. **Prerequisite:** RN 2851

RN 2890 - Leadership in 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. **Prerequisite:** RN 2852

RN 2891 - Transition to Nursing Practice   **3 Credits**

This course is designed to transition nursing students into professional practice by providing an understanding of the scope of nursing practice, role of the nurse leader, and manager of nursing resources. The course prepares the student to pass the nursing licensure exam by reviewing nursing content. Students also explore policies related to healthcare, community and public health, and professional organizations. **Prerequisite:** RN 2890

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 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: MTH 1800

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.

ONLINE PROGRAM INFORMATION

MEDICAL OFFICE ADMINISTRATION - DIPLOMA (Online)

630 Clock Hours* - 63 Quarter Credits

COURSE #	COURSE	CLOCK HOURS	CREDITS
HCA 113	Health Care Office Applications	45	4.5
HCA 236	Health Care Management and Patient Experience	45	4.5
HCA 240	Health Care Operations	45	4.5
HCA 251	Health Care Planning and Communication	45	4.5
MED 103	Medical Terminology	45	4.5
MED 104	Anatomy and Physiology	45	4.5
MED 109	Diagnostic and Procedural Coding	45	4.5
MED 110	CPT/HCPCS Coding: Services and Procedures	45	4.5
MED 111	CPT/HCPCS Coding: Body Systems	45	4.5
MED 155	Medical Law and Ethics	45	4.5
MED 202	Pharmacology and Dosage Calculation	45	4.5
MED 235	Medical Insurance and Reimbursement	45	4.5
MED 240	Medical Office Management	45	4.5
MED 245	Medical Office Administration Capstone	45	4.5

PROGRAM OBJECTIVES:

The Medical Office Administration Diploma program provides students with an overview of health care operations, health care office applications, medical office and patient management, medical insurance and reimbursement, diagnostic and procedural coding, and medical law and ethics. During the Medical 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.
- Adult, child and infant CPR/AED.

PROGRAM LENGTH: The total program length of the Medical Office Administration Diploma is 55 weeks or 70 weeks, including holidays.

PROGRAM DELIVERY: All of the courses for the Medical Office Administration Diploma Program are delivered in its entirety online (through distance education). Residential delivery is not offered.

PROGRAM CREDENTIAL: Diploma

OUTSIDE COURSEWORK: During the program, all students are required to complete 1484 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 OFFICE ADMINISTRATION COURSE DESCRIPTIONS

HCA 113 Health Care Office Applications   **4.5 Credits**
This course provides students with a foundation in the knowledge and skills needed for today's technology-based careers. Students examine the components of computer systems—including the CPU, memory, input/output devices, and peripherals—and how these components interact with operating systems, software applications, and the Internet to perform critical tasks. Common health care office applications are reviewed, as well as malware, viruses, and system security. **Prerequisite:** None

HCA 236 Health Care Management and Patient Experience   **4.5 Credits**
This course provides an overview of key considerations involved in improving the patient experience in healthcare settings. Students will examine change management principles related to cultural realignment, physician involvement, effective communication, patient support, and service excellence. **Prerequisite:** None

HCA 240 Health Care Operations   **4.5 Credits**
This course provides an overview of administrative and operational tasks within a medical office. Topics include patient reception, scheduling appointments, office communication, managing health information, office management, and practice financials. **Prerequisite:** None

HCA251 Health Care Planning and Communication   **4.5 Credits**
This course focuses on the importance of communication in all aspects of patient care. Students will explore various aspects of health care communication, including therapeutic communication, interpersonal communication, customer service, conflict resolution, and negotiation. **Prerequisite:** None

MED 103 Medical Terminology   **4.5 Credits**
This course provides an overview of root words, prefixes, and suffixes related to tissues, organs, and the various body systems. **Prerequisite:** None

MED 104 Anatomy and Physiology   **4.5 Credits**
This course is designed to provide students with an in-depth introduction to human anatomy, principal organ systems, and the pathophysiology of diseases and disorders of the body. **Prerequisite:** None

MED 109 Diagnostic and Procedural Coding   **4.5 Credits**
This course provides students with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes. **Prerequisite:** None

MED 110 Medical Coding: Body Systems   **4.5 Credits**

This course provides students with an overview of medical coding and the billing of services and procedures in health care using ICD, CPT, and HCPCS codes. Coding compliance laws, regulations, and penalties are included. **Prerequisite:** MED109 Diagnostic and Procedural Coding

MED 111 Medical Coding: Services and Procedures   **4.5 Credits**

This course provides the student with an overview of medical coding in health care and the use of electronic health records. This course provides instruction on applying ICD, CPT, and HCPCS codes for medical billing and reimbursement. **Prerequisite:** MED109 Diagnostic and Procedural Coding

MED 155 Medical Law and Ethics   **4.5 Credits**

This course covers fundamental principles and practices in medical law and ethics, including basics of civil and criminal law, lawsuits and malpractice, negligence, and contracts. Additional topics include patient confidentiality, employer/employee issues, the structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on health care practices. Students will examine legal and ethical issues in healthcare with a focus on critical thinking and research. **Prerequisite:** None

MED202 Pharmacology and Dosage Calculations   **4.5 Credits**

This course covers principles of pharmacology, including skills required to interpret drug orders, calculate drug dosages, and administer medications to patients using the appropriate dosing equipment. Topics include dosage calculation methodologies, pharmacological equipment, units of measurement, and the administration of oral, intravenous, and parenteral medications. **Prerequisite:** None

MED 235 Medical Insurance and Reimbursement   **4.5 Credits**

This course introduces students to the administrative routines of a medical office. Records management systems and intricacies of medical billing are examined throughout the course. **Prerequisite:** None

MED 240 Medical Office Management

This course introduces students to the administrative routines of a medical office. Records management systems and intricacies of medical billing are examined throughout the course. **Prerequisite:** Completion of 75% or more of program courses

MED245 Medical Office Administration Capstone   **4.5 Credits**

This capstone course provides students with an overview of program content in preparation for employment and certification opportunities as well as an opportunity to research job requirements, evaluate qualifications, develop a professional résumé, and discuss effective interviewing techniques. Topics include employer expectations, medical billing and coding, health care software, office administration, medical law and ethics, and professional organizations. **Prerequisite:** Completion of 75% or more of program courses

MEDICAL INSURANCE BILLING AND OFFICE ADMINISTRATION - DIPLOMA (Online)

720 Clock Hours* - 52 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.
- Adult, child and infant CPR/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 entry-level positions in a physician's office, clinic or other medical office setting.

PROGRAM LENGTH: The Medical Insurance Billing and Office Administration program is 30 weeks in length.

PROGRAM DELIVERY: All of the courses for the Medical Insurance Billing and Office Administration program are delivered in its entirety online (through distance education), with the exception of MB220, Externship. The Externship course must be completed onsite at a facility that is arranged by Ross.

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 complex 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 a doctor's office, clinic or other medical setting. Students will also spend two (2) hours per week using the student learning management system, (a total of 10 hours) where students focus on developing the required soft-skills and professional development needed to be successful in the healthcare workplace. Students who need additional help with program-specific skills will have the opportunity to request to work with a faculty member in a non-threatening environment 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.

PHARMACY TECHNICIAN PROGRAM (Online)

900 Clock Hours* - 66.5 Quarter Credits

COURSE #	COURSE	CLOCK HOURS	CREDITS
PHT 401	Introduction to Pharmacy	48	4.5
PHT 402	Pharmacy Operations	72	6
PHT 403	Basic Principles and Concepts of Mathematics	48	4.5
PHT 404	Measurement Systems and Dosage Calculations	72	7
PHT 405	Medical Terminology for the Pharmacy Technician	72	7
PHT 406	Pharmacy Law and Ethics	48	4.5
PHT 407	General Pharmacy	72	7
PHT 408	Pharmaceutical Agents for Human Physiological Systems	48	4.5
PHT 409	Community/Retail Pharmacies	96	6.5
PHT 410	Non Sterile Compounding	24	1
PHT 411	Hospital and Health Systems Pharmacies	72	5.5
PHT 412	Sterile Compounding	48	2.5
PHT 413	Externship	180	6

PROGRAM OBJECTIVES:
During the Pharmacy Technician program students will be instructed:
- To function at an entry-level competency as an assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- A sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of both trade and generic names, dosages, routes of administration and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- To perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.
- A working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the health care field.
- A working knowledge of computers and pharmacy software for entry-level employment in a pharmacy setting.

Upon completion of the program, the student should be prepared to work in entry-level positions in a community/retail and/or hospital/health systems pharmacy.

PROGRAM LENGTH: The Pharmacy Technician program is 36 weeks for day and evening students.

