

Iowa College Student Aid Commission

***Application for Approval and  
Registration of Postsecondary School  
Iowa Code Chapter 261B***

**Concorde Career Colleges**

3239 Broadway

Kansas City, MO 64111

816.531.5223

***July 2013***



July 23, 2013

Carolyn Small  
Postsecondary Registration Administrator  
Iowa College Student Aid Commission  
430 E. Grand Ave. 3rd floor  
Des Moines, IA 50309

Dear Ms. Small,

It is the intent of Concorde Career College, Kansas City, Missouri to establish distance education programs in the state of Iowa. Concorde plans to initially offer two distance education programs to Iowa residents: Healthcare Administration - RT and Health Information Management. Additional distance education programs are currently in development.

Concorde Career College, Kansas City, Missouri offers these degree programs entirely online. There will not be a physical presence in Iowa of any kind, including recruiters. All admissions, financial aid, student services, and academic activities will be handled online or via telephone with staff who are co-located at our corporate office, Concorde Career Colleges, Inc., in Mission, KS. Advertising campaigns will be present in the state of Iowa through local media. There is no clinical component for the Healthcare Administration - RT, students will complete the degree 100% through didactic coursework. The Health Information Management program will require two clinical rotations, which could potentially be located in the state of Iowa. Students will be required to independently find clinical sites, assistance from Concorde will be provided via telephone or electronically. Supervision of clinical rotations will be done by on-site employees of the clinical site, not Concorde employees. Concorde staff will check on progress remotely via telephone or electronically.

Enclosed is a hard copy and electronic copy of the **"Application for Approval and Registration of Postsecondary School"**.

Please feel free to contact me for any additional information you may require at 913-831-9977 x 220, or at [dlrichardson@concorde.edu](mailto:dlrichardson@concorde.edu). Thank you in advance for your consideration of our application.

Sincerely,

A handwritten signature in blue ink that reads "Darcy Richardson".

Darcy Richardson  
Vice President of Online  
Concorde Career Colleges, Inc.

# *Iowa College Student Aid Commission*

*Postsecondary Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319  
(515) 725-3470*

## **Postsecondary Registration Iowa Code Chapter 261B**

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319  
(515) 725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Submit a paper document and a complete duplicate in pdf format on a CD or other electronic media. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(Registrations must be renewed every two years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:  
[(261B.4(2))] and [(261B.4(1))]

**Name of School:** Concorde Career College  
**Suite:** -  
**Street:** 3239 Broadway  
**City:** Kansas City  
**State:** MO  
**Zip:** 64111-2407  
**Country:** U.S.  
**Telephone Number (including country or area code):** (816) 531-5223

Type of school:

- For-profit
- Non-profit
- Public

Address of this school in all in other states, and in foreign countries:

Concorde Career Colleges, Inc. has 16 campuses in 8 states.

| Suite | Street               | City            | State | Zip   | Country | Telephone     |
|-------|----------------------|-----------------|-------|-------|---------|---------------|
| 101   | 12951 Euclid St.     | Garden Grove    | CA    | 92840 | U.S.    | (714)703-1900 |
| -     | 12412 Victory Blvd.  | North Hollywood | CA    | 91606 | U.S.    | (818)766-8151 |
| 100   | 4393 Imperial Ave.   | San Diego       | CA    | 92113 | U.S.    | (619)688-0800 |
| A     | 201 East Airport Dr. | San Bernardino  | CA    | 92408 | U.S.    | (909)884-8891 |
| -     | 111 North Havana St. | Aurora          | CO    | 80010 | U.S.    | (303)861-1151 |
| -     | 10933 Marks Way      | Miramar         | FL    | 33025 | U.S.    | (954)731-8880 |
| -     | 7259 Salisbury Rd.   | Jacksonville    | FL    | 32256 | U.S.    | (904)725-0525 |
| -     | 3444 McCrory Place   | Orlando         | FL    | 32803 | U.S.    | (407)812-3060 |
| -     | 4202 West Spruce     | Tampa           | FL    | 33607 | U.S.    | (813)874-0094 |

|     |                       |                    |           |              |             |                      |
|-----|-----------------------|--------------------|-----------|--------------|-------------|----------------------|
| -   | <b>3239 Broadway</b>  | <b>Kansas City</b> | <b>MO</b> | <b>64111</b> | <b>U.S.</b> | <b>(816)531-5223</b> |
| 103 | 7900 Airways          | Southaven          | MS        | 38671        | U.S.        | (662)429-9909        |
| -   | 1425 NE Irving St.    | Portland           | OR        | 97232        | U.S.        | (503)281-4181        |
| 132 | 5100 Poplar Ave.      | Memphis            | TN        | 38137        | U.S.        | (901)761-9494        |
| 200 | 600 East Lamar Blvd.  | Arlington          | TX        | 76011        | U.S.        | (817)261-1594        |
| 130 | 12606 Greenville Ave. | Dallas             | TX        | 75243        | U.S.        | (469)221-3400        |
| -   | 4803 NW Loop 410      | San Antonio        | TX        | 78229        | U.S.        | (210)428-2000        |

Address of all locations in Iowa where instruction is to be provided **N/A**

| Suite | Street | City | State | Zip | Country | Telephone |
|-------|--------|------|-------|-----|---------|-----------|
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |
|       |        |      |       |     |         |           |

Total tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

| Program to be Offered in Iowa  | Tuition     | Fees | Books and Supplies | Other    | Total       |
|--------------------------------|-------------|------|--------------------|----------|-------------|
| Health Information Management  | \$35,145.00 | N/A  | N/A                | \$100.00 | \$35,245.00 |
| Healthcare Administration - RT | \$29,700.00 | N/A  | N/A                | \$100.00 | \$29,800.00 |
|                                |             |      |                    |          |             |
|                                |             |      |                    |          |             |
|                                |             |      |                    |          |             |

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

**See ATTACHMENT 1**

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]

**Refund Policy**

The school's policy for determining the student's withdrawal date is the earlier of (A) the date the student notifies the school of their withdrawal or the date specified by the student, whichever is later; or (B) if the student withdraws out of school without notifying the school, the last recorded date of class attendance by the student, as documented by the school or (C) the date the student violates published school policy that provides for termination.

The percentage of program completion is calculated by dividing the number of hours comprising the period of enrollment for which the student has been charged into the number of hours the student was scheduled to attend in that period as of the last recorded day of attendance by the student.

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

**Name:** Jami Frazier - Campus President and Vice President of Operations

**Suite:** -

**Street:** 3239 Broadway  
**City:** Kansas City  
**State:** MO  
**Zip:** 64111  
**Country:** U.S.  
**Telephone Number (including country or area code):** (816) 531-5223

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response: **See ATTACHMENT 2.** The following information is also included in the college catalog, which has been provided with this application.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent.

**Name:** Corporate Service Company  
**Suite:** 729  
**Street:** 505 5th Avenue  
**City:** Des Moines  
**State:** IA  
**Zip:** 50309  
**Country:** U.S.

**Telephone Number (including country or area code):** (866) 403-5272

Name, address, and title of the other officers and members of the legal governing body of the school:  
[(261B.4(6))]

Officer Number 1

**Name:** Patrick H. Albert - President and CEO

**Suite:** 500

**Street:** 5800 Foxridge Drive

**City:** Mission

**State:** KS

**Zip:** 66202

**Country:** U.S.

**Telephone Number (including country or area code):** (913) 831-9977

For officers 2 or more, add pages as needed:

Owner Number 2

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

**Name:** Concorde Career Colleges, Inc.

**Suite:** 500

**Street:** 5800 Foxridge Drive

**City:** Mission

**State:** KS

**Zip:** 66202

**Country:** U.S.

**Telephone Number (including country or area code):** (913) 831-9977

For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

**Name:** Accrediting Commission of Career Schools and Colleges (ACCSC)

**Suite:** 302

**Street:** 2101 Wilson Boulevard

**City:** Arlington

**State:** Virginia

**Zip:** 22201

**Country:** U.S.

**Telephone Number (including country or area code):** (703) 247-4212

**Contact Person:** Michale McComis, Executive Director

Is this agency recognized by the U. S. Department of Education?  Yes [ ] No

**See ATTACHMENT 3**

Accrediting Agency 2

**Name:** N/A  
**Suite:**  
**Street:**  
**City:**  
**State:**  
**Zip:**  
**Country:**  
**Telephone Number (including country or area code):**  
**Contact Person:**

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 3

**Name:** N/A  
**Suite:**  
**Street:**  
**City:**  
**State:**  
**Zip:**  
**Country:**  
**Telephone Number (including country or area code):**  
**Contact Person:**

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 4

**N/A**

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

**STUDENT RECORDS**

The Registrar's office maintains academic records of all course work completed at the school. Transcripts are released only after receipt of a signed, written request from the student. Transcripts issued to the student are marked "Issued to Student." Students are allowed one transcript at no charge. There is a \$6.50 fee for each additional transcript. No official transcript(s) will be released if records are on hold for financial reasons or missing documentation. (See Records on Hold policy.) Students may request an unofficial transcript in this case. The word "Unofficial" will be stamped on the transcript. Third party transcripts from other institutions cannot be released to any individual or institution. Our record keeping is a combination of electronic records and paper files. Our paper files are maintained in accordance with applicable federal, state, and accrediting requirements. Based on accreditation standards and our own internal policies we maintain an academic transcript for each student permanently. Our electronic records are maintained indefinitely.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

**Name:** Felisha Caldeira  
**Suite:** -  
**Street:** 3239 Broadway  
**City:** Kansas City  
**State:** MO  
**Zip:** 64111  
**Country:** U.S.  
**Telephone Number (including country or area code):** (816)531-5223

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

| State    | Agency Name                | Address  | Contact Person     | Telephone Number |
|----------|----------------------------|--|--------------------|------------------|
| Missouri | Missouri Dept of Higher Ed | 205 Jefferson Street<br>Jefferson City, MO 65102 | Leroy Wade         | (573) 751-2361   |
| Kansas   | Kansas Board of Regents    | 1000 SW Jackson St.<br>Topeka, KS 66612          | Jacqueline Johnson | (785)296-3421    |
|          |                            |  |                    |                  |
|          |                            |  |                    |                  |

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

All course content will be delivered in a distance education, asynchronous format utilizing the Blackboard Learning Management System (LMS), a secure web-based platform that employs multimedia technologies and is accessible 24 hours per day via Internet access. Each course is divided into ten 1-week lessons. Students must complete all assigned projects within the prescribed weekly timeframe.

In addition, Concorde has developed a Student Portal, which integrates with Blackboard and gives students access to non-academic information in the areas of admissions, financial aid, graduate employment etc. Over 300 various forms are automated and students have the ability to electronically sign documents.

Concorde does not utilize correspondence, independent study or grant credit based on prior experience.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

**N/A**

| Agency Name | Contact Person | Telephone Number | Approval Status |
|-------------|----------------|------------------|-----------------|
|             |                |                  |                 |
|             |                |                  |                 |
|             |                |                  |                 |
|             |                |                  |                 |
|             |                |                  |                 |

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

If yes, explain below.

**N/A**

---



---



---



---



---



---



---



---



---



---

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

**Name:** Ralph LoBosco  
**Title:** Federal Student Aid Area Director  
**Telephone Number (including country or area code):** (816) 268-0440  
**E-mail Address:** ralph.lobosco@ed.gov

Do you:  
Enroll students in Iowa?  Yes  No  
Employ Iowa faculty?  Yes  No  
Do you intend to:  
Enroll students in Iowa?  Yes  No  
Employ Iowa faculty?  Yes  No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

Concorde Career College, Kansas City, Missouri offers these degree programs entirely online. There will not be a physical presence in Iowa of any kind, including recruiters. All admissions, financial aid, student services and academic activities will be handled online or via telephone with staff located at the home campus. Advertising campaigns will be present in the state of Iowa through local media and direct mail. Concorde intends to employ qualified faculty from across the United State, which may or may not include the state of Iowa. No faculty have been hired from Iowa to date.

Name, address, telephone number and resume of employees in Iowa. Please identify which employees are full time. **N/A**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone Number (including country or area code): \_\_\_\_\_

\* Resumes may be provided as attachments

Will your school comply with *Iowa Code* section 261B.7, which requires the school to disclose that it is registered by the Commission, including Commission contact information?  
(See the *Iowa Code* for details)

Yes  No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "h"?

(See the *Iowa Code* for details.)  Yes  No

Please provide policies that comply with these requirements as attachments. **See ATTACHMENT 4**

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

Yes  No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

A copy of the 2012 financial statement is included.

**See ATTACHMENT 5**

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

Concorde Career Colleges, Inc. subscribes to the Gale Resources Center (<http://galesites.com/menu/index.php?loc=miss22358>), which is available to all students via a custom URL. Included in these materials are over 9,000 reference books and over 1,500 magazines and journals. Many of the student's immediate research questions can be met by using these online reference sources. The user friendly web interface has information from leading medical journals, encyclopedia, newspapers, newsletters and pamphlets. Through Gale, Concorde subscribes to the following databases: Academic OneFile, Business and Company Resource Center, Business Economics and Theory, Communications and Mass Media Collection, Career Transitions, Fine Arts and Music Collection, General Reference Center Gold, General OneFile, Global Issues In Context, Health and Wellness Resource Center, LitFinder, Literature Resource Center, Nursing Resource Center, Nursing and Allied Health Collection, Opposing Viewpoints in Context, Physical Therapy and Sports Medicine Collection, Science in Context, Small Business Resource Center, US History in Context, World History in Context, and Student Resources in Context. These internet reference sites are immediate, easily accessible, authoritative and frequently updated.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

**N/A**

If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

**N/A**

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

Online courses will be delivered in an asynchronous format utilizing the Blackboard® Learning Management System (LMS), a secure web-based platform that employs multimedia technologies and is accessible 24 hours per day via Internet access. Each course is divided into ten 1-week lessons. Students must complete all assigned projects within the prescribed weekly timeframe.

In addition, Concorde has developed a Student Portal, which integrates with Blackboard and gives students access to non-academic information in the areas of admissions, financial aid, graduate employment etc. Over 300 various forms are automated and students have the ability to electronically sign documents.

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

**See ATTACHMENT 6**

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

**See ATTACHMENT 7**

**Concorde Career College is in contact with the Iowa Secretary of State to complete the Certificate of Authority. We will submit separately.**

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

**See ATTACHMENT 8**

---

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

We do not calculate an average debt per graduate, however, per federal regulation we do calculate a median loan debt for each financial aid award year. This program is new; therefore, there are no graduates at this time.

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

**See ATTACHMENT 9**

**SIGNATURE**

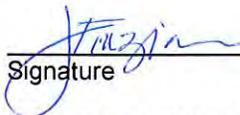
**Applicant School Chief Executive Officer**

Jami Frazier

Campus President and Vice President of Operations

Name

Title



July 8, 2013

Signature

Date

**If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.**

**A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval.**



### CANCELLATION & REFUND PROVISIONS

#### Cancellation Policy

Applicants or students may cancel or terminate their enrollment at any time, in writing, before or during their training. Cancellation or termination shall occur when you give written notice to the school at the address shown on the top of the first page of your Enrollment Agreement. The written notice, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee. Refunds will be paid by the school within 30 days after receipt of the notice of cancellation. After the expiration of the cancellation period, the school is entitled to retain the registration fee.

Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school and inspection of the equipment.

#### Refund Policy

The school's policy for determining the student's withdrawal date is the earlier of (A) the date the student notifies the school of their withdrawal or the date specified by the student, whichever is later; or (B) if the student withdraws out of school without notifying the school, the last recorded date of class attendance by the student, as documented by the school or (C) the date the student violates published school policy that provides for termination.

The student's start date through the last date of attendance will determine the percentage of program completion and the applicable percentage will be applied to the formula used in the refund calculation as stated below.

The percentage of program completion is calculated by dividing the number of hours comprising the period of enrollment for which the student has been charged into the number of hours the student was scheduled to attend in that period as of the last recorded day of attendance by the student.

#### Pro Rata Refund Calculation

- If a first time student withdraws within the first thirty calendar days of their program of study; no tuition charges will be incurred.
- If a student withdraws after the first thirty calendar days, but prior to the 75% point of the period of enrollment for which they have been charged; the student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment.
- If a student withdraws after the 75% point of the period of enrollment for which they have been charged; the student shall be obligated for the tuition charged for the entire period of enrollment and not entitled to any refund.
- A first time student is defined as any student who has not previously attended classes at Concorde Career College, Kansas City, MO.

The pro rata refund calculation stated above does not include the registration fee or the cost of textbooks, uniforms and health screen. If a student withdraws, in addition to tuition, the student is responsible for: the registration fee; book charges unless the books are returned in new and unused condition within 20 days following the date of withdrawal; uniform charges once the uniform has been issued to the student; and the health screen charge once the health screen has been performed.

#### A \$100.00 administrative fee will be assessed to any student withdrawing from school.

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

Students may repeat a course. If the student should withdraw from the program for any reason, based on the refund policy the weeks in attendance for repeating a course will be used in the program completion percentage calculation in determining the student's financial obligation to the school.