PROGRAM DELIVERY: All of the courses for the Pharmacy Technician program are delivered in its entirety online (through distance education), with the exception of PHT413, Externship. The Externship course must be completed onsite at a facility that is arranged by Ross.

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 Medical Education Center and factored into student's course grades. Ross Medical Education Center'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.

LICENSURE REQUIREMENTS: Some states have specific licensure/certification requirements in order to work as a Pharmacy Technician. A full list of state-specific requrirements is located on the institution's website on the Consumer Information page.

PHARMACY TECHNICIAN PROGRAM COURSE DESCRIPTIONS

PHT 401 - Introduction to Pharmacy   **4.5 Credits**
This course examines the role of the pharmacy technician as part of the health care team, addressing the history and background of medicine and the introduction of pharmacy practice. It orients students to the day-to-day dynamics of the pharmacy, the preparing of medications and filing prescriptions. **Prerequisite:** None

PHT 402 - Pharmacy Operations   **6 Credits**
This course introduces inventory control and management, data entry, billing and collection practices operations of the pharmacy. The computer and information technology, hardware and pharmacy software along with commonly used applications and practical skills are introduced. Effective verbal, written and nonverbal communication skills are developed. **Prerequisite:** None

PHT 403 - Basic Principles and Concepts of Mathematics   **4.5 Credits**
This course provides a foundation in the basic principles and concepts of mathematics necessary for use in pharmacy practice including conversion to metric measures and equivalents. **Prerequisite:** None

PHT 404 - Measurement Systems and Dosage Calculations   **7 Credits**
This course provides a foundation in the basic principles and concepts of dosage calculations necessary for use in pharmacy practice. **Prerequisite:** None

PHT 405 - Medical Terminology for the Pharmacy Technician   **7 Credits**
This course presents basic terms and abbreviations used in pharmacy, based upon the origin of medical language. It introduces the major body structures and functions, related to diagnosis and treatment. **Prerequisite:** None

PHT 406 - Pharmacy Law and Ethics   **4.5 Credits**
This course provides an introduction to the legal, ethical, privacy, security and confidentiality issues and practices in pharmacy and an understanding of the legal requirements that relate to the daily professional activities of a pharmacy technician. Students gain perspective concerning privacy and security of patient confidentiality as governed by the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability. **Prerequisite:** None

PHT 407 - General Pharmacy 7 Credits

This course introduces the basic concepts of pharmacology and the dispensing of medications as preventative and therapeutic agents. Focus is on drug classifications, properties, actions and effects on the human body. **Prerequisite:** None

PHT 408 - Pharmaceutical Agents for Human Physiological Systems 4.5 Credits

This course discusses the actions and effects on the human body and in the management of disease as pharmacology relates to specific body systems and disease processes/disorders. **Prerequisite:** None

PHT 409 - Community/Retail Pharmacies 6.5 Credits

This course explains and defines the community pharmacy, focusing on the necessary skills needed to interpret, prepare, label and maintain prescription records in this pharmacy setting. Students train in supply, inventory, and data entry. Students will also gain an understanding of financial literacy. **Prerequisite:** None

PHT 410 - Non-Sterile Compounding 1 Credit

This course provides familiarization with basic pharmaceutical compounding techniques and laboratory procedures. Students practice proper hand-washing techniques, pharmaceutical calculations related to non-sterile compounding; and, medication and workplace safety techniques. **Prerequisite:** None

PHT 411 - Hospital and Health Systems Pharmacies 5.5 Credits

This course provides exploration in the unique role and career opportunities for the pharmacy technician in a hospital and/or health system. Hospital pharmacy organization, work flow and the hospital team, workplace and medication safety, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, proper drug storage, dealing with drug shortages and inventory control. **Prerequisite:** None

PHT 412 - Sterile Compounding 2.5 Credits

This course introduces the student to proper aseptic techniques and the appropriate steps in compounding sterile products; the proper order of preparing for and entering the clean room, working in a laminar flow hood and factors effecting the preparation of sterile products. **Prerequisite:** None

PHT 413 - 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 the Externship. 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 Medical Education Center 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 Medical Education Center for any student developed Externship experience. Student performance will be evaluated by Ross Medical Education Center personnel and site supervision will be conducted in compliance with accrediting standards. **Prerequisite:** Completion of all other courses in the Pharmacy Technician Program

MEDICAL ASSISTANT - ASSOCIATE OF APPLIED SCIENCE DEGREE (Online)

1215 Clock Hours* - 94 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

All of the above Medical Assistant courses/course content must be satisfactorily completed at Ross College, Ross Medical Education Center or another accredited institution in order to enroll in the degree completion program. All students admitted to the Medical Assistant Associate of Applied Science Degree Completion Program will complete the following courses.

COURSE #	COURSE	CLOCK HOURS	CREDITS
COM 120	Communication	45	4.5
ENG 250	English	45	4.5
MED 155	Medical Law and Ethics	45	4.5
MED 202	Pharmacology and Dosage Calculations	45	4.5
MTH 130	College Mathematics	45	4.5
PCD 206	Professional Career Development	45	4.5
PSY 110	Psychology	45	4.5
SOC 240	Sociology	45	4.5
	ELECTIVE	45	4.5
	ELECTIVE	45	4.5
	ELECTIVE	45	4.5

Electronic Medical Records Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
MED 109	Diagnostic and Procedural Coding	45	4.5
MED 200	Electronic Health Records	45	4.5
MED 235	Medical Insurance and Reimbursement	45	4.5

Patient Experience Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
HCA 220	Community Health Services	45	4.5
HCA 236	Health Care Management and Patient Experience	45	4.5
HCA 250	Health Care Strategic Management	45	4.5

Medical Scribe Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
MED 230	Scribing for Urgent Care	45	4.5
MED 231	Scribing for Medical Specialty	45	4.5
MED 232	Scribing for Outpatient	45	4.5

General Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
HCA 113	Health Care Office Applications	45	4.5
HCA 236	Health Care Management and Patient Experience	45	4.5
MED 200	Electronic Health Records	45	4.5

PROGRAM OBJECTIVES:

The Medical Assistant Associate of Applied Science degree program prepares students in various aspects of medical assisting, pharmacology and dosage calculations, health care administration, and medical law and ethics. Students can select from one of the four concentration areas: Electronic Medical Records, Patient Experience, Medical Scribe, or General Concentration. Upon completion of the Medical Assistant Associate of Applied Science degree completion program, students should be able to:

- Obtain an understanding of the principles of verbal and non-verbal communication.
- Have a lifespan perspective of human development, including physical, cognitive, psychosocial changes.
- Understand deductive and inductive arguments, the role of language in critical thinking, and use of critical thinking in research to construct and write arguments.
- Understand the relationship between nutrition and functions of each system of the body, the components of a healthy diet, and physiology of the digestive system.

- Have a general understanding of Psychology, including the relationship between biology and behavior.
- Understand how Sociology applies to every-day life.
- Have a foundation of computer skills and knowledge needed to utilize applications relevant to the medical assisting profession.
- Interpret drug orders, labels and inserts; types and uses of dosage equipment, and how to correctly calculate the amount of medical to administer to patients.
- Attain fundamental knowledge of different types of cells, application of genomics and biotechnology, and understand the processes of ingestion, excretion, respiratory systems, sensory organs, nervous system, and circulatory systems of vertebrates and invertebrates.
- Utilize time-management skills to complete assignments on time and around their personal schedule
- Gain instant access to online resources and most current industry trends
- Develop interpersonal skills through online collaboration, discussion, and participation with peers, faculty and staff
- Be skilled in online communications and presentations
- Have the ability to meet deadlines, communicate effectively, and work well in group environments
- Know how to prevent emergencies, respond quickly and efficiently to medical emergencies, and prevent further injuries and death during medical emergencies.
- Recognize the signs and symptoms of altered medical states, seizures, heat and cold emergencies, and behavioral emergencies, and explain care of these emergencies.
- Assess bleeding, shock, wounds, and burns and describe treatment using appropriate dressings and bandages.
- Explain proper lifting techniques for patients
- Assess airway and breathing, to clear obstructions, and provide supplemental oxygen.
- Define assessment and its role in preventative health.
- Analyze and assess various diseases and disorders and the corresponding assessments.
- Evaluate factors that affect wellness.
- Describe the diseases and disorders of the principle organ systems of the human body.
- Explain how pathophysiological processes disrupt the normal functioning of the human body.
- Compare, contrast, and assess diseases of the liver, kidneys, glands, as well as the nervous and male and female reproductive systems.
- Analyze the components that affect traumatic injury.

PROGRAM LENGTH: The total program length of the Medical Assistant Associate of Applied Science degree is 70 or 91 weeks, including holidays. Applicants transferring in 720 clock hours, 44.5 quarter credits, or the recognized equivalent, will complete 495 clock hours and 49.5 quarter credits within 40 weeks of training for the 70-week program version and 55 weeks of training for the 91-week program version to be awarded an Associate of Applied Science Degree.

PROGRAM DELIVERY: All of the courses for the Medical Assistant Associate of Applied Science Degree Program are delivered in its entirety online (through distance education). Residential delivery is not offered.

PROGRAM CREDENTIAL: Associate of Applied Science

*OUTSIDE COURSEWORK: During the program, all students are required to complete 2250 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 COURSE DESCRIPTIONS

COM 120 Communication   **4.5 Credits**

This course introduces students to theories and principles of **oral and written communication**, with a focus on communication processes, perception, verbal and nonverbal communication, and active listening. Communication within interpersonal, small group, public, and organizational contexts is examined, including intercultural and gender communication, conflict and negotiation, and ethical issues. Current topics related to mass media and new technologies are included. **Prerequisite:** None

ENG 250 English   **4.5 Credits**

This course provides an overview of the elements of modern English composition, with a focus on information literacy and the mechanical and structural elements of the writing process. **Prerequisite:** None

MED 155 Medical Law and Ethics   **4.5 Credits**

This course covers fundamental principles and practices in medical law and ethics, including basics of civil and criminal law, lawsuits and malpractice, negligence, and contracts. Additional topics include patient confidentiality, employer/employee issues, the structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on health care practices. Students will examine legal and ethical issues in healthcare with a focus on critical thinking and research. **Prerequisite:** None

MED 202 Pharmacology and Dosage Calculations   **4.5 Credits**

This course covers principles of pharmacology, including skills required to interpret drug orders, calculate drug dosages, and administer medications to patients using the appropriate dosing equipment. Topics include dosage calculation methodologies, pharmacological equipment, units of measurement, and the administration of oral, intravenous, and parenteral medications. **Prerequisite:** None

MTH 130 College Mathematics   **4.5 Credits**

This course provides an overview of mathematical concepts commonly employed within business and healthcare organizations, with a focus on quantitative literacy. Topics include whole numbers, fractions, decimals, ratio/proportion, percent, measurement, geometry, statistics, real numbers, and equations. **Prerequisite:** None

PCD 206 Professional Career Development   **4.5 Credits**

This is a comprehensive course to help students develop confidence and independent job-seeking skills. Includes preparation of a résumé and cover letter, interviewing techniques, job search and networking, and discussion of employer-employee relations. Students will evaluate problem-solving methods used to research employment opportunities and evaluate employer needs. **Prerequisite:** None

PSY 110 Psychology   **4.5 Credits**

This course provides a general survey of psychology, including the relationship between biology and behavior, such as how stress impacts personal health. Other topics introduced in the course include intelligence and reasoning, inquiry and analysis, personality, gender and sex, memory, ethics, and research methods. **Prerequisite:** None

SOC 240 Sociology   **4.5 Credits**
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, teamwork, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment.
Prerequisite: None

Electronic Medical Records Concentration:

MED 109 Diagnostic and Procedural Coding   **4.5 Credits**
This course provides students with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes. **Prerequisite:** None

MED 200 Electronic Health Records   **4.5 Credits**
This course provides a comprehensive study of the features of an electronic health record (EHR). Students will input patient data into the EHR, apply accurate recordkeeping, ensure patient confidentiality, and employ HIPAA guidelines to protect confidential patient information. **Prerequisite:** None

MED 235 Medical Insurance and Reimbursement   **4.5 Credits**
This course introduces students to the administrative routines of a medical office. Records management systems and intricacies of medical billing are examined throughout the course. **Prerequisite:** None

Patient Experience Concentration:

HCA 220 Community Health Services   **4.5 Credits**
This course focuses on the role of the medical office professional within the community, and examines expectations placed on public health personnel. Topics include the role of the medical facility in disasters, financing healthcare, healthcare around the world, helping families with multiple problems, community assessment, healthcare trends, and health challenges in the general population. **Prerequisite:** None

HCA 236 Health Care Management and Patient Experience   **4.5 Credits**
This course provides an overview of key considerations involved in improving the patient experience in healthcare settings. Students will examine change management principles related to cultural realignment, physician involvement, effective communication, patient support, and service excellence. **Prerequisite:** None

HCA 250 Health Care Strategic Management   **4.5 Credits**
This course involves strategic management principles and practices as applied to health care settings. Topics include strategic advantages, business models, mission and vision, healthcare analytics, financial analysis, change management, leadership, and project planning and management. **Prerequisite:** None

Medical Scribe Concentration:

MED 230 Scribing for Urgent Care   **4.5 Credits**
This course is designed to provide the student a comprehensive study of medical scribing within the urgent care setting. Students will evaluate requirements for accompanying physicians, gathering information for the patient visit, and performing documentation. This course is intended to broaden the student's knowledge of documentation as a personal assistant with the physician to deliver the pinnacle of efficient patient care. **Prerequisite:** None

MED 231 Scribing for Medical Specialty   **4.5 Credits**
This course provides students with a comprehensive study of medical scribing in various medical specialties. Students will evaluate requirements for accompanying physicians, gathering information for the patient visit, and performing documentation. This course is intended to broaden the student's knowledge of documentation as a personal assistant with the physician to deliver the pinnacle of efficient patient care. **Prerequisite:** None

MED 232 Scribing for Outpatient   **4.5 Credits**
This course will equip students to understand, plan, and manage financial affairs. The course focuses on the development of practical methods for organizing personal financial information, managing cash flow, developing achievable and worthwhile goals, and implementing actionable plans and risk management techniques to meet those goals. **Prerequisite:** None

General Concentration:

HCA 113 Health Care Office Applications   **4.5 Credits**
This course provides students with a foundation in the knowledge and skills needed for today's technology-based careers. Students examine the components of computer systems—including the CPU, memory, input/output devices, and peripherals—and how these components interact with operating systems, software applications, and the Internet to perform critical tasks. Common health care office applications are reviewed, as well as malware, viruses, and system security. **Prerequisite:** None

HCA 236 Health Care Management and Patient Experience   **4.5 Credits**
This course provides an overview of key considerations involved in improving the patient experience in healthcare settings. Students will examine change management principles related to cultural realignment, physician involvement, effective communication, patient support, and service excellence. **Prerequisite:** None

MED 200 Electronic Health Records   **4.5 Credits**
This course provides a comprehensive study of the features of an electronic health record (EHR). Students will input patient data into the EHR, apply accurate recordkeeping, ensure patient confidentiality, and employ HIPAA guidelines to protect confidential patient information. **Prerequisite:** None

HEALTH CARE ADMINISTRATION - ASSOCIATE OF APPLIED SCIENCE DEGREE (Online)

900 Clock Hours* - 90 Quarter Credits

COURSE #	COURSE	CLOCK HOURS	CREDITS
COM 120	Communication	45	4.5
ENG 250	English	45	4.5
HCA 113	Health Care Office Applications	45	4.5
HCA 230	Health Care Accounting	45	4.5
HCA 235	Human Resource Management	45	4.5
HCA 240	Health Care Operations	45	4.5
MED 103	Medical Terminology	45	4.5
MED 104	Anatomy and Physiology	45	4.5
MED 155	Medical Law and Ethics	45	4.5
MED 200	Electronic Health Records	45	4.5
MED 202	Pharmacology and Dosage Calculations	45	4.5
MED 206	Pathophysiology	45	4.5
MTH 130	College Mathematics	45	4.5
PCD 206	Professional Development	45	4.5
PSY 110	Psychology	45	4.5
SOC 240	Sociology	45	4.5
	CONCENTRATION ELECTIVE	45	4.5
	CONCENTRATION ELECTIVE	45	4.5
	CONCENTRATION ELECTIVE	45	4.5
	CONCENTRATION ELECTIVE	45	4.5

Medical Office Management Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
HCA 108	Health Care Delivery Systems	45	4.5
MED 109	Diagnostic and Procedural Coding	45	4.5
MED 235	Medical Insurance and Reimbursement	45	4.5
MED 240	Medical Office Management	45	4.5

Human, Social and Health Services Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
HCA 220	Community Health Services	45	4.5
HCA 221	Crisis Intervention and Advocacy	45	4.5
HCA 222	Health and Well-Being	45	4.5
HCA 236	Health Care Management and Patient Experience	45	4.5

Health Care Operations and Strategic Management Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
HCA 250	Health Care Strategic Management	45	4.5
HCA 251	Health Care Planning and Communication	45	4.5
HCA 252	Health Care Quality and Process Improvement	45	4.5
HCA 253	Emerging Issues in Health Care Management	45	4.5

General Concentration:

COURSE #	COURSE	CLOCK HOURS	CREDITS
HCA 108	Health Care Delivery Systems	45	4.5
HCA 236	Health Care Management and Patient Experience	45	4.5
HCA 251	Health Care Planning and Communication	45	4.5
MED 240	Medical Office Management	45	4.5

PROGRAM OBJECTIVES:

The Health Care Administration Associate of Applied Science degree program prepares students in various aspects of health care facility management, human resource management, health care operations, business and financial management, and medical law and ethics. Students can select from one of the four concentration areas: Medical Office Management; Human, Social and Health Services; Health Care Operations and Strategic Management; or General Concentration.