If a student officially withdraws or is expelled from school, any refund that is due will be paid within 30 days after the student's withdrawal date. If a student withdraws out of school, any refund that is due will be paid within 30 days of the earliest of the (i) date on which the school determines that the student withdrew; (ii) expiration of the academic term in which the student withdrew; or (iii) expiration of the period of enrollment for which the student has been charged.

If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan will be first used to repay and federal/state/private student financial aid program from which you received benefits, in proportion to the amount of the benefits received, and any remaining amount greater than \$5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount. Sample refund calculations are available to students upon request in the Business Office.

### FINANCIAL AID OFFICE

The Financial Aid Office is open to students during the hours posted on campus. Students are encouraged to call or visit the office if they have any questions or need assistance regarding their financial aid. Resources of the Financial Aid Office are available to all students. Financial aid staff members assist students in determining individual eligibility for the various aid programs and in completing the necessary applications and paperwork. To receive federal financial assistance, students must maintain satisfactory academic progress towards completion of their training as outlined in the school catalog.

The Financial Aid and Business Office monitor each student's academic progress in school in order to verify continued financial aid eligibility.

#### Student Responsibilities:

- Students must promptly return all required applications and paperwork to the Financial Aid Office. Returning paperwork to another department can delay funding and may result in lost paperwork. The school will not be responsible for lost or misplaced items.
- If the Financial Aid Office needs to see a student, the office will notify the student through an instructor or by posting the student's name on the bulletin board. It is the student's responsibility to see Financial Aid when notified.
- Each student who receives a student loan is required to attend an entrance and exit interview workshop. The Financial Aid Office will notify each student when these workshops are scheduled. If a student misses a workshop, it is the student's responsibility to contact the Financial Aid Office to reschedule a date.
- If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund; and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### FINANCIAL AID

Concorde Career College participates in the United States Department of Education's Federal Student Assistance programs. These programs are available for those who qualify.

#### Federal Pell Grant

The Federal Pell Grant is a grant to students who qualify under the federal financial need guidelines. Application is made through the Free Application for Federal Student Aid (FAFSA).

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG is a grant that the school awards to students based on financial need and the availability of funds. Application is made through the Free Application for Federal Student Aid (FAFSA).

#### Federal Perkins Loan

Federal Perkins Loan is a low-interest loan. The school determines recipients based on financial need and amount of money available to lend. Application is made through the Free Application for Federal Student Aid (FAFSA).

#### Federal PLUS Loan

The Federal Perkins Loan is a low-interest loan. The school determines recipients based on financial need and the amount of money available to lend. Application is made through the Free Application for Federal Student Aid (FAFSA).

## Federal Subsidized and Unsubsidized Loans

Subsidized and Unsubsidized Loans are low-interest loans made by the U.S. Department of Education. See Financial Aid for details.

## Alternative Financing

For those students who qualify, alternative financing is available through numerous financing companies. The Financial Aid Office will assist students in tailoring payment plans to fit their individual needs. Co-signers may be necessary, depending on credit history.

## Other Aid

Concorde Career College provides limited finance plans and access to non-need-based loans for students not qualifying for need-based loans yet requiring funding beyond their need-based aid or for students wishing to pay on a cash basis.

## Veterans

Eligible veterans may receive part-time benefits during classroom instruction and full-time benefits during the externship portion of a program.

## Social Security Benefits

Eligible students may obtain Social Security benefits. Students who may be eligible must notify the Campus President in writing before the first day of class.

For more information on financial aid and the application process, students should review the Financial Aid Consumer Information brochure or check with a Financial Aid staff member for the programs that apply to their individual needs.

## EDUCATION COSTS

A schedule of the total educational costs is in the current addendum to this catalog. Concorde will assist students in developing financial plans to pay for their education through a combination of student/family contributions, financial aid, (if eligible), and finance plans. All students must sign a promissory note for direct educational costs not covered by Title IV or agency funding. All payments are the full responsibility of the student and are payable as stated in the student's Enrollment Agreement or retail installment contract.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. Any change in financial situation that may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Business Office. Failure to keep all payments current may result in termination.

## RETURN OF TITLE IV REFUNDS POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of Title IV aid a student and school can retain when the student withdraws from or is terminated by the school. Students who withdraw from or are terminated by the school prior to completing more than 60% of their period of enrollment or payment period for degree programs (a period of time for which students receive Title IV aid) will have their Title IV eligibility recalculated based on the percent of the period of enrollment or payment period for degree programs attended. For example, a student who withdraws completing only 30% percent of the period of enrollment or payment period for degree programs will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%.

This policy applies to all students who withdraws or is terminated by Concorde Career College and receive financial aid from Title IV funds. The term "Title IV funds" refers to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Federal Parent Loans for Undergraduate Students (PLUS) and Federal Perkins Loans. For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is:

- The date the student notifies the school of their intent to withdraw; or
- The student's last day of attendance.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the period of enrollment or payment period for degree programs. Title IV aid is considered 100% earned after that point in time. The percent of Title IV aid earned is calculated as:

$$\frac{\text{Number of days completed by the student}^*}{\text{Number of days in the period of enrollment or payment period for degree programs}^*} = \frac{\text{Percent of period of enrollment or payment period for degree programs completed}}$$

*\*The total number of calendar days in a period of enrollment or payment period for degree programs and the number of days completed by the student will exclude any scheduled breaks of five days or more.*

The percent of period of enrollment or payment period for degree programs completed will be the percentage of Title IV aid earned by the student.

The percentage of Title IV aid unearned (i.e. amount to be returned to the appropriate Title IV program) will be 100% less the percent earned.

Concorde will return unearned aid from the student's account as follows:

1. Unsubsidized Federal Stafford Loans.
2. Subsidized Federal Stafford Loans.
3. Unsubsidized Direct Stafford Loans (other than PLUS loans).
4. Subsidized Direct Stafford Loans.
5. Federal Perkins Loans (if applicable).
6. Federal PLUS Loans.
7. Direct PLUS Loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. Federal Supplemental Educational Opportunity Grants (SEOG) for which a return of funds is required.

Concorde will return the unearned aid within thirty (30) days from the date the school determined the student withdrew.

When the total amount of unearned aid is greater than the amount returned by Concorde Career College from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program as follows:

1. Unsubsidized Federal Stafford Loans.\*
2. Subsidized Federal Stafford Loans.\*
3. Unsubsidized Direct Stafford Loans (other than PLUS loans).\*
4. Subsidized Direct Stafford Loans.\*
5. Federal Perkins Loans (if applicable).\*
6. Federal PLUS Loans.\*
7. Direct PLUS Loans.\*
8. Federal Pell Grants for which a return of funds is required.\*\*
9. Academic Competitiveness Grants for which a return of funds is required.\*\*
10. Federal Supplemental Educational Opportunity Grants (SEOG) for which a return of funds is required.\*\*

\* *Loan amounts are returned in accordance with the terms of the promissory note.*

\*\* *Unearned federal grant amounts to be returned by the student will be reduced by 50%.*

Within thirty (30) days of the date the school determined the student withdrew, they will be notified in writing if they are required to return any federal grant aid (Federal Pell or Federal SEOG). The student is considered to be in overpayment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of forty five (45) days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment.

If during the forty five (45) day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the forty five (45) day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

## REFUND PROCEDURES FOR NON-TITLE IV FINANCIAL ASSISTANCE

Refunds for state aid programs and applicable third-party funding agencies (e.g., Veterans Administration, WIA, etc.) will be calculated as stated in the Cancellation and Refund Provisions published in this catalog and in the student's Enrollment Agreement. Any state or third-party funding agency refund due will be calculated in proportion to the amount of the benefits received.



3239 Broadway, Kansas City, Missouri 64111, (816) 531-5223

ENROLLMENT AGREEMENT

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Program Title: \_\_\_\_\_ Total Clock Hours: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_

Total Weeks: \_\_\_\_\_ Leading to: Diploma Degree Certificate

Start Date: \_\_\_\_\_ Class Days: \_\_\_\_\_ Class Times: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Scheduled Completion Date: \_\_\_\_\_ (may vary due to externship).

PROGRAM COST

Table with 3 columns: 1st Academic Year, 2nd Academic Year, 3rd Academic Year. Rows include: Begin Date, End Date, Registration Fee, Tuition, Textbooks, Uniforms, Health Screen, Sales Tax, TOTAL.

TOTAL PROGRAM COST: \_\_\_\_\_

I agree to attend all classes as scheduled, to perform all duties required by the School and abide by the rules, regulations and student policies of the School as set forth in the current School catalog. I may be terminated from the School under the following conditions: failure to maintain passing grades; misconduct and / or failure to abide by the rules and regulations of the School; absences in excess of the maximum set forth by the School; failure to meet financial obligations to the School. I further understand that upon satisfactory completion of the above title program (including externship, if applicable) and the fulfillment of my financial obligations to the School, I will receive the School diploma degree or certificate. \_\_\_\_\_(student's initials)

Although the School maintains a placement service for graduates, I am aware that employment cannot be guaranteed. . \_\_\_\_\_(student's initials)

I agree to authorize the sale, discount or transfer of this Agreement and / or Retail Installment Contract / Tuition Payment Plan, if applicable, and that the Refund Policy will continue to apply. \_\_\_\_\_(student's initials)

The Agreement is subject only to the representations express above, on the reverse side of this form and that I have been given: (a) a retail Installment Contract / Tuition Payment Plan, if applicable, and; (b) the Return of Title IV Funds policy, if applicable and contains all of the terms of the Agreement. No representative of the School has the authority to change or modify the specific provisions hereof. \_\_\_\_\_(student's initials)

I understand that if I am eligible for federal grants and loans and use them to pay for my educational expenses, my continued eligiblity for those funds is based on federal regulations regarding satisfactory academic progress and successful completion of my program of study. \_\_\_\_\_(student's initials)

If I request the school to finance any of my program costs, I understand a Retail Installment Agreement/Tuition Payment Plan will be executed by the school. \_\_\_\_\_(student's initials)

School shall have the right, at its discretion, and in the interest of improving student's training, to make reasonable changes in course content, materials or class schedule within regulatory guidelines. Any such changes shall be without additional charge to student. In the event a program is cancelled prior to the start date or postponed for more than one month, student shall be entitled to a refund of all monies paid. \_\_\_\_\_(student's initials)

This Agreement is subject only to the representations express above, on the reverse side of this form, and attached as applicable, and contains all of the terms of this Agreement. No representative of the school has the authority to change or modify the specific provisions hereof.

Any dispute arising from enrollment at Concorde Career College, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at Kansas City, Missouri, under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction.

Prior to signing this enrollment agreement, you must be given a catalog, which you are encouraged to review prior to signing this agreement. This document contains important policies for this institution. I certify that I have received and read this agreement, the catalog and information regarding on time graduation rates, placement rates, license examination passage rates (if applicable), salary or wage information, and median loan debt. \_\_\_\_\_(student's initials)

Student Policies

All policies to include the Conduct policy in the school catalog are hereby incorporated in the Enrollment Agreement in their entirety.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Admissions Representative \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian / Spouse \_\_\_\_\_ Date \_\_\_\_\_ School Representative \_\_\_\_\_ Date \_\_\_\_\_

THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

**NOTICE: THE CONDITIONS ON PAGE 1 (REVERSE SIDE) CONSTITUTE PART OF THIS AGREEMENT.**

### **Cancellation and Refund Policy**

#### **Cancellation Policy**

Applicants or students may cancel or terminate their enrollment at any time, in writing, before or during their training. Cancellation or termination shall occur when you give written notice to the school at the address shown on the top of the first page of your enrollment agreement. The written notice, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee. Refunds will be paid by the school within 30 days after receipt of the notice of cancellation. After the expiration of the cancellation period, the school is entitled to retain the registration fee.

Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school and inspection of the equipment.

#### **Refund Policy**

The school's policy for determining the student's withdrawal date is the earlier of (A) the date the student notifies the school of their withdrawal or the date specified by the student, whichever is later; or (B) if the student withdraws out of school without notifying the school, the last recorded date of class attendance by the student, as documented by the school or (C) the date the student violates published school policy that provides for termination.

The student's start date through the last date of attendance will determine the percentage of program completion and the applicable percentage will be applied to the formula used in the refund calculation as stated below.

The percentage of program completion is calculated by dividing the number of hours comprising the period of enrollment for which the student has been charged into the number of hours the student was scheduled to attend in that period as of the last recorded day of attendance by the student.

#### **Pro Rata Refund Calculation**

- If a first time student withdraws within the first thirty calendar days of their program of study; no tuition charges will be incurred.
- If a student withdraws after the first thirty calendar days, but prior to the 75% point of the period of enrollment for which they have been charged; the student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment.
- If a student withdraws after the 75% point of the period of enrollment for which they have been charged; the student shall be obligated for the tuition charged for the entire period of enrollment and not entitled to any refund.
- A first time student is defined as any student who has not previously attended classes at Concorde Career College, Kansas City, MO.

The refund calculation stated above does not include the registration fee or the cost of textbooks, uniforms and health screen. If a student withdraws, in addition to tuition, the student is responsible for: the registration fee; book charges unless the books are returned in new and unused condition within 20 days following the date of withdrawal; uniform charges once the uniform has been issued to the student; and the health screen charge once the health screen has been performed.

#### **A \$100.00 administrative fee will be assessed to any student withdrawing from school.**

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

Students may repeat a course. If the student should withdraw from the program for any reason, based on the refund policy the weeks in attendance for repeating a course will be used in the program completion percentage calculation in determining the student's financial obligation to the school.

If a student officially withdraws or is expelled from school, any refund that is due will be paid within 30 days after the student's withdrawal date. If a student withdraws out of school, any refund that is due will be paid within 30 days of the earliest of the (i) date on which the school determines that the student withdrew; (ii) expiration of the academic term in which the student withdrew; or (iii) expiration of the period of enrollment for which the student has been charged.

If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan will be first used to repay and federal/state/private student financial aid program from which you received benefits, in proportion to the amount of the benefits received, and any remaining amount greater than \$5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount.

Sample refund calculations are available to students upon request in the Business Office.

The transferability of credits you earn at Concorde Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the educational credential you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Concorde Career College to determine if your credits, degree, diploma or certificate will transfer.

#### **MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTAND AND ACCEPT THE SCHOOL CANCELLATION AND REFUND POLICY.**

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Admissions Representative \_\_\_\_\_ Date \_\_\_\_\_

## Attachment 2

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

### **261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response: The following information is included in the college catalog, which has been provided with this application.

### **Health Information Management:**

1. Catalog – page 5
2. Catalog – page 5
3. Catalog Addendum – page 7
4. Catalog – pages 15-16
5. Catalog – page 5-6
6. Catalog – page 2

### **Healthcare Administration – RT:**

1. Catalog Addendum – pages 13-16
2. Catalog Addendum – pages 13-16
3. Catalog Addendum – page 7
4. Catalog Addendum – pages 15-16
5. Catalog Addendum – page 13
6. Catalog – page 2



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

September 6, 2012

**ELECTRONIC DELIVERY**

[dcrow@concorde.edu](mailto:dcrow@concorde.edu)

Deborah Crow  
Campus President  
Concorde Career College  
3239 Broadway  
Kansas City, Missouri 64111

**School #M143700**

Dear Ms. Crow:

At the August 2012 meeting, the Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") considered its previous decision to defer final action on the Application for Renewal of Accreditation submitted by Concorde Career College ("Concorde-Kansas City") located in Kansas City, Missouri. Upon review of the school's response to June 6, 2012 deferral letter, the Commission voted to grant Concorde-Kansas City **Renewal of Accreditation with Reporting**. The Commission's action renews the school's accreditation for a period of five (5) years going forward from November 2011.<sup>1</sup>

The mark of an accredited school is its commitment to continuous compliance with accrediting standards and continuous improvement. Accordingly, the Commission has included with this letter an ACCSC Reporting Enclosure, which requires Concorde to submit an interim report on its continued compliance with the Commission's standards as noted therein. The Commission has also included with this letter an ACCSC Institutional Enhancement Enclosures, which lists suggestions deserving Concorde-Kansas City's immediate attention and action.

Also included with this letter is an ACCSC Approved Program Enclosure as documentation of the school's approved programs. Although ACCSC accreditation is institutional in nature, all programs offered by the school must be approved by the Commission. Concorde-Kansas City will find the Commission's requirements for the addition of new programs and modifications to existing programs in the *Standards of Accreditation*.

Through the renewal of its accreditation, Concorde-Kansas City has continued its partnership with other educators who are committed to providing programs of quality and to conducting their affairs with integrity. The Commission is confident that the school will take this responsibility seriously with consideration for the many other ACCSC-accredited institutions that have embraced accreditation as a means to enhance student learning and achieve educational goals.