- Evaluate administrative duties required of health care professionals.
- Describe basic human anatomy and physiology, disease processes, associated pharmacotherapy, and medical terminology.
- Use business and health care office applications, including electronic health records software.
- Apply financial recordkeeping skills, including accounts receivable and payable and payroll preparation.
- Analyze principles of effective interpersonal and customer service skills, teamwork, and written and verbal communication used to improve health care services and the patient experience.
- Apply principles of management, supervision, and human resources lead and support health care personnel and improve business productivity.
- Utilize accounting and financial recordkeeping skills to complete accounts receivable and payable as well as payroll preparation.
- Demonstrate an ability and desire for advancement in the profession through a dedication to life-long learning.
- Show an appreciation for studies of the arts, sciences, and humanities for development of a more learned professional as manifest in communication and behavior.
- Utilize critical thinking in the performance of all duties and responsibilities of one's role.

PROGRAM LENGTH: The total program length of the Health Care Administration
Associate of Applied Science Degree is 75 or 100 weeks, including holidays.

PROGRAM DELIVERY: All of the courses for the Health Care Administration Associate of Applied
Science Degree Program are delivered in its entirety online (through distance education). Residential delivery is not offered.

PROGRAM CREDENTIAL: Associate of Applied Science

*OUTSIDE COURSEWORK: During the program, all students are required to complete 1800 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.

COM 120 Communication   **4.5 Credits**
This course introduces students to theories and principles of **oral and written communication**, with a focus on communication processes, perception, verbal and nonverbal communication, and active listening. Communication within interpersonal, small group, public, and organizational contexts is examined, including intercultural and gender communication, conflict and negotiation, and ethical issues. Current topics related to mass media and new technologies are included. **Prerequisite:** None

ENG 250 English   **4.5 Credits**
This course provides an overview of the elements of modern English composition, with a focus on information literacy and the mechanical and structural elements of the writing process. **Prerequisite:** None

HCA 113 Health Care Office Applications   **4.5 Credits**
This course provides students with a foundation in the knowledge and skills needed for today's technology-based careers. Students examine the components of computer systems—including the CPU, memory, input/output devices, and peripherals—and how these components interact with operating systems, software applications, and the Internet to perform critical tasks. Common health care office applications are reviewed, as well as malware, viruses, and system security. **Prerequisite:** None

HCA 230 Health Care Accounting   **4.5 Credits**
This course provides students with an introduction to health care accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships. Students will define accounting terms, apply accounting concepts and principles, prepare and analyze financial statements for decision making, and evaluate internal controls. **Prerequisite:** MTH130 College Mathematics

HCA 235 Human Resource Management   **4.5 Credits**
This course focuses on human resource management skills used by health care administrators in their day-to-day operations. Topics include strategic human resources planning, recruitment, employee training and development, performance, benefits and total compensation, legal and safety issues in the workplace, and grievance procedures. **Prerequisite:** None

HCA 240 Health Care Operations   **4.5 Credits**
This course provides an overview of administrative and operational tasks within a medical office. Topics include patient reception, scheduling appointments, office communication, managing health information, office management, and practice financials. **Prerequisite:** MTH130 College Mathematics

MED 103 Medical Terminology   **4.5 Credits**
This course provides an overview of root words, prefixes, and suffixes related to tissues, organs, and the various body systems. **Prerequisite:** None

MED 104 Anatomy and Physiology   **4.5 Credits**
This course is designed to provide students with an in-depth introduction to human anatomy, principal organ systems, and the pathophysiology of diseases and disorders of the body. **Prerequisite:** None

MED 155 Medical Law and Ethics   **4.5 Credits**
This course covers fundamental principles and practices in medical law and ethics, including basics of civil and criminal law, lawsuits and malpractice, negligence, and contracts. Additional topics include patient

confidentiality, employer/employee issues, the structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on health care practices. Students will examine legal and ethical issues in healthcare with a focus on critical thinking and research. **Prerequisite:** None

MED 200 Electronic Health Records   **4.5 Credits**
This course provides a comprehensive study of the features of an electronic health record (EHR). Students will input patient data into the EHR, apply accurate recordkeeping, ensure patient confidentiality, and employ HIPAA guidelines to protect confidential patient information. **Prerequisite:** None

MED 202 Pharmacology and Dosage Calculations   **4.5 Credits**
This course covers principles of pharmacology, including skills required to interpret drug orders, calculate drug dosages, and administer medications to patients using the appropriate dosing equipment. Topics include dosage calculation methodologies, pharmacological equipment, units of measurement, and the administration of oral, intravenous, and parenteral medications. **Prerequisite:** None

MED 206 Pathophysiology   **4.5 Credits**
This course provides students with an in-depth introduction to pathophysiology and the diseases and disorders of the principal organ systems of the human body. Topics presented include homeostasis and disease processes, trauma, cancer, pain management, and an overview of common diseases and disorders of each organ system. **Prerequisite:** None

MTH 130 College Mathematics   **4.5 Credits**
This course provides an overview of mathematical concepts commonly employed within business and healthcare organizations, with a focus on quantitative literacy. Topics include whole numbers, fractions, decimals, ratio/proportion, percent, measurement, geometry, statistics, real numbers, and equations. **Prerequisite:** None

PCD 206 Professional Career Development   **4.5 Credits**
This is a comprehensive course to help students develop confidence and independent job-seeking skills. Includes preparation of a résumé and cover letter, interviewing techniques, job search and networking, and discussion of employer-employee relations. Students will evaluate problem-solving methods used to research employment opportunities and evaluate employer needs. **Prerequisite:** None

PSY 110 Psychology   **4.5 Credits**
This course provides a general survey of psychology, including the relationship between biology and behavior, such as how stress impacts personal health. Other topics introduced in the course include intelligence and reasoning, inquiry and analysis, personality, gender and sex, memory, ethics, and research methods. **Prerequisite:** None

SOC 240 Sociology   **4.5 Credits**
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, teamwork, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. **Prerequisite:** None

Medical Office Management Concentration:

HCA 108 Health Care Delivery Systems   **4.5 Credits**
This course provides an overview of the historical development of health care delivery systems, including health care financing, regulatory agencies, and organizations. **Prerequisite:** None

MED 109 Diagnostic and Procedural Coding   **4.5 Credits**
This course provides students with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes. **Prerequisite:** None

MED 235 Medical Insurance and Reimbursement   **4.5 Credits**
This course introduces students to the administrative routines of a medical office. Records management systems and intricacies of medical billing are examined throughout the course. **Prerequisite:** None

MED 240 Medical Office Management   **4.5 Credits**
This course introduces students to the administrative routines of a medical office. Records management systems and intricacies of medical billing are examined throughout the course. **Prerequisite:** None

*Human, Social and Health Services Concentration***:**

HCA 220 Community Health Services   **4.5 Credits**
This course focuses on the role of the medical office professional within the community, and examines expectations placed on public health personnel. Topics include the role of the medical facility in disasters, financing healthcare, healthcare around the world, helping families with multiple problems, community assessment, healthcare trends, and health challenges in the general population. **Prerequisite:** None

HCA 221 Crisis Intervention and Advocacy   **4.5 Credits**
This course provides students with an overview of various social and health care challenges commonly encountered in health care settings, including the role of health care professionals in assisting patients to overcome these challenges. **Prerequisite:** None

HCA 222 Health and Well-Being   **4.5 Credits**
This course is designed to broaden the students' knowledge and skills in health assessment through the examination of individual actions and environmental factors that can impact a patient's health. **Prerequisite:** None

HCA 236 Health Care Management and Patient Experience   **4.5 Credits**
This course provides an overview of key considerations involved in improving the patient experience in healthcare settings. Students will examine change management principles related to cultural realignment, physician involvement, effective communication, patient support, and service excellence. **Prerequisite:** None

*Health Care Operations and Strategic Management Concentration***:**

HCA 250 Health Care Strategic Management   **4.5 Credits**
This course involves strategic management principles and practices as applied to health care settings. Topics include strategic advantages, business models, mission and vision, healthcare analytics, financial analysis, change management, leadership, and project planning and management. **Prerequisite:** None

HCA 251 Health Care Planning and Communication   **4.5 Credits**
This course focuses on the importance of communication in all aspects of patient care. Students will explore various aspects of health care communication, including therapeutic communication,

interpersonal communication, patient support, ethics, conflict resolution, and principles of behavior change. **Prerequisite:** None

HCA 252 Health Care Quality and Process Improvement   **4.5 Credits**
This course covers operational processes and organizational behaviors that promote health care quality. Topics include organizational structure and culture, communication and process design methodologies, customer needs analyses, strategic deployment, and performance evaluation. **Prerequisite:** None

HCA 253 Emerging Issues in Health Care Management   **4.5 Credits**
This course examines emerging issues in health care management, including topics such as: new technology, innovative practices, improved patient experience, regulatory changes, cost efficiency, and value-based health care delivery. **Prerequisite:** None

General Concentration:

HCA 108 Health Care Delivery Systems   **4.5 Credits**
This course provides an overview of the historical development of health care delivery systems, including health care financing, regulatory agencies, and organizations. **Prerequisite:** None

HCA 236 Health Care Management and Patient Experience   **4.5 Credits**
This course provides an overview of key considerations involved in improving the patient experience in healthcare settings. Students will examine change management principles related to cultural realignment, physician involvement, effective communication, patient support, and service excellence. **Prerequisite:** None

HCA 251 Health Care Planning and Communication   **4.5 Credits**
This course focuses on the importance of communication in all aspects of patient care. Students will explore various aspects of health care communication, including therapeutic communication, interpersonal communication, patient support, ethics, conflict resolution, and principles of behavior change. **Prerequisite:** None

MED 240 Medical Office Management   **4.5 Credits**
This course introduces students to the administrative routines of a medical office. Records management systems and intricacies of medical billing are examined throughout the course. **Prerequisite:** None

MEDICAL BILLING ADMINISTRATIVE SPECIALIST - ASSOCIATE OF APPLIED SCIENCE DEGREE (Online)

900 Clock Hours* - 90 Quarter Credits

COURSE #	COURSE	CLOCK HOURS	CREDITS
COM 120	Communication	45	4.5
ENG 250	English	45	4.5
MTH 130	College Mathematics	45	4.5
PSY 110	Psychology	45	4.5
SOC 240	Sociology	45	4.5
HCA 113	Health Care Office Applications	45	4.5
MED 103	Medical Terminology	45	4.5
MED 104	Anatomy and Physiology	45	4.5
MED 206	Pathophysiology	45	4.5
HCA 108	Health Care Delivery Systems	45	4.5
MED 200	Electronic Health Records (EHR)	45	4.5
MED 155	Medical Law and Ethics	45	4.5
MED 235	Medical Insurance and Reimbursement	45	4.5
HCA 240	Health Care Operations	45	4.5
MED 109	Diagnostic and Procedural Coding	45	4.5
MED 110	CPT/HCPCS Coding: Services and Procedures	45	4.5
MED 111	CPT/HCPCS Coding: Body Systems	45	4.5
MED 112	Hospital Medical Billing	45	4.5
MED 250	Medical Billing Capstone	45	4.5
PCD 206	Professional Development	45	4.5

PROGRAM OBJECTIVES:

The Medical Billing Administrative Specialist Associate of Applied Science degree program engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the profession as:

- Describe basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology.
- Demonstrate administrative office skills that include fashioning and management of electronic medical records; current medical office software; client data management; insurance billing, filing, and reimbursement procedures; and other routine medical office procedures.
- Use interpersonal and customer service skills that are consist with superior verbal and written communication and professional and effective interaction with healthcare team members and clientele.
- Apply financial recordkeeping skills, including accounts receivable and payable and payroll preparation.
- Complete medical insurance claim forms, with a focus on coding accuracy, maximum reimbursement, and legal and ethical practices
- Demonstrate an ability and desire for advancement in the profession through a dedication to life-long learning.
- Show an appreciation for studies of the arts, sciences, and humanities for development of a more learned professional as manifest in communication and behavior.
- Utilize critical thinking in the performance of all duties and responsibilities of one's role.

PROGRAM LENGTH: The total program length of the Medical Billing Administrative Specialist Associate of Applied Science Degree is 75 or 100 weeks, including holidays.

PROGRAM DELIVERY: All of the courses for the Medical Billing Administrative Specialist Associate of Applied Science Degree Program are delivered in its entirety online (through distance education). Residential delivery is not offered.

PROGRAM CREDENTIAL: Associate of Applied Science

*OUTSIDE COURSEWORK: During the program, all students are required to complete 1800 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 BILLING ADMINISTRATIVE SPECIALIST COURSE DESCRIPTIONS

COM 120 Communication   **4.5 Credits**
This course introduces students to theories and principles of **oral and written communication**, with a focus on communication processes, perception, verbal and nonverbal communication, and active listening. Communication within interpersonal, small group, public, and organizational contexts is examined, including intercultural and gender communication, conflict and negotiation, and ethical issues. Current topics related to mass media and new technologies are included. **Prerequisite:** None

ENG 250 English   **4.5 Credits**
This course provides an overview of the elements of modern English composition, with a focus on information literacy and the mechanical and structural elements of the writing process. **Prerequisite:** None

HCA 108 Health Care Delivery Systems   **4.5 Credits**
This course provides an overview of the historical development of health care delivery systems, including health care financing, regulatory agencies, and organizations. **Prerequisite:** None

HCA 113 Health Care Office Applications   **4.5 Credits**
This course provides students with a foundation in the knowledge and skills needed for today's technology-based careers. Students examine the components of computer systems—including the CPU, memory, input/output devices, and peripherals—and how these components interact with operating systems, software applications, and the Internet to perform critical tasks. Common health care office applications are reviewed, as well as malware, viruses, and system security. **Prerequisite:** None

HCA 240 Health Care Operations   **4.5 Credits**
This course provides an overview of administrative and operational tasks within a medical office. Topics include patient reception, scheduling appointments, office communication, managing health information, office management, and practice financials. **Prerequisite:** None

MED 103 Medical Terminology   **4.5 Credits**
This course provides an overview of root words, prefixes, and suffixes related to tissues, organs, and the various body systems. **Prerequisite:** None

MED 104 Anatomy and Physiology   **4.5 Credits**
This course is designed to provide students with an in-depth introduction to human anatomy, principal organ systems, and the pathophysiology of diseases and disorders of the body. **Prerequisite:** None

MED 109 Diagnostic and Procedural Coding   **4.5 Credits**
This course provides students with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes. **Prerequisite:** None

MED 110 Medical Coding: Body Systems   **4.5 Credits**
This course provides students with an overview of medical coding and the billing of services and procedures in health care using ICD, CPT, and HCPCS codes. Coding compliance laws, regulations, and penalties are included. **Prerequisite:** MED109 Diagnostic and Procedural Coding

MED 111 Medical Coding: Services and Procedures   **4.5 Credits**
This course provides the student with an overview of medical coding in health care and the use of electronic health records. This course provides instruction on applying ICD, CPT, and HCPCS codes for medical billing and reimbursement. **Prerequisite:** MED109 Diagnostic and Procedural Coding

MED 112 Hospital Medical Billing   **4.5 Credits**
This course provides an overview of hospital medical billing procedures, including the inpatient billing process, diagnosis-related groups (DRG), and various codes used in hospital medical billing. Topics include managed care and the processing of patient hospital bills, including the use of medical reports to bill for medical supplies and services. **Prerequisite:** MED109 Diagnostic and Procedural Coding

MED 155 Medical Law and Ethics   **4.5 Credits**
This course covers fundamental principles and practices in medical law and ethics, including basics of civil and criminal law, lawsuits and malpractice, negligence, and contracts. Additional topics include patient confidentiality, employer/employee issues, the structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on health care practices. Students will examine legal and ethical issues in healthcare with a focus on critical thinking and research. **Prerequisite:** None

MED 200 Electronic Health Records   **4.5 Credits**
This course provides a comprehensive study of the features of an electronic health record (EHR). Students will input patient data into the EHR, apply accurate recordkeeping, ensure patient confidentiality, and employ HIPAA guidelines to protect confidential patient information. **Prerequisite:** None