In accordance with this action, the Commission will forward a Certificate of Accreditation to Concorde-Kansas City. The Commission expects that the school will adhere to the *Standards of Accreditation* on an on-going basis and as revisions are approved and disseminated. Please consult regularly the ACCSC website at [www.accsc.org](http://www.accsc.org) for updates, important due dates, initiatives, and special events planned for the benefit of the Commission's accredited institutions.

---

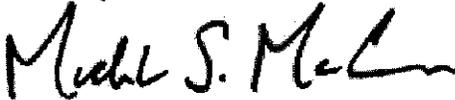
<sup>1</sup> According to ACCSC records, the Commission previously granted Concorde-Kansas City renewal of accreditation for five (5) years effective November 2006. Therefore, the school's accreditation is effective for a period of five (5) years going forward from November 2011.

*Concorde Career College – Kansas City, Missouri*  
*School #M143700*  
*September 6, 2012*  
*Page 2 of 2*

Please note that ACCSC accredited institutions are required to submit the Annual Report, sustaining fees, and audited financial statements annually. Please consult the ACCSC website at [www.accsc.org](http://www.accsc.org) for instructions for the preparation and submission of the information and fees and for all submission deadlines.

For further assistance or additional information, please contact Bettina Falwell at 703.247.4538 or [bfalwell@accsc.org](mailto:bfalwell@accsc.org).

Sincerely,



Michale S. McComis, Ed.D.  
Executive Director

c: Harry Dotson  
Vice President of Regulatory Compliance and Quality Assurance  
Concorde Career Colleges, Inc.  
[hdotson@concorde.edu](mailto:hdotson@concorde.edu)

Encls.: ACCSC Approved Program Enclosure  
ACCSC Institutional Enhancement Enclosures  
ACCSC Reporting Enclosure  
ACCSC Reporting Cover Sheet

**Will your school comply with the requirements of *Iowa* Code section 261.9(1) “e” to “h”?**

**e. Adopts a policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on property owned or leased by the institution or in conjunction with activities sponsored by the institution. Each institution shall provide information about the policy to all students and employees. The policy shall include a clear statement of sanctions for violation of the policy and information about available drug or alcohol counseling and rehabilitation programs. In carrying out this policy, an institution shall provide substance abuse prevention programs for students and employees.**

### **DRUG & ALCOHOL ABUSE POLICY**

Concorde Career College (“Concorde”) supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by an employee or student on Concorde’s property or as part of any Concorde activity is prohibited. Any student or employee of Concorde found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on Concorde property or at Concorde events shall be subject to disciplinary action. For employees, the college will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions that include suspension and expulsion from Concorde.

For purposes of this policy, “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both, by any judicial body charged with the responsibility of the federal or state criminal drug statutes.

### **Health Risks**

Abuse of alcohol and use of drugs is harmful to one’s physical, mental, and social well being. With excessive drug use, life becomes centered on drugs to the exclusion of health, work, school, family, and general well being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy one's health. Increasing tolerance developed by the user complicates the effects of drug use. This tolerance may be psychological, physiological, or both, and may lead to greater danger of overdose.

Alcoholism is the number-one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships, and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure him or herself or others and may subject the person to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

The following summarizes the effects/dangers of the major categories of drugs:

**Amphetamines:** Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.

**Narcotics:** Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.

**Depressants:** These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.

**Hallucinogens:** These drugs may cause psychosis, convulsions, coma, and psychological dependency.

### **Counseling, Treatment, or Rehabilitation Programs**

The administration of Concorde maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment.

Employees and students who have a substance-dependency problem are strongly encouraged to obtain counseling and treatment. Anyone seeking additional information about health problems and treatment related to alcohol and drug problems can contact the Campus President or the Vice President of Human Resources. Requests for assistance will be held in complete confidentiality and will be provided on a need-to-know basis only.

### **Sanctions**

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or administrative withdrawal from Concorde. Students may reapply for admission, through review, at a later date. A student suspected of the possession, sale, manufacture, use, or distribution of a controlled substance, MAY be suspended from the student's program of study and MAY become ineligible for continued participation in the HEA, Title IV Student Assistance Programs. If convicted, the student's relationship with Concorde will be terminated and the student may lose the ability to participate in the HEA, Title IV Student Assistance Programs. Any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.

### **Legal Sanctions**

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. Concorde will refer violations of prescribed conduct to appropriate authorities for prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to four years imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10–99 grams, may result in sanctions up to and including 20 years imprisonment and a fine of up to \$4 million. Under Missouri law, possession of any controlled substance except five grams or less of marijuana shall be punished by not less than 10 years nor more than 20 years imprisonment. Possession of five grams or less of marijuana is a misdemeanor punishable by not less than 30 days nor more than six months imprisonment. Delivery of more than five grams of a controlled substance is punishable by 10 years imprisonment. Trafficking in drugs is punishable by not less than 20 years imprisonment and may be punished by up to life imprisonment or death. The state of Missouri may revoke the driver's license of anyone convicted of a violation of any state,

county or municipal law involving the possession or use of a controlled substance. In the city of Kansas City, Missouri, possession of drugs may result in up to a \$500 fine, 180 days in jail, or both, plus civil forfeiture of personal property.

The state of Missouri may impose a wide range of sanctions for alcohol related offenses. Any person from ages 17 to 20 who represents that he or she is over the age of 21 for purposes of purchasing alcohol is guilty of a misdemeanor. Any person who drives while under the influence of alcohol may have his or her driver's license suspended or revoked. The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

**See Attachment 4.**

**f. Develops and implements a written policy, which is disseminated during student registration or orientation, addressing the following four areas relating to sexual abuse:**

**(1) Counseling.**

**(2) Campus security.**

**(3) Education, including prevention, protection, and the rights and duties of students and employees of the institution.**

**(4) Facilitating the accurate and prompt reporting of sexual abuse to the duly constituted law enforcement authorities.**

#### **NO DISCRIMINATION OR HARASSMENT POLICY**

Concorde is committed to maintaining a work and learning environment that is free from discrimination and harassment for all Concorde associates and students. Concorde does not authorize and will not tolerate any form of discrimination or harassment of or by an associate or student based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

#### **Marital or Parental Status**

Concorde Career Colleges, Inc. will comply with all requirements outlined in 34 CFR 106.40 (a) and (b) with regard to the marital or parental status of students. For further information, please contact either the Campus President or Academic Dean.

#### **Sexual Harassment**

The prevention and elimination of sexual harassment is of special concern to Concorde. Sexual harassment includes:

1. Physical assaults or physical conduct that is sexual in nature;
2. Unwelcome sexual advances or comments or requests for sex or sexual activities, regardless of whether they are based on promises or threats;
3. Sexual displays or publications such as calendars, cartoons, or graffiti;
4. Other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work/academic performance or creating an intimidating, hostile, or offensive work and learning environment; or
5. Retaliation for complaints of harassment. Concorde regards all such pervasive conduct as creating a hostile and offensive work and learning environment in violation of this policy. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually oriented "kidding," "teasing" or "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, physical contact such as patting, pinching or brushing against another's body, or reading or otherwise publicizing in the work and learning environment materials that are sexually suggestive or revealing.

### **Racial, Religious, or National Origin Harassment**

Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable associate uncomfortable in the work and learning environment. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion or national origin, the display or use of objects or pictures that adversely reflect on a person's race, religion or national origin, or use of language that is offensive due to a person's race, religion, or national origin.

### **How to Report Instances of Discrimination or Harassment**

Concorde cannot resolve matters that are not brought to its attention. Any associate or student, regardless of position or program, who has a complaint of or who witnesses discrimination or harassment at work/school by anyone, including supervisors, managers, associates, non-associates or students, has a responsibility to immediately bring the matter to Concorde's attention. To bring instances of discrimination or harassment to Concorde, an associate or student must immediately complain to either of the following individuals who are responsible for enforcing this policy: the Campus President or the Vice President Human Resources, Concorde Career Colleges, Inc.

### **How Concorde Investigates Complaints of Discrimination or Harassment**

Concorde thoroughly and promptly investigates all claims of discrimination and harassment. Concorde will meet with the complaining associate/student to discuss the results of the investigation and, where appropriate, review the proposed resolution. If an investigation confirms that discrimination or harassment has occurred, Concorde will take corrective action, including such discipline up to/including immediate termination of employment or enrollment, as is appropriate. Claims of assault or the threat of assault, if proven, will result in dismissal. Complaints of discrimination and harassment will be kept as confidential as possible. No associate or student will be subjected to retaliation by Concorde because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If an associate or student believes he or she is being harassed or retaliated against for having made a good faith complaint of discrimination or harassment, the associate or student must report such retaliation to Concorde by immediately contacting either the Campus President or the Vice President of Human Resources, so that the complaint may be investigated and dealt with in an appropriate manner.

### **Our Commitment to Effective No Discrimination or Harassment Policy**

If a student feels that Concorde has not met its obligations under the policy, he or she should contact the Vice President of Human Resources.

**See Attachment 4**

**g. (1) Adopts a policy to offer not less than the following options to 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 national guard duty or federal active duty:**

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

**(b) 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.**

**(c) 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.**

**(2) As used in this lettered paragraph, "dependent child" means the same as defined in section 260C.14, subsection 14, paragraph "b", subparagraph (2), subparagraph division (a).**

#### **Refund Policy for Students Called to Active Military Service (Catalog Addendum)**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled;

a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
2. Demonstrated sufficient mastery of the program materials to receive credit for completing the program.
3. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

**h. Develops and implements a consistent written policy for an employee who in the scope of the person's employment responsibilities examines, attends, counsels, or treats a child to report suspected physical or sexual abuse. The policy shall include an employee's reporting responsibilities. The reporting responsibilities shall designate the time, circumstances, and method for reporting suspected child abuse to the accredited private institution's administration and reporting to law enforcement. Nothing in the policy shall prohibit an employee from reporting suspected child abuse in good faith to law enforcement.**

N/A, as students attending online courses will not have face-to-face interactions with staff or faculty.

# ANTI DRUG AND ALCOHOL ABUSE POLICY

Revised December 1, 1998

---

## PURPOSE

In the design and writing of this policy statement, Concorde Career Colleges, Inc. has taken into consideration guarantees provided to individuals under the United States Constitution, the Bill of Rights; the Federal and State Department of Labor, Rules and Regulations, and the fundamental right to privacy; as determined stari decius by the United States Supreme Court; and other precedents as set forth by legislative and judicial decision.

First and foremost, Concorde is implementing this policy, and its subsequent procedure(s) in a manner which clearly demonstrates a fair and even handed administrative capability; as mandated by the United States Secretary of Education; under the Higher Education Act Amendment of January 1990; as incorporated into the Consolidated Federal Rules and Regulations, and enforceable October 1, 1990. (Section 668.14 {Entire})

Secondly, this policy, and its subsequent procedure have been written, keeping clear sight of each individuals' Constitutional guarantee of presumed innocence until proven guilty. Concorde is in no way to be considered a judge, jury, or discriminatory party in any internal disciplinary action as a result of policy enforcement.

Thirdly, Concorde demonstrates to both associates and students, an open hiring and enrollment policy based upon Equal Opportunity tenets, and does not discriminate based upon gender, race, conviction record, religion, marital status, veterans status, physical handicap or disability, national origin, ancestry, or age.

In consideration of the foregoing criteria, the following Anti Drug and Alcohol Abuse Policy and Procedure(s) are enacted and enforceable.

## POLICY

In the maintenance of compliance with the United States Department of Education, Higher Education Act, as amended and reflected in the Consolidated Federal Rules and Regulations; and as mandated by the United States Secretary of Education; Concorde has adopted an Anti Drug and Alcohol Abuse Program designed to disseminate and distribute information and knowledge germane to the prevention of alcohol, drug and/or controlled substance abuse; and to afford associates and students with information by which to secure counseling, therapy, or rehabilitation support programs. Concorde has implemented this program to maintain compliance and its participation in the H.E.A., TITLE IV, and Student Aid Programs.

Concorde's policy, program, and procedures are intended to educate both associates and students in regard to the health problems/dangers of drug and alcohol abuse; and the inherent legal implications, if convicted of the possession, use, sale, manufacture, or distribution of a controlled substance. This policy, program, and procedure, is **NOT** intended to be of a judgmental or punitive nature.

## PROCEDURE

This copy of the written ANTI DRUG AND ALCOHOL ABUSE POLICY is for your reference. Once read, each associate and student will sign an affidavit, indicating both the receipt and understanding of this policy. These signed affidavits will be placed in each student's permanent record (Financial Aid Folder), and each associate's personnel file; respectively.

Concorde's ANTI DRUG AND ALCOHOL ABUSE POLICY is referenced in the Student Handbook, which is distributed to all students.

**Administration:** If an associate is caught drinking alcohol or distributing or selling any controlled substance upon campus grounds, they will be immediately suspended from their duties, with a show cause statement placed in their personnel folder until such time as their judgment is passed through due process of the judicial system.

Considering the greater safety of the schools entire student population and its associates; an associate found guilty of distributing or selling any controlled substance WILL not be eligible for re-employment at Concorde.

Any associate who appears to be impaired while on the job may be required to submit to a test at Company expense to determine whether they are under the influence of alcohol or illegal drugs. Tests that may be used include breathalyzer and blood tests, as well as urinalysis. The decision to test an associate must be approved by Corporate Human Resources.

# ANTI DRUG AND ALCOHOL ABUSE POLICY

*Revised December 1, 1998*

---

**Administration** will secure information materials written by professionals and have such materials readily available for both associates and students in an open area. Additionally, Administrative personnel have compiled a list of treatment, counseling, and therapeutic centers with the professional credentials to assist either students or associates in the instance of a request for treatment.

Concorde does not confine this information to controlled substance abuse, but also provides informational materials relative to alcohol abuse, and A.I.D.S. information; and treatment referrals.

**Campus President:** Expulsion or job dismissal, based upon the use, sale, manufacture and/or distribution of a controlled substance, will be documented in a SHOW CAUSE fashion by departmental representative and placed in either the student's or associate's respective records.

**Administration** will designate a qualified associate to oversee the administration of the ANTI DRUG AND ALCOHOL ABUSE PROGRAM.

**Administration** will provide a copy of this policy and its' subsequent procedure to all associates and students.

**Associates** will be required to sign an affidavit of understanding and receipt, at the time of hire, or at the time of program implementation.

**Students** will be required to sign an affidavit of understanding and receipt at the time of enrollment or at the time of program implementation.

**Administration** will encourage participation in this program through publications, staff meetings, and informative memos.

**Administration** will insure that participation in any ANTI DRUG OR ALCOHOL ABUSE PROGRAM is voluntary and confidential.

**Students:** If a student is accused of the possession, sale, manufacture, use or distribution of a controlled substance; the student MAY become ineligible for continued participation in the HEA, TITLE IV Student Loan Program.

**Associates:** If an associate is accused of the possession, sale, manufacture, use, or distribution of any controlled substance, they MAY face disciplinary action from Concorde including suspension or termination.

# NO DISCRIMINATION OR HARASSMENT POLICY

Revised January 25, 2006

---

## Concorde Career Colleges, Inc. Position on Discrimination and Harassment

Concorde Career Colleges, Inc. is committed to maintaining a work environment that is free from discrimination and harassment where associates at all levels of the Company are able to devote their full attention and best efforts to the job. Discrimination and harassment, either intentional or unintentional, has no place in the work environment. Accordingly, the Company does not authorize and will not tolerate any form of discrimination or harassment of or by any associate (*i.e.*, supervisory or non-supervisory) based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

The term "discrimination" for all purposes includes, but is not limited to, treating an associate differently because of his or her race, sex, religion, color, national origin, age, disability, marital or veteran status, including but not limited to, special disabled veterans and veterans of the Vietnam era, or any other factor protected by law, in connection with the terms and conditions of employment, including but not limited to, decisions relating to hiring, promotions, merit increases, discipline, compensation, and discharge from employment with the Company. This is a violation of Title VII of the Civil Rights Act of 1964 and the Vietnam Era Veterans Readjustment Assistance Act. Discrimination does not occur, however, when an associate is treated differently than another associate for legitimate, business-related reasons.

The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an associate's race, sex, religion, color, national origin, age, disability, or other factor protected by law, which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person's job performance.

## Sexual Harassment

The prevention and elimination of sexual harassment is of special concern to the Company. Sexual harassment includes: (a) physical assaults or physical conduct that is sexual in nature; (b) unwelcome sexual advances or comments or requests for sex or sexual activities linked to one's employment or advancement, regardless of whether they are based on promises or threats; (c) sexual displays or publications such as calendars, cartoons or graffiti; (d) other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment; or (e) retaliation for complaints of harassment. The Company regards all such pervasive conduct as creating a hostile and offensive work environment in violation of this policy, regardless of whether submission to such conduct is made either explicitly or implicitly a term or condition of employment. Examples of sex harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually-oriented "kidding", "teasing" or "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body; or reading or otherwise publicizing in the work environment materials that are sexually suggestive or revealing.

## Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable associate uncomfortable in the work environment or that would interfere with the associate's ability to perform the job. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion, or national origin; the display or use of objects or pictures that adversely reflect on a person's race, religion, or national origin; or use of language that is offensive due to a person's race, religion, or national origin.

# NO DISCRIMINATION OR HARASSMENT POLICY

*Revised January 25, 2006*

---

## **Disability Discrimination and Requesting a Reasonable Accommodation**

The Company prohibits discrimination against associates with disabilities (as that term is defined under the Americans with Disabilities Act and state law). To this end, the Company will provide a disabled associate with a reasonable accommodation to enable the associate to perform the essential functions of his or her job if the accommodation does not cause an undue hardship on the Company. It is incumbent on the associate to request a reasonable accommodation for a disability by immediately contacting the Campus President at your campus AND Human Resources, (913) 831-9977, and requesting an accommodation for his or her disability. The Company recognizes that due to variables such as timing or the nature of the request it may not always be possible to contact the Campus President, therefore Human Resources may be contacted at any point in the process without the prior knowledge of the Campus President.

## **How to Report Instances of Discrimination or Harassment**

The Company cannot resolve matters that are not brought to its attention. Any associate, regardless of position or program, who has a complaint of or who witnesses discrimination or harassment at work by anyone, including supervisors, managers, associates or even non-associates, has a responsibility to immediately bring the matter to the Company's attention. To bring instances of discrimination or harassment to the Company, an associate must immediately complain to either of the following individuals who are responsible for enforcing this policy: Campus President at your campus AND Human Resources, (913) 831-9977. The Company recognizes that due to variables such as timing or the nature of the concern it may not always be possible to contact the Campus President, therefore Human Resources may be contacted at any point in the process without the prior knowledge of the Campus President.

## **How the Company Will Investigate Complaints of Discrimination or Harassment**

The Company will thoroughly and promptly investigate all claims of discrimination and harassment. The Company will meet with the complaining associate to discuss the results of the investigation and, where appropriate, review the proposed resolution of the matter. If an investigation confirms that discrimination or harassment has occurred, the Company will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate. Claims of assault or the threat of assault, if proven, will result in dismissal.

Complaints of discrimination and harassment will be kept as confidential as possible. Additionally, no associate will be subjected to retaliation by the Company because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If an associate believes he or she is being harassed or retaliated against for having made a good faith complaint of discrimination or harassment, the associate must report such retaliation to the Company by immediately contacting the Campus President at your campus AND Human Resources at (913) 831-9977 so that the complaint of retaliation may be investigated and dealt with in an appropriate manner. The Company recognizes that due to variables such as timing or the nature of the concern it may not always be possible to contact the Campus President, therefore Human Resources may be contacted at any point in the process without the prior knowledge of the Campus President.

# NO DISCRIMINATION OR HARASSMENT POLICY

*Revised January 25, 2006*

---

## **Our Commitment to an Effective No Discrimination or Harassment Policy**

If you feel that the Company has not met its obligations under the policy, you should contact Human Resources, (913) 831-9977. An effective No Discrimination or Harassment Policy depends on all of us, working together, to address this very important subject.

## **For California Associates Only**

The Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on race, color, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions, ancestry, disability (mental and physical, including HIV and AIDS), medical condition (cancer/genetic characteristics), Age (40 and above), denial of family and medical care leave, and the denial of pregnancy disability leave or reasonable accommodation.

The DFEH will independently investigate complaints filed within one year of the last act of discrimination and has the ability to file a claim against the employer.

For more information, contact DFEH toll free at (800) 884-1684, Sacramento area and out of state at (916) 478-7200, TTY number at (800) 700-2320, or visit the web site at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

# **Concorde Career Colleges, Inc.**

Independent Auditor's Reports and Consolidated  
Financial Statements

December 31, 2012 and 2011



# Concorde Career Colleges, Inc.

December 31, 2012 and 2011

## Contents

|   |           |
|---|-----------|
| <b>Independent Auditor’s Report on Financial Statements<br/>and Supplementary Information.....</b>  | <b>1</b>  |
| <b>Consolidated Financial Statements</b>  |           |
| Balance Sheets.....   | 2         |
| Statements of Income .....  | 3         |
| Statements of Changes in Stockholders’ Equity.....  | 4         |
| Statements of Cash Flows.....   | 5         |
| Notes to Financial Statements .....   | 6         |
| <b>Independent Auditor’s Report on Internal Control Over Financial<br/>Reporting and on Compliance and Other Matters Based on an Audit<br/>of the Financial Statements Performed in Accordance with<br/>Government Auditing Standards .....</b> | <b>17</b> |
| <b>Schedule of Findings and Responses .....</b>   | <b>19</b> |
| <b>Summary Schedule of Prior Audit Findings .....</b>   | <b>20</b> |
| <b>Supplemental Information</b>   |           |
| Consolidating Schedule of Assets and Liabilities – December 31, 2012 .....  | 21        |
| Consolidating Schedule of Income – December 31, 2012 .....  | 23        |
| Consolidating Schedule of Assets and Liabilities – December 31, 2011 .....  | 24        |
| Consolidating Schedule of Income – December 31, 2011 .....  | 26        |
| Notes to Supplemental Information.....  | 27        |
| Related Party Transactions and Title IV 90/10 Revenue Test.....   | 28        |
| Title IV 90/10 Revenue Test .....   | 29        |

## Independent Auditor's Report on Financial Statements and Supplementary Information

Stockholders'  
Concorde Career Colleges, Inc.  
Mission, Kansas

### *Report on the Financial Statements*

We have audited the accompanying consolidated financial statements of Concorde Career Colleges, Inc. and its subsidiaries, which comprise the consolidated balance sheets as of December 31, 2012 and 2011, and the related consolidated statements of income, changes in stockholders' equity and cash flows for the years then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Concorde Career Colleges, Inc. and its subsidiaries as of December 31, 2012 and 2011, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Supplemental Information***

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplemental information, including the consolidating information and the Company's calculation of its Title IV 90/10 revenue test and related party transactions as required by the U.S. Department of Education, as listed in the table of contents, are presented for purposes of additional analysis and is not a required part of the consolidated financial statements. The consolidating information is presented for purposes of additional analysis of the consolidated financial statements, rather than to present the financial position, results of operations and cash flows of the individual entities. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

***Report on Other Legal and Regulatory Requirements***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 4, 2013, on our consideration of the Company's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

***BKD, LLP***

Kansas City, Missouri  
March 4, 2013

**Concorde Career Colleges, Inc.**  
**Consolidated Balance Sheets**  
**December 31, 2012 and 2011**

**Assets**

|  | <b>2012</b>           | <b>2011</b>           |
|--|-----------------------|-----------------------|
| <b>Current Assets</b>                          |                       |                       |
| Cash and cash equivalents                      | \$ 32,823,000         | \$ 28,982,000         |
| Receivables                                    |                       |                       |
| Accounts and notes receivable                  | 8,002,000             | 7,901,000             |
| Allowance for uncollectible accounts and notes | (2,385,000)           | (2,756,000)           |
| Net accounts and notes receivable              | 5,617,000             | 5,145,000             |
| Deferred income taxes                          | 821,000               | 1,726,000             |
| Refundable income taxes                        | -                     | 1,167,000             |
| Supplies and prepaid expenses                  | 3,864,000             | 2,918,000             |
| Total current assets                           | 43,125,000            | 39,938,000            |
| <b>Fixed Assets, net</b>                       | <b>25,237,000</b>     | <b>24,274,000</b>     |
| <b>Other Assets</b>                            |                       |                       |
| Notes receivable, net                          | 3,837,000             | 1,207,000             |
| Goodwill                                       | 94,241,000            | 94,241,000            |
| Other  | 569,000               | 699,000               |
| Total other assets                             | 98,647,000            | 96,147,000            |
|  | <b>\$ 167,009,000</b> | <b>\$ 160,359,000</b> |

## Liabilities and Stockholders' Equity

|   | <u>2012</u>           | <u>2011</u>           |
|---|-----------------------|-----------------------|
| <b>Current Liabilities</b>  |                       |                       |
| Prepaid tuition   | \$ 14,339,000         | \$ 13,280,000         |
| Accounts payable  | 11,545,000            | 10,727,000            |
| Accrued liabilities   | 4,094,000             | 6,832,000             |
| Accrued salaries and wages  | 2,317,000             | 3,044,000             |
| Income taxes payable  | 738,000               | -                     |
|   | <u>33,033,000</u>     | <u>33,883,000</u>     |
| <b>Long-Term Liabilities</b>  |                       |                       |
| Deferred rent   | 3,382,000             | 3,889,000             |
| Deferred income taxes   | 821,000               | 1,128,000             |
|   | <u>4,203,000</u>      | <u>5,017,000</u>      |
| <b>Stockholders' Equity</b>   |                       |                       |
| Stockholders' equity  |                       |                       |
| Common stock, Class A "voting" (\$.01 par value,<br>200,000 shares authorized and 100,000 shares<br>issued and outstanding at December 31, 2012 and 2011)       | 1,000                 | 1,000                 |
| Common stock, Class B "non-voting" (\$.01 par value,<br>1,800,000 shares authorized and 900,000 shares issued<br>and outstanding at December 31, 2012 and 2011) | 9,000                 | 9,000                 |
| Additional paid-in capital  | 79,845,000            | 79,517,000            |
| Retained earnings   | 49,918,000            | 41,932,000            |
|   | <u>129,773,000</u>    | <u>121,459,000</u>    |
| Total stockholders' equity  | <u>\$ 167,009,000</u> | <u>\$ 160,359,000</u> |

**Concorde Career Colleges, Inc.**  
**Consolidated Statements of Income**  
**Years Ended December 31, 2012 and 2011**

|   | <b>2012</b>    | <b>2011</b>    |
|---|----------------|----------------|
| <b>Net Revenues</b>                             | \$ 171,531,000 | \$ 158,617,000 |
| <b>Operating Expenses</b>                       |                |                |
| Instruction costs and services                  | 55,171,000     | 51,776,000     |
| Selling and promotional                         | 27,955,000     | 23,749,000     |
| General and administrative                      | 72,332,000     | 70,649,000     |
| Provision for uncollectible accounts            | 3,329,000      | 3,554,000      |
| Total operating expenses                        | 158,787,000    | 149,728,000    |
| <b>Operating Income</b>                         | 12,744,000     | 8,889,000      |
| <b>Interest Income</b>                          | 78,000         | 162,000        |
| <b>Interest Expense</b>                         | (54,000)       | (133,000)      |
| <b>Income Before Provision for Income Taxes</b> | 12,768,000     | 8,918,000      |
| <b>Provision for Income Taxes</b>               | 4,782,000      | 3,651,000      |
| <b>Net Income</b>                               | \$ 7,986,000   | \$ 5,267,000   |

**Concorde Career Colleges, Inc.**  
**Consolidated Statements of Changes in Stockholders' Equity**  
**Years Ended December 31, 2012 and 2011**

|  | <b>Common<br/>Stock<br/>Class A</b> | <b>Common<br/>Stock<br/>Class B</b> | <b>Additional<br/>Paid-in<br/>Capital</b> | <b>Retained<br/>Earnings</b> | <b>Total</b>          |
|--|-------------------------------------|-------------------------------------|---|------------------------------|-----------------------|
| <b>Balance, December 31, 2010</b>      | \$ 1,000                            | \$ 9,000                            | \$ 79,756,000                             | \$ 36,665,000                | \$ 116,431,000        |
| Stock-based compensation expense       | -                                   | -                                   | 406,000                                   | -                            | 406,000               |
| Deferred tax asset valuation allowance | -                                   | -                                   | (645,000)                                 | -                            | (645,000)             |
| Net income                             | -                                   | -                                   | -   | 5,267,000                    | 5,267,000             |
| <b>Balance, December 31, 2011</b>      | 1,000                               | 9,000                               | 79,517,000                                | 41,932,000                   | 121,459,000           |
| Stock-based compensation expense       | -                                   | -                                   | 302,000                                   | -                            | 302,000               |
| Deferred tax asset valuation allowance | -                                   | -                                   | 26,000                                    | -                            | 26,000                |
| Net income                             | -                                   | -                                   | -   | 7,986,000                    | 7,986,000             |
| <b>Balance, December 31, 2012</b>      | <u>\$ 1,000</u>                     | <u>\$ 9,000</u>                     | <u>\$ 79,845,000</u>                      | <u>\$ 49,918,000</u>         | <u>\$ 129,773,000</u> |

**Concorde Career Colleges, Inc.**  
**Consolidated Statements of Cash Flows**  
**Years Ended December 31, 2012 and 2011**

|  | <u>2012</u>          | <u>2011</u>          |
|--|----------------------|----------------------|
| <b>Operating Activities</b>  |                      |                      |
| Net income   | \$ 7,986,000         | \$ 5,267,000         |
| Items not providing (requiring) cash                                   |                      |                      |
| Depreciation and amortization of fixed assets<br>and intangible assets | 6,389,000            | 4,753,000            |
| Amortization of leasehold reimbursements                               | (507,000)            | (507,000)            |
| Provision for uncollectible accounts                                   | 3,329,000            | 3,554,000            |
| Provision for deferred income tax                                      | 624,000              | 1,245,000            |
| Share-based compensation   | 302,000              | 406,000              |
| Changes in   |                      |                      |
| Accounts and notes receivables   | (6,431,000)          | (237,000)            |
| Prepaid tuition  | 1,059,000            | (1,677,000)          |
| Income taxes refundable/payable  | 1,905,000            | 2,181,000            |
| Accounts payable, accrued expenses and other                           | (4,238,000)          | 6,661,000            |
|  | <u>10,418,000</u>    | <u>21,646,000</u>    |
| Net cash provided by operating activities                              |                      |                      |
| <b>Investing Activities</b>  |                      |                      |
| Leasehold improvements funded by landlords                             | -                    | (504,000)            |
| Capital expenditures   | (6,577,000)          | (6,042,000)          |
|  | <u>(6,577,000)</u>   | <u>(6,546,000)</u>   |
| Net cash used in investing activities                                  |                      |                      |
| <b>Change in Cash and Cash Equivalents</b>                             | 3,841,000            | 15,100,000           |
| <b>Cash and Cash Equivalents, Beginning of Year</b>                    | <u>28,982,000</u>    | <u>13,882,000</u>    |
| <b>Cash and Cash Equivalents, End of Year</b>                          | <u>\$ 32,823,000</u> | <u>\$ 28,982,000</u> |
| <b>Additional Cash Payment Information</b>                             |                      |                      |
| Income taxes paid  | \$ 2,253,000         | \$ 225,000           |
| Interest paid  | 56,000               | 135,000              |
| <b>Non-cash Investing Activities</b>                                   |                      |                      |
| Fixed assets acquired through accounts payable                         | \$ 838,000           | \$ 741,000           |

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

**Note 1: Nature of Operations and Summary of Significant Accounting Policies**

***Nature of Operations***

Concorde Career Colleges, Inc. (the Company) owns and operates proprietary, postsecondary institutions that offer career vocational training programs primarily in the ancillary care and allied health field. The Company serves the segment of population seeking to acquire a career-oriented education. As of December 31, 2012, the Company operates campuses at 15 locations in seven states.

***Principles of Consolidation***

The accompanying consolidated balance sheets include the accounts of the Company and its wholly owned subsidiaries. All significant inter-company accounts and transactions have been eliminated.

***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. The allowance for uncollectible accounts and notes receivable is the most significant estimate in the Company's financial statements.

***Student Financial Aid***

Most students enrolled at the Company's campuses utilize state and federal government grants and/or guaranteed student loan programs to finance their tuition. During the years ended December 31, 2012 and 2011, 77% and 79%, respectively, of its cash receipts were derived from funds obtained by students through Federal Title IV student aid programs and 23% and 21%, respectively, were derived from state sponsored student education and training programs and cash received from students and other sources.

***Cash and Cash Equivalents***

The Company considers all liquid investments with original maturities of three months or less to be cash equivalents. At December 31, 2012 and 2011, cash equivalents amounted to \$32,823,000 and \$28,982,000, respectively. The balances consisted primarily of money market accounts that are carried at cost.

At December 31, 2012, the Company's cash accounts did not exceed federally insured limits.

Pursuant to legislation enacted in 2010, the FDIC fully insured all noninterest-bearing transaction accounts beginning December 31, 2010 through December 31, 2012, at all FDIC-insured institutions. This legislation expired on December 31, 2012. Beginning January 1, 2013, noninterest-bearing transaction accounts are subject to the \$250,000 limit on FDIC insurance per covered institution. The balances are maintained at a large, stable financial institution for which management monitors and believes the Company's risk to be negligible.

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

***Accounts Receivable and Notes Receivable***

Payments are recorded as received and applied to the student account reducing the related receivable. Payments received for a student account in excess of the receivable due is reflected as Prepaid Tuition, a liability due to the student. If a student withdraws from a program, the unearned portion of the tuition for which the student has paid is refunded on a pro rata basis.