MED 206 Pathophysiology   **4.5 Credits**
This course provides students with an in-depth introduction to pathophysiology and the diseases and disorders of the principal organ systems of the human body. Topics presented include homeostasis and disease processes, trauma, cancer, pain management, and an overview of common diseases and disorders of each organ system. **Prerequisite:** None

MED 235 Medical Insurance and Reimbursement   **4.5 Credits**
This course introduces students to the administrative routines of a medical office. Records management systems and intricacies of medical billing are examined throughout the course. **Prerequisite:** None

MED 250 Medical Billing Capstone   **4.5 Credits**

This capstone course provides students with an overview of content covered throughout the program in preparation for employment and certification opportunities. Topics include health care software, administrative procedures, medical law and ethics, regulatory requirements, medical insurance and reimbursement, medical coding, and professional organizations. **Prerequisite:** Completion of 75% or more of program courses

MTH 130 College Mathematics   **4.5 Credits**

This course provides an overview of mathematical concepts commonly employed within business and healthcare organizations, with a focus on quantitative literacy. Topics include whole numbers, fractions, decimals, ratio/proportion, percent, measurement, geometry, statistics, real numbers, and equations. Prerequisite: None

PCD 206 Professional Career Development   **4.5 Credits**

This is a comprehensive course to help students develop confidence and independent job-seeking skills. Includes preparation of a résumé and cover letter, interviewing techniques, job search and networking, and discussion of employer-employee relations. Students will evaluate problem-solving methods used to research employment opportunities and evaluate employer needs. **Prerequisite:** None

PSY 110 Psychology   **4.5 Credits**

This course provides a general survey of psychology, including the relationship between biology and behavior, such as how stress impacts personal health. Other topics introduced in the course include intelligence and reasoning, inquiry and analysis, personality, gender and sex, memory, ethics, and research methods. **Prerequisite:** None

SOC 240 Sociology   **4.5 Credits**

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, teamwork, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. **Prerequisite:** None

NURSING ASSISTANT PROGRAM
INFORMATION AND POLICIES
(NURSING ASSISTANT PROGRAM ONLY)

ADMISSIONS REQUIREMENTS
1. Ross Medical Education Center/Ross College has an open enrollment policy. Students who wish to enroll in the Nursing Assistant program must be:
    *   16 years of age and above (Applicants who are under the age of 18 will require written authorization from current legal guardian)

2. Students must be able to:
    *   Understand basic Reading, Math, Writing and Comprehension skills
    *   Demonstrate functional hearing
    *   Demonstrate ability to perform the physical requirements* of the job for which they will be instructed
    *   Pass a criminal background check before beginning the clinical portion of the program: No convictions of crimes involving violence to person or property, abuse, neglect, fraud, recent and/or repeated theft of items of more than token value, or other types of dishonestly.

* **Physical requirements** of the job include walking, standing for long periods of time, some bending and stooping, lifting up to 75 pounds while using proper body mechanics. Students with weight and lifting restrictions will be declined admission to the program. Pregnant students must get written clearance from their Obstetrician.

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

Students selecting to have a portion of their coursework delivered online must complete an orientation and will not be considered program enrollees until they successfully complete the program orientation and a Distance Learning Profile.

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

Ross Medical Education Center/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:

Michigan 1-800-649-3777

CLASS SCHEDULES
It is the practice of Ross Medical Education Center to enroll students continuously throughout the calendar year. To meet individual student needs, day and evening class schedules have been developed. Schedules vary by program and campus Monday through Friday. Externships are scheduled based on clinical sites' hours of operation.

START DATES

Classes are scheduled regularly throughout the calendar year.

NURSING ASSISTANT - Class Schedule			
Day Classes (2 Weeks) **Monday - Friday**	**Lab Days (2)** **Clinical Days (3)**	**Evening Classes (4 Weeks)** **Monday - Thursday**	**Clinical Days (3)**
June 17-June 28, 2024	L- June 24, 25, 2024 C - June 26, 27, 28, 2024		
June 24-July 6, 2024	L - July 1, 2, 2024 C - July 3, 5, 6, 2024		
July 1-July 13, 2024	L - July 9, 10, 2024 C - July 11, 12, 13, 2024		
July 8-July 19, 2024	L - July 15, 16, 2024 C - July 17, 18, 19, 2024		
July 15-July 26, 2024	L - July 22, 23, 2024 C - July 24, 25, 26, 2024		
July 22-August 2, 2024	L - July 29, 30, 2024 C - July 31, August 1, 2, 2024		
July 29-August 9, 2024	L - August 5, 6, 2024 C - August 7, 8, 9, 2024		
August 12-August 23, 2024	L - August 19, 20, 2024 C - August 21, 22, 23, 2024		
August 19-August 30, 2024	L - August 26, 27, 2024 C - August 28, 29, 30, 2024		
September 9-September 20, 2024	L - September 16, 17, 2024 C - September 18, 19, 20, 2024		
September 16-September 27, 2024	L - September 23, 24, 2024 C - September 25, 26, 27 2024		
September 30-October 11, 2024	L - October 7, 8, 2024 C - October 9, 10, 11, 2024		
October 7-October 18, 2024	L - October 14, 15, 2024 C - October 16, 17, 18, 2024		
October 14-October 25, 2024	L - October 21, 22, 2024 C - October 23, 24, 25, 2024		
October 21-November 1, 2024	L - October 28, 29, 2024 C - October 30, 31, November 1, 2024		
October 28-November 8, 2024	L - November 4, 5, 2024 C - November 6, 7, 8, 2024		
November 11-November 22, 2024	L - November 18, 19, 2024 C - November 20, 21, 22, 2024		

November 18-December 3, 2024	L - November 25, 26, 2024 C - November 2, December 2, 3, 2024		
December 2-December 13, 2024	L - December 9, 10, 2024 C - December 11, 12, 13, 2024		
December 9-December 20, 2024	L - December 16, 17, 2024 C - December 18, 19, 20, 2024		
December 16-January 3, 2025	L - December 26-27, 2024 C - December 30, 2024, January 2, 3, 2025		

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.

CLASS SIZE

Each lecture class will be limited to no more than 22 students per instructor. Laboratory ratio of students to instructor does not exceed 12 to 1. Clinical ratio of students to instructor does not exceed 8 to 1.

TUITION AND FEES

The Nursing Assistant program tuition is $1,300.00*.

* The program cost includes tuition, books, background check, and other fees associated with the program. See Dress Code section for items not included in the above costs but are required for the program. Optional equipment, which includes blood pressure cuff, stethoscope, and gait belt, is available for $55.00.

Note: Tuition and fees are subject to change without prior notice.

Timely payments of tuition and fees are expected to be made according to the payment schedule outlined by the school and detailed in the executed (signed) enrollment agreement. Any remaining payments should be made on or before the last class room training day on campus prior to attending clinicals.

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 of ineligibility.

C. All monies paid by an applicant after signing an enrollment agreement 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.

E. There are no refunds tuition and fees, textbooks, supplies and costs (Criminal Background Checks and TB Tests) after the first day of class has begun.

F. Refunds will be made within 30 days of the date of cancellation or termination.

ROSS EDUCATION PAYMENT PLANS

Ross Education provides various payment options to students. Any payment plan is serviced internally by Ross Education Holdings, Inc. 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 that if payments due in this program fall substantially in arrears, training may be interrupted and termination from the program could occur. Timely payments of tuition and fees are expected to be made according to the payment schedule outlined by the school and detailed in the executed (signed) enrollment agreement.

GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to each student who successfully completes all Nursing Assistant program requirements in the specified time and is ready to attempt the state's applicable Certification Exam; to include completion of all hours of instruction, achieved a minimum 75% grade average, obtained satisfactory assessment in the Laboratory and Clinical settings (achieving 100% competency in lab prior to taking clinicals and 100% competency in clinicals prior to graduation), and completed payment of a tuition and supply fees as applicable.

It is the student's responsibility to maintain their credentialing documents, such as diploma, certificate and degree.

ACADEMIC TRANSCRIPT

An unofficial copy of each student's transcript is available upon request by the student at https://rosseducation.edu/transcripts/. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. Please allow up 10 days for processing. 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.

Student records are kept for a minimum of three years; academic transcripts are retained indefinitely.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In order to maintain satisfactory progress, students must meet minimum standards of academic achievement and attendance. Students must achieve a cumulative average of 75% in the Nursing Assistant program. A grade of 75% is a passing grade. The average of all tests in the program must be 75% or above, to successfully complete the program. Students must also pass (100%) clinical/lab competencies to successfully complete the program.

A test grade of less than 75% will generate a review by the Program Coordinator. At that time, the student and Program Coordinator will discuss the learning environment and evaluate the need to put in place any additional or special learning practices.