Accounts receivable are amounts due from students. Under the Higher Education Act of 1965 (“HEA”) refund provisions, students are obligated to the Company for education costs that the student can no longer pay with Title IV funds. Notes receivable are promissory notes due to the Company from current and former students. The notes are generally due over a period of one to two years and bear interest ranging from 0% to 15%.

The Company maintains an allowance for uncollectible accounts and notes receivable. A provision is charged to earnings for the amount of estimated uncollectible accounts based upon collection trends, aging of accounts and other current factors. However, balances for inactive students for which a payment has not been received within 150 days are considered delinquent and written off. Internal collection efforts, as well as outside professional services, are used to pursue collection of delinquent accounts. The amount of actual uncollectible accounts could differ materially from the estimates reflected in the balance sheets.

***Fixed Assets***

Fixed assets are recorded at cost. Furniture and equipment are depreciated over the estimated useful lives of the assets (three to five years) using the straight-line method. Leasehold improvements are amortized over the shorter of their estimated useful life or terms of the related leases using the straight-line method.

Leasehold improvements that are funded by landlord incentives or allowances under operating leases are recorded as leasehold improvements and deferred rents. The leasehold improvements are depreciated over the shorter of their economic life or the lease term. Deferred rents are amortized as a reduction of rent expense so that rent expense is recognized on a straight-line basis over the lease term.

***Income Taxes***

The Company accounts for income taxes in accordance with income tax accounting guidance (ASC 740, *Income Taxes*). The income tax accounting guidance results in two components of income tax expense: current and deferred. Current income tax expense reflects taxes to be paid or refunded for the current period by applying the provisions of the enacted tax law to the taxable income or excess of deductions over revenues. The Company determines deferred income taxes using the liability (or balance sheet) method. Under this method, the net deferred tax asset or liability is based on the tax effects of the differences between the book and tax bases of assets and liabilities, and enacted changes in tax rates and laws are recognized in the period in which they occur. Deferred income tax expense results from changes in deferred tax assets and liabilities between periods. Deferred tax assets are reduced by a valuation allowance if, based on the weight of evidence available, it is more likely than not that some portion or all of a deferred tax asset will not be realized.

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

Uncertain tax positions are recognized if it is more likely than not, based on the technical merits, that the tax position will be realized or sustained upon examination. The term “more likely than not” means a likelihood of more than 50 percent; the terms examined and upon examination also include resolution of the related appeals or litigation processes, if any. A tax position that meets the more-likely-than-not recognition threshold is initially and subsequently measured as the largest amount of tax benefit that has a greater than 50 percent likelihood of being realized upon settlement with a taxing authority that has full knowledge of all relevant information. The determination of whether or not a tax position has met the more-likely-than-not recognition threshold considers the facts, circumstances and information available at the reporting date and is subject to management’s judgment.

***Impairment of Long-Lived Assets***

Long-lived assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. Recoverability of assets to be held and used is measured by comparison of the carrying amount of the asset to future net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amounts of the assets exceed the fair value.

***Goodwill***

Goodwill is tested annually for impairment. If the implied fair value of goodwill is lower than its carrying amount, goodwill impairment is indicated and goodwill is written down to its implied fair value. Subsequent increases in goodwill value are not recognized in the consolidated financial statements. The Company performs its annual impairment test on March 31.

***Revenue Recognition***

The Company records, at the completion of each financial period, an entry to reflect the appropriate receivable due for that financial period. Payments are recorded as received and applied to the student account reducing the related receivable. Payments received for a student account in excess of the receivable due is reflected as Prepaid Tuition, a liability due to the student.

Tuition and non-refundable registration fees are recognized into income ratably over the length of the program including externship. If a student withdraws from a program, the unearned portion of the tuition for which the student has paid is refunded on a pro-rata basis. Textbook and uniform sales are recognized when they occur.

***Advertising Costs***

The Company expenses advertising costs as they occur. Advertising expense, which is included in selling and promotional expenses, was approximately \$17,710,000 and \$15,643,000 for the years ended December 31, 2012 and 2011, respectively.

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

***Compensated Absences***

During 2012, the Company changed its policy on accrued vacation from accumulated vesting rights which carry forward to future periods to an expiration of unused vacation on December 31 of each year. As a result of this policy change, the Company realized a gain of approximately \$1,500,000, which is recognized in General and Administrative on the Statements of Income.

**Note 2: Fixed Assets**

Fixed assets consisted of the following at December 31, 2012 and 2011:

|                          | <b>2012</b>          | <b>2011</b>          |
|--------------------------|----------------------|----------------------|
| Furniture and equipment  | \$ 18,558,000        | \$ 15,552,000        |
| Leasehold improvements   | 23,438,000           | 22,858,000           |
| Construction in progress | 3,508,000            | 450,000              |
| Land                     | 391,000              | 391,000              |
|                          | <u>45,895,000</u>    | <u>39,251,000</u>    |
| Accumulated depreciation | (20,658,000)         | (14,977,000)         |
|                          | <u>\$ 25,237,000</u> | <u>\$ 24,274,000</u> |

**Note 3: Operating Leases**

The Company rents office space and buildings under operating leases generally ranging in terms from five to 15 years. The leases provide renewal options and generally require the Company to pay utilities, maintenance, insurance and property taxes. The Company rents various equipment under operating leases that is generally cancelable within 30 days. Aggregate minimum future rentals payable under the operating leases at December 31, 2012 were:

|                     |               |
|---------------------|---------------|
| 2013                | \$ 10,131,000 |
| 2014                | 9,894,000     |
| 2015                | 9,993,000     |
| 2016                | 9,669,000     |
| 2017                | 9,103,000     |
| 2018 and thereafter | 53,204,000    |

Rental expense for all operating leases for the years ended December 31, 2012 and 2011, was \$12,115,000 and \$12,024,000, respectively.

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

**Note 4: Employee Health Insurance Reserve**

The Company self-insures its employees' health insurance coverage. The Company has obtained outside aggregate and specific reinsurance policies to limit its exposure to such claims.

This aggregate policy covered the Company's claims exposure up to \$1,000,000 for aggregate claims in excess of \$7,350,000, which were incurred between January 1, 2012 and December 31, 2012 and \$7,276,000, which were incurred between January 1, 2011 and December 31, 2011. For 2012 and 2011, the Company's specific reinsurance policy covers individual claims in excess of \$175,000.

As of December 31, 2012 and 2011, the Company has recorded reserves totaling \$681,000 and \$591,000, respectively, for the employees' health insurance claims, which are included in accrued liabilities. Total expense incurred for this plan amounted to \$6,185,000 and \$4,257,000 for the years ended December 31, 2012 and 2011, respectively.

**Note 5: Line of Credit**

At December 31, 2012 and 2011, the Company had access to an \$8,000,000 revolving line of credit expiring on December 5, 2013. At December 31, 2012 and 2011, there were no borrowings against this line. This line is collateralized by substantially all of the Company's assets and is guaranteed by the stockholders of the Company. Interest for the revolving line of credit varies with the bank's prime rate and is payable quarterly.

The line of credit requires that the Company meet certain financial covenants, including a leverage ratio, fixed charge ratio, and minimum EBITDA, as defined. The Company complied with these covenants at December 31, 2012 and 2011.

The Company has entered into the following letters of credit which have reduced the availability of the revolving line of credit at December 31, 2012 and 2011:

|   | <b>2012</b>         | <b>2011</b>         |
|---|---------------------|---------------------|
| Line of credit availability                 | \$ 8,000,000        | \$ 8,000,000        |
| Workmens compensation letter of credit      | (150,000)           | (150,000)           |
| Letter of credit related to operating lease | (324,000)           | (540,000)           |
| Remaining line of credit facility           | <b>\$ 7,526,000</b> | <b>\$ 7,310,000</b> |

The Company maintains a purchasing card which is utilized for vendor payments and travel expenses. At December 31, 2012, the total availability for borrowing on the purchasing card was \$4,000,000, of which approximately \$1,500,000 was outstanding.

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

**Note 6: Income Taxes**

The Company files income tax returns in the U.S. federal jurisdiction and various state jurisdictions. With a few exceptions, the Company is no longer subject to U.S. federal, state and local or non-U.S. income tax examinations by tax authorities for years before 2009. At December 31, 2012, there were no Internal Revenue Service (IRS) examinations of the Company's U.S. income tax returns in process.

The income tax expense for the years ended December 31, 2012 and 2011 consisted of the following:

|                      | <u>2012</u>         | <u>2011</u>         |
|----------------------|---------------------|---------------------|
| Current tax expense  |                     |                     |
| Federal              | \$ 3,544,000        | \$ 1,979,000        |
| State                | 614,000             | 427,000             |
|                      | <u>4,158,000</u>    | <u>2,406,000</u>    |
| Deferred tax benefit | 624,000             | 1,245,000           |
|                      | <u>624,000</u>      | <u>1,245,000</u>    |
| Tax provision        | <u>\$ 4,782,000</u> | <u>\$ 3,651,000</u> |

The Company's effective income tax expense rate differs from the federal statutory rate of 35% for the years ended December 31, 2012 and 2011 as follows:

|   | <u>2012</u>         | <u>2011</u>         |
|---|---------------------|---------------------|
| Expense at federal statutory rate       | \$ 4,469,000        | \$ 3,121,000        |
| State expense, net                      | 389,000             | 355,000             |
| Changes in deferred tax asset valuation | (26,000)            | 645,000             |
| Other, net                              | (50,000)            | (470,000)           |
|   | <u>\$ 4,782,000</u> | <u>\$ 3,651,000</u> |

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

Deferred tax assets and liabilities consisted of the following at December 31, 2012 and 2011:

|  | <u>2012</u>      | <u>2011</u>       |
|--|------------------|-------------------|
| Allowance for uncollectible accounts and notes   | \$ 954,000       | \$ 1,003,000      |
| Depreciation and amortization  | 1,448,000        | 1,152,000         |
| Share-based compensation   | 1,589,000        | 1,469,000         |
| Other expenses deductible for financial reporting purposes not currently deductible for tax purposes | 950,000          | 1,222,000         |
| Deferred tax assets  | <u>4,941,000</u> | <u>4,846,000</u>  |
| Depreciation and amortization  | (3,568,000)      | (3,199,000)       |
| Other expenses currently deductible for tax purposes but not recorded for financial reporting        | <u>(754,000)</u> | <u>(404,000)</u>  |
| Net deferred tax asset before valuation allowance  | <u>619,000</u>   | <u>1,243,000</u>  |
| Valuation allowance  |                  |                   |
| Beginning balance  | 645,000          | -                 |
| Change during the period   | <u>(26,000)</u>  | <u>645,000</u>    |
| Ending balance   | <u>619,000</u>   | <u>645,000</u>    |
| Net deferred tax asset   | <u>\$ -</u>      | <u>\$ 598,000</u> |

The Company recognizes a deferred tax asset on share-based compensation as there is an expected tax benefit to be received when the related stock options are exercised. As a result of stock options cancelled due to employee terminations, management determined it was more likely than not that the Company will not fully recover the deferred tax asset. At December 31, 2012 and 2011, the Company recognized a valuation allowance of \$619,000 and \$645,000, respectively, which is reflected in additional paid-in-capital in the consolidated Statements of Changes in Stockholders' Equity.

The above net deferred tax assets are presented on the consolidated balance sheets as follows:

|   | <u>2012</u>      | <u>2011</u>        |
|---|------------------|--------------------|
| Deferred income taxes – current asset       | \$ 821,000       | \$ 1,726,000       |
| Deferred income taxes – long-term liability | <u>(821,000)</u> | <u>(1,128,000)</u> |
| Net deferred tax assets                     | <u>\$ -</u>      | <u>\$ 598,000</u>  |

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

**Note 7: Employee Benefit Plan**

The Company has a 401(k) retirement savings plan covering all employees that meet certain eligibility requirements. Eligible participating employees may elect to contribute up to a maximum amount of tax deferred contribution allowed by the Internal Revenue Code. The Company will match 50% of an employee's contribution up to 6% of an employee's salary that is contributed to the Plan. The total contribution by the Company to the Plan was \$593,000 and \$518,000 for the years ended December 31, 2012 and 2011, respectively.

**Note 8: Legal Proceedings**

The Company is subject to various lawsuits from time to time including students who claim to be dissatisfied with the results of their program of study. Typically, the claims allege a breach of contract; deceptive advertising and misrepresentation and the student or students seek reimbursement of tuition. Punitive damages sometimes are also sought. In addition, the Department of Education ("ED") may allege regulatory violations found during routine program reviews. The Company has and will continue to dispute these findings as appropriate in the normal course of business. In the opinion of the Company's management, resolution of such pending litigation and disputed findings will not have a material effect on the Company's consolidated financial condition or its results of operations.

**Note 9: Stock Option Plan**

The Company's shareholders have approved the Company's Stock Option Plan (the Plan), which permits the grant of common stock share options. Option awards are generally granted with an exercise price determined by the plan administrative body that it believes approximates the then fair value of the stock. Those option awards generally vest based on four years of continuous service and have 10-year contractual terms. The Committee (as defined in the Plan) has the discretion to accelerate the vesting of any stock option granted.

There were 13,000 and 76,500 options granted during the years ended December 31, 2012 and 2011, respectively.

Expected volatilities are based on a peer group of similar public companies' historical common stock volatility derived from historical stock price data for a historical period commensurate with the Company's options' expected life. The Company could not determine its own stock price volatility due to few and infrequent stock transactions and thus, utilized the average volatility of three similar public companies from the Education and Training Services index. The expected life of options granted represents the period of time that options granted are expected to be outstanding.

The risk-free interest rate is based on the implied yield currently available on U.S. Treasury zero coupon issues with a remaining term equal to the expected life at the date of grant of the options. The expected dividend yield is zero, as the Company has historically paid no dividends and does not anticipate dividends to be paid in the future.

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

A summary of option activity under the Plan as of December 31, 2012 and 2011, and changes during the years then ended, are presented below:

|                                | <b>2012</b>    |  |  |
|--------------------------------|----------------|--|--|
|                                | <b>Shares</b>  | <b>Weighted-Average Exercise Price</b> | <b>Weighted-Average Remaining Contractual Term</b> |
| Outstanding, Beginning of Year | 143,500        | \$ 99.69                               |  |
| Granted                        | 13,000         | 120.00                                 |  |
| Exercised                      | -              | -                                      |  |
| Forfeited                      | (49,000)       | 118.22                                 |  |
|                                | <u>107,500</u> | <u>\$ 93.70</u>                        | <u>4 years</u>                                     |
| Outstanding, End of Year       |                |  |  |
| Exercisable, End of Year       | <u>72,375</u>  | <u>\$ 80.93</u>                        | <u>4 years</u>                                     |
|                                |                |  |  |
|                                | <b>2011</b>    |  |  |
|                                | <b>Shares</b>  | <b>Weighted-Average Exercise Price</b> | <b>Weighted-Average Remaining Contractual Term</b> |
| Outstanding, Beginning of Year | 109,500        | \$ 76.50                               |  |
| Granted                        | 76,500         | 120.00                                 |  |
| Exercised                      | -              | -                                      |  |
| Forfeited                      | (42,500)       | 76.50                                  |  |
|                                | <u>143,500</u> | <u>\$ 99.69</u>                        | <u>7 years</u>                                     |
| Outstanding, End of Year       |                |  |  |
| Exercisable, End of Year       | <u>63,875</u>  | <u>\$ 76.50</u>                        | <u>5 years</u>                                     |

As of December 31, 2012 and 2011, there was approximately \$1,102,000 and \$659,000, respectively, of unrecognized compensation expense relating to unvested options. The total fair value of shares vested during the years ended December 31, 2012 and 2011 was approximately \$302,000 and \$406,000, respectively, and is recognized as compensation in expense in General and Administrative on the Statement of Income. The recognized tax benefit related thereto was approximately \$117,000 and \$158,000 for the years ended December 31, 2012 and 2011, respectively.

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

**Note 10: Other Related Party Transactions**

At December 31, 2012 and 2011, the Company had accounts receivable from YTI (an affiliate of one of the Company's shareholders) related to advertising costs in the amount of \$190,000 and \$167,000, respectively. The Company also had a payable to YTI of \$150,000 and \$130,000, at December 31, 2012 and 2011 respectively,

During each of the years ended December 31, 2012 and 2011, the Company paid management fees of \$600,000 to Liberty Partners (shareholder).

**Note 11: Disclosures About Fair Value of Assets and Liabilities**

The following methods were used to estimate the fair value of all other financial instruments recognized in the accompanying consolidated balance sheets at amounts other than fair value.

***Cash and Cash Equivalents***

The carrying amount approximates fair value.

***Accounts and Notes Receivable***

The carrying amount approximates fair value because of immediate or relatively short-term maturity of the receivables.

The following table presents estimated fair values of the Company's financial instruments at December 31, 2012 and 2011.

|   | 2012            |               | 2011            |               |
|---|-----------------|---------------|-----------------|---------------|
|   | Carrying Amount | Fair Value    | Carrying Amount | Fair Value    |
| Financial assets                                |                 |               |                 |               |
| Cash and cash equivalents                       | \$ 32,823,000   | \$ 32,823,000 | \$ 28,982,000   | \$ 28,982,000 |
| Accounts and notes receivable, net of allowance | 9,454,000       | 9,454,000     | 6,352,000       | 6,352,000     |

**Note 12: Department of Education Matters**

As of December 31, 2012 and 2011, the Company's management believes it has met the USDOE's standards of financial responsibility in accordance with 34 CFR 668.15.

Federal Student Financial Aid expenditures are subject to future audit by the USDOE. The Company's management believes the Federal Student Financial Aid Programs have been managed appropriately and does not anticipate any material adjustments resulting from future audits. Due to

**Concorde Career Colleges, Inc.**  
**Notes to Consolidated Financial Statements**  
**December 31, 2012 and 2011**

the complex nature of the USDOE regulations, the ultimate impact of future audits on the Company's financial statements could vary materially.

**Note 13: 90/10 Regulatory Provisions**

The Company assessed each campus' compliance with the 90/10 regulatory provisions for the years ended December 31, 2012 and 2011. These provisions state that the percentage of cash revenue derived by Federal Title IV student assistance program funds cannot exceed 90% of total cash revenues. This is commonly referred to as the 90/10 Rule that was modified as part of legislation extending the Higher Education Opportunity Act of 1965, as amended. The Company's 90/10 percentages ranged between 61.6% and 86.0% for the year ended December 31, 2012 and 67.5% and 86.1% for the year ended December 31, 2011. The accompanying supplemental schedules include the required Department of Education disclosures under 34 CFR 668.23(d).

**Note 14: Subsequent Events**

Subsequent events have been evaluated through the date of the Independent Auditor's Report, which is the date the financial statements were issued.

**Independent Auditor's Report on Internal Control Over  
Financial Reporting and on Compliance and Other Matters Based  
on an Audit of the Financial Statements Performed in  
Accordance with *Government Auditing Standards***

Stockholders'  
Concorde Career Colleges, Inc.  
Mission, Kansas

We have audited the consolidated financial statements of Concorde Career Colleges, Inc. as of and for the year ended December 31, 2012, and have issued our report thereon dated March 4, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

***Internal Control Over Financial Reporting***

Management of the Company is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the Company's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Company's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Company's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses as defined above.

***Compliance***

As part of obtaining reasonable assurance about whether the Company's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Other Matters***

We also noted certain additional matters that we reported to the Company's management in a separate letter dated March 4, 2013.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. The communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Company's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

*BKD, LLP*

Kansas City, Missouri  
March 4, 2013

**Concorde Career Colleges, Inc.**  
**Schedule of Findings and Responses**  
**December 31, 2012**

**Reference  
Number**

**Finding**

---

No matters are reportable.

**Concorde Career Colleges, Inc.**  
**Summary Schedule of Prior Audit Findings**  
**December 31, 2012**

| <b>Reference<br/>Number</b> | <b>Finding</b> | <b>Status</b> |
|-----------------------------|----------------|---------------|
|-----------------------------|----------------|---------------|

---

No matters are reportable.



## **SUPPLEMENTAL INFORMATION**

**Concorde Career Colleges, Inc.**  
**Consolidating Schedule of Assets and Liabilities**  
**December 31, 2012**  
**(\$ in 000's)**

|   | North<br>Hollywood,<br>CA (2) | Kansas City,<br>MO (1) | Aurora,<br>CO (1) | Memphis,<br>TN (1) | Arlington,<br>TX (1) | Tampa,<br>FL (3) | Jacksonville,<br>FL (3) | Miramar,<br>FL (3) | San<br>Bernardino,<br>CA (4) | San Diego,<br>CA (5) | Garden<br>Grove,<br>CA (5) | Dallas,<br>TX (1) | San<br>Antonio<br>TX (1) | Orlando,<br>FL (3) | Portland,<br>OR (6) | Home<br>Office,<br>Other and<br>Eliminations | Total             |
|---|-------------------------------|------------------------|-------------------|--------------------|----------------------|------------------|-------------------------|--------------------|------------------------------|----------------------|----------------------------|-------------------|--------------------------|--------------------|---------------------|--|-------------------|
| <b>Current Assets</b>                             |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                          |                    |                     |  |                   |
| Cash and cash equivalents                         | \$ -                          | \$ -                   | \$ -              | \$ -               | \$ -                 | \$ -             | \$ -                    | \$ -               | \$ -                         | \$ -                 | \$ -                       | \$ -              | \$ -                     | \$ -               | \$ -                | \$ 32,823                                    | \$ 32,823         |
| Due from Home Office                              | 2,489                         | 2,477                  | 323               | 6,330              | 2,173                | -                | -                       | -                  | 5,110                        | 3,590                | 5,606                      | -                 | -                        | -                  | 4,638               | (32,736)                                     | -                 |
| Receivables                                       |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                          |                    |                     |  |                   |
| Accounts and notes<br>receivable                  | 931                           | 468                    | 735               | 596                | 628                  | 575              | 537                     | 431                | 508                          | 900                  | 841                        | 422               | 413                      | 628                | 314                 | (925)  | 8,002             |
| Allowance for uncollectible<br>accounts and notes | (194)                         | (140)                  | (182)             | (183)              | (168)                | (160)            | (157)                   | (137)              | (102)                        | (289)                | (189)                      | (124)             | (129)                    | (166)              | (65)                | -  | (2,385)           |
| Net accounts and<br>notes receivable              | 737                           | 328                    | 553               | 413                | 460                  | 415              | 380                     | 294                | 406                          | 611                  | 652                        | 298               | 284                      | 462                | 249                 | (925)  | 5,617             |
| Deferred income taxes                             | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                        | -                  | -                   | -  | 821               |
| Refundable income taxes                           | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                        | -                  | -                   | -  | -                 |
| Supplies and prepaid expenses                     | 162                           | 121                    | 186               | 137                | 123                  | 74               | 164                     | 100                | 84                           | 133                  | 116                        | 82                | 148                      | 76                 | 101                 | 2,057  | 3,864             |
| <b>Total current assets</b>                       | <b>3,388</b>                  | <b>2,926</b>           | <b>1,062</b>      | <b>6,880</b>       | <b>2,756</b>         | <b>489</b>       | <b>544</b>              | <b>394</b>         | <b>5,600</b>                 | <b>4,334</b>         | <b>6,374</b>               | <b>380</b>        | <b>432</b>               | <b>538</b>         | <b>4,988</b>        | <b>2,040</b>                                 | <b>43,125</b>     |
| <b>Fixed Assets, net</b>                          | <b>451</b>                    | <b>1,699</b>           | <b>1,481</b>      | <b>1,230</b>       | <b>504</b>           | <b>941</b>       | <b>1,661</b>            | <b>1,758</b>       | <b>726</b>                   | <b>1,291</b>         | <b>860</b>                 | <b>2,844</b>      | <b>1,831</b>             | <b>1,197</b>       | <b>544</b>          | <b>6,219</b>                                 | <b>25,237</b>     |
| <b>Other Assets</b>                               |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                          |                    |                     |  |                   |
| Notes receivable, net                             | 210                           | 189                    | 270               | 195                | 317                  | 260              | 185                     | 144                | 367                          | 260                  | 258                        | 335               | 317                      | 366                | 164                 | -  | 3,837             |
| Goodwill  | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                        | -                  | -                   | 94,241                                       | 94,241            |
| Other   | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                        | -                  | -                   | 569  | 569               |
| <b>Total assets</b>                               | <b>\$ 4,049</b>               | <b>\$ 4,814</b>        | <b>\$ 2,813</b>   | <b>\$ 8,305</b>    | <b>\$ 3,577</b>      | <b>\$ 1,690</b>  | <b>\$ 2,390</b>         | <b>\$ 2,296</b>    | <b>\$ 6,693</b>              | <b>\$ 5,885</b>      | <b>\$ 7,492</b>            | <b>\$ 3,559</b>   | <b>\$ 2,580</b>          | <b>\$ 2,101</b>    | <b>\$ 5,696</b>     | <b>\$ 103,069</b>                            | <b>\$ 167,009</b> |

The applicable corporate owner of the Campuses are:

- (1) Concorde Career Colleges, Inc.
- (2) Colleges of Dental & Medical Associates, Inc. (a subsidiary of Southern California College of Medical & Dental Assistants, Inc.)
- (3) Concorde Careers – Florida, Inc. (a subsidiary of Concorde Career Colleges, Inc.)
- (4) United Health Careers Institute, Inc. (a subsidiary of Concorde Career Colleges, Inc.)
- (5) Southern California Colleges of Medical & Dental Assistants, Inc. (a subsidiary of Concorde Career Colleges, Inc.)
- (6) Computer Career Institute, Inc. (a subsidiary of Concorde Career Colleges, Inc.)

**Concorde Career Colleges, Inc.**  
**Consolidating Schedule of Assets and Liabilities**  
**December 31, 2012**  
**(\$ in 000's)**

|                                       | North           |                 |                 |                 |                 |                 |                 |                 | San             |                 | Garden          |                 | San             |                 | Home Office,    |                   |                   |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|
|                                       | Hollywood,      | Kansas City,    | Aurora,         | Memphis,        | Arlington,      | Tampa,          | Jacksonville,   | Miramar,        | Bernardino,     | San Diego,      | Grove,          | Dallas,         | Antonio         | Orlando,        | Portland,       | Other and         |                   |
|                                       | CA (2)          | MO (1)          | CO (1)          | TN (1)          | TX (1)          | FL (3)          | FL (3)          | FL (3)          | CA (4)          | CA (5)          | CA (5)          | TX (1)          | TX (1)          | FL (3)          | OR (6)          | Eliminations      | Total             |
| <b>Current Liabilities</b>            |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                   |                   |
| Prepaid tuition                       | \$ 880          | \$ 1,578        | \$ 1,064        | \$ 1,735        | \$ 810          | \$ 373          | \$ 638          | \$ 465          | \$ 1,725        | \$ 1,319        | \$ 1,446        | \$ 425          | \$ 597          | \$ 288          | \$ 996          | \$ -              | \$ 14,339         |
| Accrued salaries and wages            | 123             | 114             | 136             | 141             | 127             | 71              | 94              | 92              | 125             | 137             | 148             | 79              | 83              | 70              | 97              | 680               | 2,317             |
| Accounts payable                      | 43              | 40              | 43              | 67              | 43              | 25              | 29              | 24              | 46              | 56              | 53              | 25              | 31              | 22              | 45              | 10,953            | 11,545            |
| Accrued liabilities                   | 11              | -               | -               | -               | -               | -               | -               | -               | 8               | 11              | 8               | -               | -               | -               | -               | 4,056             | 4,094             |
| Due to Home Office                    | -               | -               | -               | 247             | -               | 1,149           | 956             | 2,074           | -               | -               | -               | 3,911           | 1,186           | 2,846           | -               | (12,369)          | -                 |
| Income taxes payable                  | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | 738               | 738               |
| <b>Total current liabilities</b>      | <b>1,057</b>    | <b>1,732</b>    | <b>1,243</b>    | <b>2,190</b>    | <b>980</b>      | <b>1,618</b>    | <b>1,717</b>    | <b>2,655</b>    | <b>1,904</b>    | <b>1,523</b>    | <b>1,655</b>    | <b>4,440</b>    | <b>1,897</b>    | <b>3,226</b>    | <b>1,138</b>    | <b>4,058</b>      | <b>33,033</b>     |
| <b>Long-Term Liabilities</b>          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                   |                   |
| Deferred rent                         | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | 3,382             | 3,382             |
| Deferred income taxes                 | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | -               | 821               | 821               |
| <b>Total long-term liabilities</b>    | <b>-</b>        | <b>4,203</b>      | <b>4,203</b>      |
| <b>Stockholder's Equity</b>           | <b>2,992</b>    | <b>3,082</b>    | <b>1,570</b>    | <b>6,115</b>    | <b>2,597</b>    | <b>72</b>       | <b>673</b>      | <b>(359)</b>    | <b>4,789</b>    | <b>4,362</b>    | <b>5,837</b>    | <b>(881)</b>    | <b>683</b>      | <b>(1,125)</b>  | <b>4,558</b>    | <b>94,808</b>     | <b>129,773</b>    |
|                                       | <b>\$ 4,049</b> | <b>\$ 4,814</b> | <b>\$ 2,813</b> | <b>\$ 8,305</b> | <b>\$ 3,577</b> | <b>\$ 1,690</b> | <b>\$ 2,390</b> | <b>\$ 2,296</b> | <b>\$ 6,693</b> | <b>\$ 5,885</b> | <b>\$ 7,492</b> | <b>\$ 3,559</b> | <b>\$ 2,580</b> | <b>\$ 2,101</b> | <b>\$ 5,696</b> | <b>\$ 103,069</b> | <b>\$ 167,009</b> |
| <b>Current Assets</b>                 | <b>\$ 3,388</b> | <b>\$ 2,926</b> | <b>\$ 1,062</b> | <b>\$ 6,880</b> | <b>\$ 2,756</b> | <b>\$ 489</b>   | <b>\$ 544</b>   | <b>\$ 394</b>   | <b>\$ 5,600</b> | <b>\$ 4,334</b> | <b>\$ 6,374</b> | <b>\$ 380</b>   | <b>\$ 432</b>   | <b>\$ 538</b>   | <b>\$ 4,988</b> | <b>\$ 2,040</b>   | <b>\$ 43,125</b>  |
| <b>Current Liabilities</b>            | <b>1,057</b>    | <b>1,732</b>    | <b>1,243</b>    | <b>2,190</b>    | <b>980</b>      | <b>1,618</b>    | <b>1,717</b>    | <b>2,655</b>    | <b>1,904</b>    | <b>1,523</b>    | <b>1,655</b>    | <b>4,440</b>    | <b>1,897</b>    | <b>3,226</b>    | <b>1,138</b>    | <b>4,058</b>      | <b>33,033</b>     |
| <b>Current Ratio</b>                  | <b>3.21</b>     | <b>1.69</b>     | <b>0.85</b>     | <b>3.14</b>     | <b>2.81</b>     | <b>0.30</b>     | <b>0.32</b>     | <b>0.15</b>     | <b>2.94</b>     | <b>2.85</b>     | <b>3.85</b>     | <b>0.09</b>     | <b>0.23</b>     | <b>0.17</b>     | <b>4.38</b>     | <b>0.50</b>       | <b>1.31</b>       |
| <b>Financial Responsibility Ratio</b> |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                   | <b>2.42</b>       |