All missed program time must be made up before a student receives a Certificate of Completion. Please refer to the Attendance Policy and Graduation Requirements for more detail.

CLINICAL TRAINING COMPETENCY

Students must achieve 100% accuracy in lab prior to taking clinicals and 100% on clinicals to pass the course. Students will not be permitted to attend the clinical training portion of their program if they have not sufficiently mastered the care skills to be safe and competent.

During the program, all students are required to complete outside classroom work. All required outside classroom work is graded by Ross Medical Education Center and factored into student's course grades.

GRADING SYSTEM

All tests and assignments are graded against a 100% scale.

In order to successfully complete the program a student must complete all Nursing Assistant program requirements to include completion of all hours of instruction, achieved a minimum 75% grade average, obtained satisfactory assessment in the Laboratory and Clinical settings (achieving 100% competency in lab prior to taking clinicals and 100% competency in clinicals prior to graduation).

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.

ATTENDANCE POLICY

All missed program time must be made up before a student receives a Certificate of Completion. Missed days will need to be made up with a subsequent class at the discretion of the Program Coordinator.

The consequences of Official Attendance Occurrences are as follows:

• Occurrence I: Student receives a written warning and works with his/her instructor to schedule make-up time. Make-up time is at the discretion of the instructor.

• Occurrence II: Student receives written notification, is placed on attendance probation and works with the instructor to schedule make-up time. Make-up time is at the discretion of the instructor.

• Occurrence III: Student is suspended from the program and must return with the next available class to complete his/her program. Students have ninety (90) days from their originally scheduled completion date to complete all program requirements and scheduling will be based upon class space availability.

Class time missed in excess of three (3) hours requires make-up time that exactly corresponds to the missed date and time. For example, if a student misses the last five hours of the first Wednesday class, he/she must attend the last five hours of the first Wednesday of the next available scheduled class. Students will not be allowed to attend clinical until this time has been completed. This is a State requirement for the Certified Nurse Aide Training Program.

In the event of an absence that has not been made up prior to graduation, the student will not be able to graduate and receive Certificates of Completion with their current class. The student will have to come back within 90 days and make up the missed time with a subsequent class.

ATTENDANCE MAKE-UP POLICY

Ross Medical Education Center believes that preparation for a career includes developing the proper work habits of punctuality and good attendance. Students will be marked absent for any time missed. Students who exceed the attendance requirement will be considered unexcused and will be required to makeup these absences according to the Nursing Assistant attendance policy. Students unable to maintain the attendance requirements will be subject to program termination for violation of the attendance policy.

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 Campus Administrator. 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 Medical Education Center/Ross College does not offer a leave of absence in the Nursing Assistant program.

TRANSFER CREDIT

Ross Medical Education Center/Ross College is not designed as a transfer institution and does not currently have articulation agreements with any postsecondary institutions. Ross Medical Education Center/Ross College offers no guarantee of transferability of credits or clock hours to any other institution. The receiving institution (college) rather than the training institution (Ross) makes the final determination whether or not transfer credits or clock hours will be accepted. Students should plan that the educational credits and/or clock hours received at Ross will not transfer to another institution.

CREDIT FOR PREVIOUS EDUCATION

It is the policy of Ross Medical Education Center/Ross College to require that each Nursing Assistant student complete the entire two week course of study at Ross. However, the campus will consider 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 clock hours fit satisfactorily into the Nursing Assistant program's two-week format. *The student must request this consideration before starting classes at Ross Medical Education Center.* Additionally, the student must present evidence demonstrating that the prior institution attended is accredited by an agency recognized by the United States Department of Education or the Council of Higher Education Accreditation as well as provide an official transcript of course completion from the prior institution attended. The Campus Administrator will then assess the content taken and outcomes achieved at the prior institution and determine if clock hours for prior education can be granted. However, students of the Nursing Assistant program should plan that

the educational clock hours received at another institution will not transfer into the Ross Nursing Assistant program.

Clock hours or advanced placement in the Nursing Assistant program will not be granted for previous work experience.

COMMUNITY RESOURCES
Information about national community resources is listed below:

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

Please see the Campus Administrator for additional information concerning local community resources that may be available.

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 Administrator 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 Medical Education Center will be reviewed on an individual basis. A student must submit a written request for reentry and meet with the Campus Administrator before being considered for readmission.

DRESS CODE
The dress code requirements for Ross Medical Education Center follow the typical protocol found in most medical facilities. All Nursing Assistant students are required to wear scrubs and must have a watch with a second hand. Additionally, during the admissions process, further guidelines are explained which ensures compliance to OSHA regulations as well as to prepare student for the professional work environment. Please refer to the Nursing Assistant Program Student Guidelines for a complete dress code policy.

CAMPUS SECURITY
Each Ross Medical Education Center strives to promote and maintain a safe and secure learning environment. The Ross Annual Security report is available on the Ross Education Website, https://rosseducation.edu/or by request from the Campus Administrator. This report includes information regarding campus security policies and campus crime statistics.

ROSS EDUCATION'S 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.

Ross Education'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 (FERPA) affords eligible 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.)

EQUIPMENT AND AUDIO-VIDUAL AIDS

In order to prepare graduates for allied health 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, transparencies and models. A program specific equipment list is available as needed.

COURSE AND PROGRAM ASSESSMENT

Refer to course description and syllabi for additional information.

STUDENT CONCERNS/COMPLAINTS PROCEDURE

A copy of the Student Guidelines is issued to each student at enrollment. These guidelines contain the appropriate procedures for addressing suggestions, concerns or complaints. Students must follow the established procedures in order to resolve their concerns. If, after all Ross avenues are exhausted, the student is not satisfied, the student may consider contacting the appropriate state regulatory agency. Please direct all state inquiries as follows:

Michigan Bureau of Community and Health Systems
P.O. Box 30664
Lansing, MI 48909

CAREER SERVICES CENTER

Ross Medical Education Center/Ross College is committed to assisting program graduates with career services. To help ensure the success of every graduate, Ross Medical Education Center/Ross College offers job placement assistance at no additional charge through its Career Services Center. To help prepare students for allied health entry-level position, professional development and communication skills are presented throughout the respective 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.

The Career Services Center staff maintains regular contact with health care employers to obtain first-hand information about their employment needs. This information is then shared with students and program graduates.

The objective of Career Services is to assist students with the skills necessary to secure an entry-level position in an allied health setting. 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.

Students and graduates can contact Career Services via the following methods:
- **Telephone:** To obtain the phone number, visit the Career Services webpage at rosseducation.edu/students/career-services or contact your campus' leadership

HOUSING

Ross Medical Education Center/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 Medical Education Center/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.

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 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 Corporate Counsel and Compliance Officer about any necessary accommodations and services. The Corporate Counsel and Compliance Officer 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 Corporate Counsel and Compliance Officer, (810) 637-6100, extension 30015. Questions, difficulties or concerns should be directed to the Corporate Counsel and Compliance Officer 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 Holdings, Inc. 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 Holdings, Inc.; or

3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's relationship with Ross Education Holdings, Inc. 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 Administrator, 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 Holdings, Inc.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 Administrator, the Chief Administrative Officer, or to the CEO.

NURSING ASSISTANT PROGRAM INFORMATION

This program is offered at several locations. Check with the Admissions Office or refer to the "Program Offerings by Location" section at the end of this catalog to determine if it is offered in your area.

76 Clock Hours

COURSE DESCRIPTION: The Nursing Assistant program prepares the student for employment in a variety of entry-level medical positions. Students will be following the curriculum of instruction as described in the 2023 State of Michigan Competency-Driven Core Curriculum for Nurse Aides. Students will be instructed to perform the specific nursing skills that are required to pass the skills portion of the State of Michigan Nurse Aide Certification Examination as administered by Headmaster. Students will also be instructed and tested on the concepts and information which are required for the written portion of the State of Michigan Nurse Aide Certification Exam as administered by Headmaster.

Graduates placed in the position of Certified Nurse Aide will be required to pass the Michigan Nurse Aide Certification Examination. Please see Campus Administration for details on registering for the exam.

NURSING ASSISTANT UNITS	HOURS OF LECTURE*	HOURS OF LAB	CLINICAL HOURS	TOTAL
Unit 1 - Long Term Care Facility	1	0	0	1
Unit 2 - Long Term Care Resident	1	0	0	1
Unit 3 - Residents Right	2	0	0	2
Unit 4 - Member of Health Care Team	2	0	0	2
Unit 5 - Human Interaction Skills	2	0	0	2
Unit 6 - Infection Control	2	2	0	4
Unit 7 - Safety and Emergency	2	2	0	4
Unit 8 - Basis Personal Skills (Breakdown by course below)				
Unit 8-1 - Introduction	0.5	0	0	0.5
Unit 8-2 - Oral Hygiene	1	0.5	0	1.5
Unit 8-3 - Skin Care	1	0	0	1
Unit 8-4 - Hand and Foot Care	0.5	0.5	0	1
Unit 8-5 - Hair Care and Shaving	0.5	1.5	0	2
Unit 8-6 - Perineal Care	0.5	1	0	1.5
Unit 8-7 - Bathing	0.5	1	0	1.5
Unit 8-8 - Dressing Appearance	0.5	0.5	0	1
Clinic Hours for 8A-8H	0	0	6	6
Unit 9 - Care of Resident Environment	0.5	1	2	3.5
Unit 10 - Care of Resident with Cognitive Impairment	5	0	1	6
Unit 11 - Creating an Environment for Restraint, Elimination, Reduction, Appropriate Use	3	0.5	0.5	4
Unit 12 - Vital Signs, Height, Weight	1	1	2	4
Unit 13 - Meeting Nutrition/Hydration Needs	2	1	1	4
Unit 14 - Elimination	2	1	1	4
Unit 15 - Restorative/Rehabilitation Care	2	2	4	8

Unit 16 - Care of Resident with Development Disability	1	0	0	1
Unit 17 - Depression	1	0	0	1
Unit 18 - Death and Dying	0.5	0.5	0	1
Unit 19 - Care of Resident with Communicable Disease	1	0	0	1
Unit 20 - Clinical Practicum - Integration of Clinical Skills	0	0	6.5	6.5
Program Total Hours	**36**	**16**	**24**	**76**
Student to Instructor Ratio	22/1	12/1	8/1	

PROGRAM OBJECTIVES:

During the Nursing Assistant program students will be instructed on:

- Identify duties and responsibilities
- Discuss the importance of the healthcare team
- Describe professionalism
- Discuss professional boundaries
- Explain the importance of confidentiality
- Recognize unacceptable behavior
- Explain residents rights
- Identify legal issues
- Define quality of life
- Discuss differences in beliefs and customs
- Exam personal beliefs
- Recognize abuse and explain how to deal with abuse
- Identify basic needs
- Demonstrate ways to develop positive relationships
- Recognize the concerns of residents
- Use effective communication skills
- Discuss emotional barriers
- Recognize defense behavior
- Communicate with residents who are physically impaired
- Demonstrate good body mechanics and lifting techniques
- Explain ambulatory procedures and the importance of positioning
- Identify proper positioning
- Demonstrate how to move residents in bed and how to transfer residents
- Describe ways to prevent infection
- Practice precautions
- Identify procedures for medical asepsis
- Explain the importance of hand washing
- Demonstrate proper hand washing technique and proper use of gloves
- Describe sterilizing and disinfecting
- Discuss the need for protective HBV
- Identify ways to prevent HIV/AIDS
- Demonstrate procedures for weighting and measuring residents
- Identify fluid measurements
- Describe personal hygiene
- Identify three methods of bathing
- Explain procedure for foot and nail care

- Demonstrate procedures for oral hygiene
- Describe hair care
- Identify pressure points
- Demonstrate the use of bed pans
- Discuss bowel and bladder problems
- Explain the effects of aging on digestion
- Explain how to measure intake and output
- Describe specimen collection and special care for residents with tubing
- Demonstrate proper application of bandages, dressings and bed making
- Name the vital signs
- Identify four locations for measuring temperatures
- Explain how to use thermometers
- Identify pulse points
- Demonstrate how to count respirations and take blood pressures
- Discuss accident preventions
- Define first aid
- List life threating emergencies and discuss the purpose of CPR
- Demonstrate the use of protective devices
- Describe alternatives to restraints
- Identify basic food groups
- Explain the importance of good nutrition
- Recognize conditions that affect eating habits
- Discuss changes in behavior that may relate to improper nutrition
- Explain how to prevent complications from dysphagia
- Recognize emotional and social needs
- Describe behavior management, body systems and changes related to aging, confusion and reality orientation, and phases of Alzheimer's disease
- Discuss respiratory disorders
- Recognize side effects of cancer treatment
- Identify symptoms if diabetes
- Discuss steps to take during a seizure
- Describe the symptoms and side effects of a stroke
- Explain the goals of rehabilitation
- Discuss the use and care of assistive devices
- Explain the benefits of exercise
- Describe the complications of immobility, activities of daily living and ROM
- Explain the importance of careful observation and detecting problems early
- Recognize symptoms of abnormal change
- Discuss the reporting process and need for accuracy
- Explain charting procedures
- Define grief
- Explain the five stages of grief
- Discuss reactions to death and dying
- Describe care for someone who is dying
- Identify signs of approaching death and describe postmortem care
- Define home care
- Explain the role and responsibility of the Home Health Aide
- Discuss the role of the healthcare team , home maintenance and safety issues
- Describe special concerns for home care and family care

PROGRAM LENGTH: The total program length of the Nursing Assistant Program is two weeks for the day program and four weeks for the evening program, excluding holidays.

PROGRAM DELIVERY: The Nursing Assistant program is offered in a fully residential format.

PROGRAM CREDENTIAL: Certificate of Completion

PROGRAM OFFERINGS BY LOCATION -
ROSS MEDICAL EDUCATION CENTER CAMPUSES
Credential Awarded - Diploma or Certificate (MI only) unless otherwise noted:

CAMPUS	Medical Assistant	Dental Assistant	Veterinary Assistant	Nursing Assistant	Medical Assistant Specialist *(Associate of Applied Science Degree)*
ANN ARBOR, MI	X	X			
BATTLE CREEK, MI	X				
BOWLING GREEN, KY	X				
BRIGHTON, MI	X	X		X	
CANTON, MI	X	X	X		
CHARLESTON, WV	X	X			
CINCINNATI, OH	X	X			
DAVISON, MI	X	X			
ELYRIA, OH	X	X			
ERLANGER, KY	X	X	X		
EVANSVILLE, IN	X	X			
FAIRBORN, OH	X	X			
FLINT, MI	X	X			
FORT WAYNE, IN	X	X			**
GRANGER, IN	X	X			*
HUNTSVILLE, AL	X	X	X		
JOHNSON CITY, TN	X	X			
KENTWOOD, MI	X	X			
KNOXVILLE, TN	X	X			
KOKOMO, IN	X	X			*
LAFAYETTE, IN	X	X			
LANSING, MI	X	X			

CAMPUS	Medical Assistant	Dental Assistant	Veterinary Assistant	Nursing Assistant	Medical Assistant Specialist (Associate of Applied Science Degree)
MIDLAND, MI	X			X	
MUNCIE, IN	X	X			
NEW BALTIMORE, MI	X	X	X		
NILES, OH	X	X			
ONTARIO, OH	X				
OWENSBORO, KY	X	X			
PORT HURON, MI	X				
PORTAGE, MI	X	X	X	X	
ROOSEVELT PARK, MI	X	X			
SAGINAW, MI	X	X			
TAYLOR, MI	X				
WARREN, MI	X	X	X		

* Program has been discontinued

** Program is no longer accepting new enrollments

PROGRAM OFFERINGS BY LOCATION -
ROSS COLLEGE CAMPUSES

Credential Awarded - Diploma or Certificate (MI only)

CAMPUS	Medical Assistant	Dental Assistant	Veterinary Assistant	Practical Nursing	Nursing Assistant
HOPKINSVILLE, KY	X				
GRAND RAPIDS, MI	X	X			X
MORGANTOWN, WV	X	X			
NORTH CANTON, OH	X	X	X	X	
QUAD CITIES, IA	X				
SYLVANIA, OH	X	X			
BENTON HARBOR, MI	X				
JACKSON, MI	X				
MERRILLVILLE, IN	X				

Credential Awarded - Associate of Applied Science

CAMPUS	Occupational Therapy Assistant	Veterinary Technology	Nursing	Medical Assistant Specialist
HOPKINSVILLE, KY	X			
NORTH CANTON, OH		X	X	
QUAD CITIES, IA	**			
GRAND RAPIDS, MI				**
SYLVANIA, OH				**

* Program has been discontinued

** Program is no longer accepting new enrollments

ONLINE PROGRAM OFFERINGS (Offered through Ross College, Sylvania, OH):

Credential Awarded: Diploma

Medical Office Administration
Medical Insurance Billing and Office Administration
Pharmacy Technician

Credential Awarded: Associate of Applied Science Degree

Medical Assistant (94 Credit Hour version)
Health Care Administration
Medical Billing Administrative Specialist (90 Credit Hour version)