**Concorde Career Colleges, Inc.**  
**Consolidating Schedule of Income**  
**Year Ended December 31, 2012**  
**(\$ in 000's)**

|  | North<br>Hollywood,<br>CA (2) | Kansas City,<br>MO (1) | Aurora,<br>CO (1) | Memphis,<br>TN (1) | Arlington,<br>TX (1) | Tampa,<br>FL (3) | Jacksonville,<br>FL(3) | Miramar,<br>FL (3) | San<br>Bernardino,<br>CA (4) | San Diego,<br>CA (5) | Garden<br>Grove,<br>CA (5) | Dallas,<br>TX (1) | San<br>Antonio<br>TX (1) | Orlando,<br>FL (3) | Portland,<br>OR (6) | Home<br>Office,<br>Other and<br>Eliminations | Total          |
|--|-------------------------------|------------------------|-------------------|--------------------|----------------------|------------------|------------------------|--------------------|------------------------------|----------------------|----------------------------|-------------------|--------------------------|--------------------|---------------------|--|----------------|
| <b>Net Revenues</b>                                    | \$ 13,225                     | \$ 12,590              | \$ 13,153         | \$ 17,267          | \$ 12,505            | \$ 6,899         | \$ 8,236               | \$ 7,610           | \$ 15,441                    | \$ 14,809            | \$ 17,396                  | \$ 6,121          | \$ 7,911                 | \$ 5,589           | \$ 12,692           | \$ 87  | \$ 171,531     |
| <b>Operating Expenses</b>                              |                               |                        |                   |                    |                      |                  |                        |                    |                              |                      |                            |                   |                          |                    |                     |  |                |
| Instruction costs and services                         | 4,314                         | 4,315                  | 4,843             | 4,849              | 4,436                | 2,336            | 3,129                  | 2,825              | 4,477                        | 4,471                | 5,239                      | 2,189             | 2,374                    | 2,228              | 3,132               | 14   | 55,171         |
| Selling and promotional                                | 1,877                         | 1,679                  | 1,935             | 1,670              | 1,643                | 1,690            | 1,713                  | 1,923              | 2,096                        | 2,045                | 1,887                      | 1,666             | 1,560                    | 1,816              | 1,726               | 1,029  | 27,955         |
| General and administrative                             | 3,703                         | 3,356                  | 4,618             | 4,491              | 3,659                | 2,570            | 2,517                  | 3,102              | 3,909                        | 3,516                | 4,230                      | 2,905             | 3,031                    | 2,366              | 3,181               | 21,178                                       | 72,332         |
| Provision for uncollectible accounts                   | 351                           | 161                    | 193               | 152                | 182                  | 240              | 211                    | 121                | 178                          | 421                  | 206                        | 244               | 260                      | 308                | 101                 | -  | 3,329          |
| <b>Total operating expenses</b>                        | <b>10,245</b>                 | <b>9,511</b>           | <b>11,589</b>     | <b>11,162</b>      | <b>9,920</b>         | <b>6,836</b>     | <b>7,570</b>           | <b>7,971</b>       | <b>10,660</b>                | <b>10,453</b>        | <b>11,562</b>              | <b>7,004</b>      | <b>7,225</b>             | <b>6,718</b>       | <b>8,140</b>        | <b>22,221</b>                                | <b>158,787</b> |
| <b>Operating Income (Loss)</b>                         | 2,980                         | 3,079                  | 1,564             | 6,105              | 2,585                | 63               | 666                    | (361)              | 4,781                        | 4,356                | 5,834                      | (883)             | 686                      | (1,129)            | 4,552               | (22,134)                                     | 12,744         |
| <b>Interest Income</b>                                 | 12                            | 3                      | 6                 | 10                 | 12                   | 9                | 7                      | 2                  | 8                            | 6                    | 3                          | 2                 | (3)                      | 4                  | 6                   | (9)  | 78             |
| <b>Interest Expense</b>                                | -                             | -                      | -                 | -                  | -                    | -                | -                      | -                  | -                            | -                    | -                          | -                 | -                        | -                  | -                   | (54)   | (54)           |
| <b>Income (Loss) before Provision for Income Taxes</b> | 2,992                         | 3,082                  | 1,570             | 6,115              | 2,597                | 72               | 673                    | (359)              | 4,789                        | 4,362                | 5,837                      | (881)             | 683                      | (1,125)            | 4,558               | (22,197)                                     | 12,768         |
| <b>Provision for Income Taxes</b>                      | -                             | -                      | -                 | -                  | -                    | -                | -                      | -                  | -                            | -                    | -                          | -                 | -                        | -                  | -                   | 4,782  | 4,782          |
| <b>Net Income Available to Common Shareholders</b>     | \$ 2,992                      | \$ 3,082               | \$ 1,570          | \$ 6,115           | \$ 2,597             | \$ 72            | \$ 673                 | \$ (359)           | \$ 4,789                     | \$ 4,362             | \$ 5,837                   | \$ (881)          | \$ 683                   | \$ (1,125)         | \$ 4,558            | \$ (26,979)                                  | \$ 7,986       |

**Concorde Career Colleges, Inc.**  
**Consolidating Schedule of Assets and Liabilities**  
**December 31, 2011**  
**(\$ in 000's)**

|   | North<br>Hollywood,<br>CA (2) | Kansas City,<br>MO (1) | Aurora,<br>CO (1) | Memphis,<br>TN (1) | Arlington,<br>TX (1) | Tampa,<br>FL (3) | Jacksonville,<br>FL (3) | Miramar,<br>FL (3) | San<br>Bernardino,<br>CA (4) | San Diego,<br>CA (5) | Garden<br>Grove,<br>CA (5) | Dallas,<br>TX (1) | San<br>Antonio,<br>TX (1) | Orlando,<br>FL (3) | Portland,<br>OR (6) | Home<br>Office,<br>Other and<br>Eliminations | Total             |
|---|-------------------------------|------------------------|-------------------|--------------------|----------------------|------------------|-------------------------|--------------------|------------------------------|----------------------|----------------------------|-------------------|---------------------------|--------------------|---------------------|--|-------------------|
| <b>Current Assets</b>                             |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                           |                    |                     |  |                   |
| Cash and cash equivalents                         | \$ -                          | \$ -                   | \$ -              | \$ -               | \$ -                 | \$ -             | \$ -                    | \$ -               | \$ -                         | \$ -                 | \$ -                       | \$ -              | \$ -                      | \$ -               | \$ -                | \$ 28,982                                    | \$ 28,982         |
| Due from Home Office                              | 4,750                         | 1,788                  | 167               | 4,923              | 2,399                | -                | 807                     | -                  | 6,331                        | 2,149                | 5,829                      | -                 | -                         | -                  | 5,981               | (35,124)                                     | -                 |
| Receivables                                       |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                           |                    |                     |  |                   |
| Accounts and notes<br>receivable                  | 988                           | 337                    | 622               | 731                | 597                  | 397              | 391                     | 728                | 417                          | 600                  | 612                        | 236               | 325                       | 275                | 308                 | 337  | 7,901             |
| Allowance for uncollectible<br>accounts and notes | (404)                         | (86)                   | (185)             | (355)              | (208)                | (177)            | (172)                   | (186)              | (109)                        | (160)                | (270)                      | (127)             | (80)                      | (147)              | (90)                | -  | (2,756)           |
| Net accounts and<br>notes receivable              | 584                           | 251                    | 437               | 376                | 389                  | 220              | 219                     | 542                | 308                          | 440                  | 342                        | 109               | 245                       | 128                | 218                 | 337  | 1,272             |
| Deferred income taxes                             | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | -  | 1,726             |
| Refundable income taxes                           | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | -  | 1,167             |
| Supplies and prepaid expenses                     | 102                           | 66                     | 137               | 59                 | 60                   | 49               | 115                     | 68                 | 32                           | 104                  | 63                         | 29                | 78                        | 43                 | 64                  | 1,849  | 2,918             |
| <b>Total current assets</b>                       | <b>5,436</b>                  | <b>2,105</b>           | <b>741</b>        | <b>5,358</b>       | <b>2,848</b>         | <b>269</b>       | <b>1,141</b>            | <b>610</b>         | <b>6,671</b>                 | <b>2,693</b>         | <b>6,234</b>               | <b>138</b>        | <b>323</b>                | <b>171</b>         | <b>6,263</b>        | <b>(1,063)</b>                               | <b>39,938</b>     |
| <b>Fixed Assets, net</b>                          | <b>298</b>                    | <b>1,991</b>           | <b>2,132</b>      | <b>893</b>         | <b>592</b>           | <b>969</b>       | <b>361</b>              | <b>1,973</b>       | <b>804</b>                   | <b>1,370</b>         | <b>856</b>                 | <b>3,027</b>      | <b>1,699</b>              | <b>1,209</b>       | <b>449</b>          | <b>5,651</b>                                 | <b>24,274</b>     |
| <b>Other Assets</b>                               |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                           |                    |                     |  |                   |
| Notes receivable, net                             | 114                           | 24                     | 64                | 31                 | 56                   | 73               | 32                      | 56                 | 38                           | 46                   | 61                         | 142               | 248                       | 207                | 15                  | -  | 1,207             |
| Goodwill  | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | 94,241                                       | 94,241            |
| Other   | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | 699  | 699               |
| <b>Total assets</b>                               | <b>\$ 5,848</b>               | <b>\$ 4,120</b>        | <b>\$ 2,937</b>   | <b>\$ 6,282</b>    | <b>\$ 3,496</b>      | <b>\$ 1,311</b>  | <b>\$ 1,534</b>         | <b>\$ 2,639</b>    | <b>\$ 7,513</b>              | <b>\$ 4,109</b>      | <b>\$ 7,151</b>            | <b>\$ 3,307</b>   | <b>\$ 2,270</b>           | <b>\$ 1,587</b>    | <b>\$ 6,727</b>     | <b>\$ 99,528</b>                             | <b>\$ 160,359</b> |

The applicable corporate owner of the Campuses are:

- (1) Concorde Career Colleges, Inc.
- (2) Colleges of Dental & Medical Associates, Inc. (a subsidiary of Southern California College of Medical & Dental Assistants, Inc.)
- (3) Concorde Careers – Florida, Inc. (a subsidiary of Concorde Career Colleges, Inc.)
- (4) United Health Careers Institute, Inc. (a subsidiary of Concorde Career Colleges, Inc.)
- (5) Southern California Colleges of Medical & Dental Assistants, Inc. (a subsidiary of Concorde Career Colleges, Inc.)
- (6) Computer Career Institute, Inc. (a subsidiary of Concorde Career Colleges, Inc.)

**Concorde Career Colleges, Inc.**  
**Consolidating Schedule of Assets and Liabilities**  
**December 31, 2011**  
**(\$ in 000's)**

|                                       | North<br>Hollywood,<br>CA (2) | Kansas City,<br>MO (1) | Aurora,<br>CO (1) | Memphis,<br>TN (1) | Arlington,<br>TX (1) | Tampa,<br>FL (3) | Jacksonville,<br>FL (3) | Miramar,<br>FL (3) | San<br>Bernardino,<br>CA (4) | San Diego,<br>CA (5) | Garden<br>Grove,<br>CA (5) | Dallas,<br>TX (1) | San<br>Antonio,<br>TX (1) | Orlando,<br>FL (3) | Portland,<br>OR (6) | Home<br>Office,<br>Other and<br>Eliminations | Total      |
|---------------------------------------|-------------------------------|------------------------|-------------------|--------------------|----------------------|------------------|-------------------------|--------------------|------------------------------|----------------------|----------------------------|-------------------|---------------------------|--------------------|---------------------|--|------------|
| <b>Current Liabilities</b>            |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                           |                    |                     |  |            |
| Prepaid tuition                       | \$ 901                        | \$ 1,044               | \$ 725            | \$ 1,401           | \$ 1,014             | \$ 342           | \$ 770                  | \$ 410             | \$ 1,790                     | \$ 1,036             | \$ 1,563                   | \$ 254            | \$ 402                    | \$ 219             | \$ 1,409            | \$ -   | \$ 13,280  |
| Accrued salaries and wages            | 91                            | 91                     | 107               | 105                | 100                  | 54               | 70                      | 74                 | 101                          | 88                   | 114                        | 40                | 41                        | 47                 | 75                  | 1,846  | 3,044      |
| Accounts payable                      | 164                           | 31                     | (71)              | 104                | (48)                 | 254              | 45                      | 100                | 118                          | 168                  | (36)                       | 2                 | 47                        | 10                 | 97                  | 9,742  | 10,727     |
| Accrued liabilities                   | 5                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | 10                           | -                    | -                          | -                 | -                         | -                  | 9                   | 6,808  | 6,832      |
| Due to Home Office                    | -                             | -                      | -                 | -                  | -                    | 251              | -                       | 1,877              | -                            | -                    | -                          | 5,028             | 2,803                     | 3,519              | -                   | (13,478)                                     | -          |
| Total current liabilities             | 1,161                         | 1,166                  | 761               | 1,610              | 1,066                | 901              | 885                     | 2,461              | 2,019                        | 1,292                | 1,641                      | 5,324             | 3,293                     | 3,795              | 1,590               | 4,918  | 33,883     |
| <b>Long-Term Liabilities</b>          |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                           |                    |                     |  |            |
| Deferred income taxes                 | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | 1,128  | 1,128      |
| Deferred rent                         | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | 3,889  | 3,889      |
| Total long-term liabilities           | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | 5,017  | 5,017      |
| <b>Stockholder's Equity</b>           | 4,687                         | 2,954                  | 2,176             | 4,672              | 2,430                | 410              | 649                     | 178                | 5,494                        | 2,817                | 5,510                      | (2,017)           | (1,023)                   | (2,208)            | 5,137               | 89,593                                       | 121,459    |
|                                       | \$ 5,848                      | \$ 4,120               | \$ 2,937          | \$ 6,282           | \$ 3,496             | \$ 1,311         | \$ 1,534                | \$ 2,639           | \$ 7,513                     | \$ 4,109             | \$ 7,151                   | \$ 3,307          | \$ 2,270                  | \$ 1,587           | \$ 6,727            | \$ 99,528                                    | \$ 160,359 |
| <b>Current Assets</b>                 | \$ 5,436                      | \$ 2,105               | \$ 741            | \$ 5,358           | \$ 2,848             | \$ 269           | \$ 1,141                | \$ 610             | \$ 6,671                     | \$ 2,693             | \$ 6,234                   | \$ 138            | \$ 323                    | \$ 171             | \$ 6,263            | \$ (1,063)                                   | \$ 39,938  |
| <b>Current Liabilities</b>            | 1,161                         | 1,166                  | 761               | 1,610              | 1,066                | 901              | 885                     | 2,461              | 2,019                        | 1,292                | 1,641                      | 5,324             | 3,293                     | 3,795              | 1,590               | 4,918  | 33,883     |
| <b>Current Ratio</b>                  | 4.68                          | 1.81                   | 0.97              | 3.33               | 2.67                 | 0.30             | 1.29                    | 0.25               | 3.30                         | 2.08                 | 3.80                       | 0.03              | 0.10                      | 0.05               | 3.94                | (0.22)                                       | 1.18       |
| <b>Financial Responsibility Ratio</b> |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                           |                    |                     |  | 1.95       |

**Concorde Career Colleges, Inc.**  
**Consolidating Schedule of Income**  
**Year Ended December 31, 2011**  
**(\$ in 000's)**

|  | North<br>Hollywood,<br>CA (2) | Kansas City,<br>MO (1) | Aurora,<br>CO (1) | Memphis,<br>TN (1) | Arlington,<br>TX (1) | Tampa,<br>FL (3) | Jacksonville,<br>FL (3) | Miramar,<br>FL (3) | San<br>Bernardino,<br>CA (4) | San Diego,<br>CA (5) | Garden<br>Grove,<br>CA (5) | Dallas,<br>TX (1) | San<br>Antonio,<br>TX (1) | Orlando,<br>FL (3) | Portland,<br>OR (6) | Home<br>Office,<br>Other and<br>Eliminations | Total      |
|--|-------------------------------|------------------------|-------------------|--------------------|----------------------|------------------|-------------------------|--------------------|------------------------------|----------------------|----------------------------|-------------------|---------------------------|--------------------|---------------------|--|------------|
| <b>Net Revenues</b>  | \$ 14,177                     | \$ 12,346              | \$ 13,180         | \$ 15,961          | \$ 11,726            | \$ 7,100         | \$ 8,303                | \$ 7,996           | \$ 16,347                    | \$ 11,425            | \$ 16,124                  | \$ 3,230          | \$ 4,401                  | \$ 3,234           | \$ 13,021           | \$ 46  | \$ 158,617 |
| <b>Operating Expenses</b>                                  |                               |                        |                   |                    |                      |                  |                         |                    |                              |                      |                            |                   |                           |                    |                     |  |            |
| Instruction costs and<br>services                          | 4,138                         | 4,269                  | 4,641             | 4,921              | 4,037                | 2,250            | 3,217                   | 2,965              | 4,933                        | 3,753                | 4,943                      | 1,229             | 1,384                     | 1,366              | 3,361               | 369  | 51,776     |
| Selling and promotional                                    | 1,713                         | 1,508                  | 1,828             | 1,579              | 1,467                | 1,619            | 1,707                   | 1,779              | 1,849                        | 1,717                | 1,623                      | 1,242             | 1,211                     | 1,540              | 1,367               | -  | 23,749     |
| General and administrative                                 | 3,454                         | 3,431                  | 4,294             | 4,258              | 3,509                | 2,574            | 2,472                   | 2,833              | 3,953                        | 3,041                | 3,879                      | 2,522             | 2,462                     | 2,322              | 3,109               | 22,536                                       | 70,649     |
| Provision for uncollectible<br>accounts                    | 196                           | 181                    | 251               | 520                | 298                  | 255              | 267                     | 231                | 126                          | 113                  | 162                        | 258               | 370                       | 217                | 80                  | 29   | 3,554      |
| Total operating expenses                                   | 9,501                         | 9,389                  | 11,014            | 11,278             | 9,311                | 6,698            | 7,663                   | 7,808              | 10,861                       | 8,624                | 10,607                     | 5,251             | 5,427                     | 5,445              | 7,917               | 22,934                                       | 149,728    |
| <b>Operating Income (Loss)</b>                             | 4,676                         | 2,957                  | 2,166             | 4,683              | 2,415                | 402              | 640                     | 188                | 5,486                        | 2,801                | 5,517                      | (2,021)           | (1,026)                   | (2,211)            | 5,104               | (22,888)                                     | 8,889      |
| <b>Interest Income</b>                                     | 16                            | 9                      | 13                | 6                  | 23                   | 14               | 12                      | 7                  | 22                           | 15                   | 4                          | 3                 | 4                         | 3                  | 10                  | 1  | 162        |
| <b>Interest Expense</b>                                    | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | (133)  | (133)      |
| <b>Income (Loss) before Provision<br/>for Income Taxes</b> | 4,692                         | 2,966                  | 2,179             | 4,689              | 2,438                | 416              | 652                     | 195                | 5,508                        | 2,816                | 5,521                      | (2,018)           | (1,022)                   | (2,208)            | 5,114               | (23,020)                                     | 8,918      |
| <b>Provision for Income Taxes</b>                          | -                             | -                      | -                 | -                  | -                    | -                | -                       | -                  | -                            | -                    | -                          | -                 | -                         | -                  | -                   | 3,651  | 3,651      |
| <b>Net Income Available to<br/>Common Shareholders</b>     | \$ 4,692                      | \$ 2,966               | \$ 2,179          | \$ 4,689           | \$ 2,438             | \$ 416           | \$ 652                  | \$ 195             | \$ 5,508                     | \$ 2,816             | \$ 5,521                   | \$ (2,018)        | \$ (1,022)                | \$ (2,208)         | \$ 5,114            | \$ (26,671)                                  | \$ 5,267   |

# Concorde Career Colleges, Inc.

## Notes to Supplemental Information

December 31, 2012

### Basis of Presentation

#### Organization

The supplemental schedules present separately the accounts of the Company's resident campuses that participate in Title IV student financial aid programs and were in operation at December 31, 2012 (The Active Resident Campuses).

A listing of all campuses by status, location and ownership, with the Federal Employer Identification Number, is below. The Company has designated campuses that offer degree granting programs "Concorde Career College"; where allowed by State regulation. The remaining Campuses are designated as "Concorde Career Institute." The Company's 15 Campuses are located in the following cities:

| <b>Concorde Career College</b>   | <b>Concorde Career Institute</b>  |
|--|---|
| North Hollywood, California<br>Garden Grove, California<br>San Bernardino, California<br>San Diego, California<br>Denver, Colorado<br>Kansas City, Missouri<br>Memphis, Tennessee<br>Dallas, Texas<br>San Antonio, Texas<br>Portland, Oregon | Miramar, Florida<br>Jacksonville, Florida<br>Tampa, Florida<br>Arlington, Texas<br>Orlando, Florida |

#### Active Resident Campus Status

|  |            |  |            |
|--|------------|--|------------|
| Concorde Career Colleges, Inc.<br>Divisions: Kansas City, MO<br>(formerly Overland Park, KS)<br><br>Aurora, CO / Dallas, TX<br>Memphis, TN<br>Arlington, TX<br>San Antonio, TX | 43-1440321 | Colleges of Dental & Medical Assistants, Inc.<br>(A Subsidiary of Concorde Career Colleges, Inc.)<br><br>North Hollywood, CA                                   | 95-2052920 |
| United Health Careers Institute, Inc.<br>(A Subsidiary of Concorde Career Colleges, Inc.)<br>San Bernardino, CA  | 95-2479385 | Concorde Careers – Florida, Inc.<br>(A Subsidiary of Concorde Career Colleges, Inc.)<br>Divisions: Tampa, FL<br>Jacksonville, FL<br>Miramar, FL<br>Orlando, FL | 36-3607546 |
| Southern California College of Medical & Dental Assistants, Inc.<br><br>(A Subsidiary of Concorde Career Colleges, Inc.)<br>Divisions: San Diego, CA<br>Garden Grove, CA       | 95-2659633 | Computer Career Institute, Inc.<br>(A Subsidiary of Concorde Career Colleges, Inc.)<br><br>Portland, OR  | 93-0554233 |

#### Home Office and Other

|  |            |   |            |
|--|------------|---|------------|
| Concorde Career Colleges, Inc.   | 43-1440321 | Career Assistance, Inc.<br>(A Subsidiary of Concorde Career Colleges, Inc.) | 43-1719974 |
| Concorde Career Institute, Inc.<br>(Florida Corporation)<br>(A Subsidiary of Concorde Career Colleges, Inc.)<br>Boca Raton, FL | 43-1555483 |   |            |

## **Related Party Transactions**

The Company participates in the Student Financial Aid (SFA) under the Title IV programs administered by the U.S. Department of Education pursuant to the Higher Education Act of 1965, as amended (HEA). The Company must comply with the regulations promulgated under the HEA. Those regulations require that all related party transactions be disclosed, regardless of their materiality to the financial statements. During the year ended December 31, 2012, the Company paid management fees totaling \$600,000 to its parent company, Liberty Partners. At December 31, 2012, the College had accounts receivable and payable due to/from an affiliate of its parent company in the amounts of \$190,000 and \$150,000, respectively.

This information is required by the U.S. Department of Education and is presented for purposes of additional analysis and is not a required part of the basic consolidated financial statements.

## **Title IV 90/10 Revenue Test**

The Company derives a substantial portion of its revenues from Student Financial Aid (SFA) received by its students under the Title IV programs administered by the U.S. Department of Education pursuant to the Higher Education Act of 1965, as amended (HEA). To continue to participate in the SFA programs, the Company must comply with the regulations promulgated under the HEA. The regulations restrict the proportion of cash receipts for tuition and fees from eligible programs to not more than 90 percent from the Title IV programs. The failure of the Company to meet the 90 percent limitation will result in the loss of the Company's ability to participate in SFA programs. For the year ended December 31, 2012, the Company received approximately \$130,440,000 of Title IV funds with total eligible cash receipts of approximately \$169,980,000 resulting in a percentage of 77%. This information is required by the U.S. Department of Education and is presented for purposes of additional analysis and is not a required part of the basic consolidated financial statements.

**Concorde Career Colleges, Inc.**  
**Title IV 90/10 Revenue Test**  
**December 31, 2012**

| Item                                     | Arlington  |                      | Aurora / Dallas  |                      | Garden Grove     |                      | Jacksonville / Orlando |                      |
|--|--|----------------------|------------------|----------------------|------------------|----------------------|------------------------|----------------------|
|  | Amount Disbursed   | Adjusted Amount      | Amount Disbursed | Adjusted Amount      | Amount Disbursed | Adjusted Amount      | Amount Disbursed       | Adjusted Amount      |
| <b>Adjusted Student Title IV Revenue</b> |  |                      |                  |                      |                  |                      |                        |                      |
| 7  | \$ 3,127,363   | \$ 3,127,363         | \$ 4,565,248     | \$ 4,565,248         | \$ 4,544,808     | \$ 4,544,808         | \$ 3,029,639           | \$ 3,029,639         |
| 8  | 3,865,245  | 3,865,245            | 5,544,614        | 5,544,614            | 4,625,177        | 4,625,177            | 4,075,032              | 4,075,032            |
| 9  | 3,266,500  | 3,266,500            | 4,377,138        | 4,377,138            | 3,304,899        | 3,304,899            | 3,589,697              | 3,589,697            |
| 10                                       | FSEOG 95,950   | 95,950               | 122,260          | 122,260              | 113,150          | 113,150              | 135,907                | 135,907              |
| 11                                       | Federal Work Study Applied to Tuition and Fees   | - (227,694)          | -                | (414,085)            | -                | (171,454)            | -                      | (633,644)            |
| 17                                       | <b>Student Title IV Revenue</b>  | 10,127,364           |                  | 14,195,175           |                  | 12,416,580           |                        | 10,196,631           |
| 18                                       | Revenue Adjustment   | -                    |                  | -                    |                  | -                    |                        | -                    |
| 19                                       | <b>Total Adjusted Student Title IV Revenue</b>   | <u>\$ 10,127,364</u> |                  | <u>\$ 14,195,175</u> |                  | <u>\$ 12,416,580</u> |                        | <u>\$ 10,196,631</u> |
| <b>Student Non-Title IV Revenue</b>      |  |                      |                  |                      |                  |                      |                        |                      |
| 2  | Grant Funds for the student from non-Federal public agencies or private sources independent of the institution.  | 78,463               |                  | 431,485              |                  | 315,816              |                        | 406,276              |
| 3  | Funds provided for the student under contractual arrangement with a federal, state or local government agency for the purpose of providing job training to low-income individuals.     | 437,907              |                  | 1,171,287            |                  | 550,768              |                        | 1,050,946            |
| 4  | Funds used by a student from savings plans for educational expenses established by or on behalf of the student that qualify for special tax treatment under the Internal Revenue Code. | -                    |                  | -                    |                  | -                    |                        | -                    |
| 5  | Institutional scholarships disbursed to the student  | 12,300               |                  | 35,803               |                  | 26,357               |                        | 16,283               |
| 13                                       | Amount of Unsubsidized Loan over the pre-ECASLA  | -                    |                  | -                    |                  | -                    |                        | -                    |
| 14                                       | Student Payments   | 1,189,091            |                  | 2,225,004            |                  | 2,234,348            |                        | 1,039,605            |
| 20                                       | <b>Student Non-Title IV Revenue</b>  | <u>\$ 1,717,761</u>  |                  | <u>\$ 3,863,579</u>  |                  | <u>\$ 3,127,289</u>  |                        | <u>\$ 2,513,110</u>  |
| <b>Revenue from Other Sources</b>        |  |                      |                  |                      |                  |                      |                        |                      |
| 21                                       | Activities conducted by the institution that are necessary for education and training.   | -                    |                  | 10,436               |                  | -                    |                        | -                    |
| 22                                       | Funds paid to the institution by, or on behalf of, students for education and training in qualified non-Title IV eligible programs   | 182,906              |                  | 1,177,444            |                  | 1,486,139            |                        | 202,533              |
| 23                                       | The Net Present Value of institutional loans disbursed to students   | -                    |                  | -                    |                  | -                    |                        | -                    |
| 24                                       | <b>Revenue from Other Sources</b>  | <u>\$ 182,906</u>    |                  | <u>\$ 1,187,880</u>  |                  | <u>\$ 1,486,139</u>  |                        | <u>\$ 202,533</u>    |
|  | <b>90/10 Revenue Percentage</b>  | <b>84.2%</b>         |                  | <b>73.8%</b>         |                  | <b>72.9%</b>         |                        | <b>79.0%</b>         |



# Concorde Career Colleges, Inc.

## Title IV 90/10 Revenue Test

December 31, 2012

| Item                                     | Portland   |                 | San Bernardino      |                 | San Diego            |                 | Tampa               |                 | Total                |
|--|--|-----------------|---------------------|-----------------|----------------------|-----------------|---------------------|-----------------|----------------------|
|  | Amount Disbursed   | Adjusted Amount | Amount Disbursed    | Adjusted Amount | Amount Disbursed     | Adjusted Amount | Amount Disbursed    | Adjusted Amount |                      |
| <b>Adjusted Student Title IV Revenue</b> |  |                 |                     |                 |                      |                 |                     |                 |                      |
| 7  | \$ 3,067,427   | \$ 3,067,427    | \$ 4,204,155        | \$ 4,204,155    | \$ 2,981,672         | \$ 2,981,672    | \$ 1,599,623        | \$ 1,599,623    |                      |
| 8  | 3,544,864  | 3,544,864       | 4,352,997           | 4,352,997       | 3,544,537            | 3,544,537       | 1,999,130           | 1,999,130       |                      |
| 9  | 2,779,666  | 2,779,666       | 3,567,120           | 3,567,120       | 3,273,808            | 3,273,808       | 1,825,598           | 1,825,598       |                      |
| 10                                       | 148,675  | 148,675         | 183,873             | 183,873         | 120,359              | 120,359         | 44,930              | 44,930          |                      |
| 11                                       | -  | (520,858)       | -                   | (147,314)       | -                    | (734,258)       | -                   | (172,076)       | \$ (4,996,135)       |
| 17                                       | <b>Student Title IV Revenue</b>  |                 | 9,019,774           |                 | 12,160,831           |                 | 9,186,118           |                 | 5,297,205            |
|  | Revenue Adjustment   |                 | -                   |                 | -                    |                 | -                   |                 | -                    |
| 19                                       | <b>Total Adjusted Student Title IV Revenue</b>   |                 | <u>\$ 9,019,774</u> |                 | <u>\$ 12,160,831</u> |                 | <u>\$ 9,186,118</u> |                 | <u>\$ 5,297,205</u>  |
| <b>Student Non-Title IV Revenue</b>      |  |                 |                     |                 |                      |                 |                     |                 |                      |
|  | Grant Funds for the student from non-Federal public agencies or private sources independent of the institution.  |                 |                     |                 |                      |                 |                     |                 |                      |
|  | 532,943  |                 | 245,513             |                 | 707,700              |                 | 265,781             |                 |                      |
|  | Funds provided for the student under contractual arrangement with a federal, state, or local government agency for the purpose of providing job training to low-income individuals.    |                 |                     |                 |                      |                 |                     |                 |                      |
|  | 485,884  |                 | 473,912             |                 | 2,893,813            |                 | 284,247             |                 |                      |
|  | Funds used by a student from savings plans for educational expenses established by or on behalf of the student that qualify for special tax treatment under the Internal Revenue Code. |                 |                     |                 |                      |                 |                     |                 |                      |
|  | -  |                 | -                   |                 | -                    |                 | -                   |                 |                      |
|  | Institutional scholarships disbursed to the student  |                 |                     |                 |                      |                 |                     |                 |                      |
|  | 39,664   |                 | 6,616               |                 | 112,747              |                 | 31,919              |                 |                      |
| 13                                       | Amount of Unsubsidized Loan over the pre-ECASLA  |                 |                     |                 |                      |                 |                     |                 |                      |
|  | -  |                 | -                   |                 | -                    |                 | -                   |                 |                      |
| 14                                       | Student Payments   |                 |                     |                 |                      |                 |                     |                 |                      |
|  | 1,617,742  |                 | 1,465,143           |                 | 1,301,373            |                 | 510,673             |                 |                      |
| 20                                       | <b>Student Non-Title IV Revenue</b>  |                 | <u>\$ 2,676,233</u> |                 | <u>\$ 5,015,633</u>  |                 | <u>\$ 1,092,620</u> |                 | <u>\$ 31,477,260</u> |
| <b>Revenue from Other Sources</b>        |  |                 |                     |                 |                      |                 |                     |                 |                      |
| 21                                       | Activities conducted by the institution that are necessary for education and training.   |                 |                     |                 |                      |                 |                     |                 |                      |
|  | -  |                 | 13,182              |                 | -                    |                 | -                   |                 |                      |
| 22                                       | Funds paid to the institution by, or on behalf of, students for education and training in qualified non-Title IV eligible programs   |                 |                     |                 |                      |                 |                     |                 |                      |
|  | 529,677  |                 | 856,562             |                 | 717,970              |                 | 117,058             |                 |                      |
|  | -  |                 | -                   |                 | -                    |                 | -                   |                 | -                    |
| 23                                       | The Net Present Value of institutional loans disbursed to students   |                 |                     |                 |                      |                 |                     |                 |                      |
|  | -  |                 | -                   |                 | -                    |                 | -                   |                 | -                    |
| 24                                       | <b>Revenue from Other Sources</b>  |                 | <u>\$ 529,677</u>   |                 | <u>\$ 869,744</u>    |                 | <u>\$ 717,970</u>   |                 | <u>\$ 117,058</u>    |
|  | <b>90/10 Revenue Percentage</b>  |                 | <b>73.8%</b>        |                 | <b>79.9%</b>         |                 | <b>61.6%</b>        |                 | <b>81.4%</b>         |
|  |  |                 |                     |                 |                      |                 |                     |                 | <b>76.7%</b>         |

## Student Injuries

Students injured while attending school, participating in a school-supervised function, or in transit to or from supervised school activities are to report immediately to the instructor who will accompany the student to the Campus President.

If necessary, immediate emergency procedures will be implemented and a member of the staff or faculty will accompany the student, in the absence of a parent, guardian or spouse, to the appropriate medical facility.

## Transportation

Students needing transportation to and from the school should see the Admissions department regarding car-pooling and participation in the Ride-Share program.

## STUDENT COMPLAINT & GRIEVANCE PROCEDURE

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance regarding grades, instruction, or other topics related to their program of study, the following procedure is in effect:

- Students should make an appointment to discuss the matter with his or her instructor, if applicable. If not resolved...
- Students should make an appointment to discuss the matter with the Program Director. If not resolved...
- Students should make an appointment to discuss the matter with the Academic Dean.

If a student is unable to resolve a problem informally, a written grievance may be submitted to the Campus President. The procedure is as follows:

- The written grievance must be submitted to the Campus President. An Incident Report form is available for student use and may be obtained from the Campus President. An Incident Report is not required in submitting the written grievance.
- The Campus President will verify that the student made an attempt to resolve the concern informally with the instructor, Program Director, or Academic Dean.
- The student may challenge a decision by submitting a written request to hold a Grievance Meeting.
- The Campus President will call a Grievance Committee meeting within three business days of receipt of the written grievance. The committee will be composed of the Campus President, appropriate department heads, and any other individuals whose participation is warranted by the circumstances of the particular concern.
- All persons involved with the incident must be present at the time of the meeting. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
- The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated within two business days.
- Request for further consideration: Any student has the right to report any apparent inconsistencies with the application of the Student Complaint & Grievance Procedure policy outlined in the college catalog. This report must be completed in the form of a written request submitted to the Vice President of Student Affairs. The report must include any documentation and communication regarding the complaint and must describe how the procedure was inconsistent with the college catalog. The decision is final and binding. It will be communicated through written correspondence.

## State of Missouri Procedure

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at:

<http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>.

This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

## Accrediting Commission Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response.

The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

## Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org

A copy of the Commission's Complaint Form is available at the campus and may be obtained by contacting the Campus President.

## Respiratory Therapy Procedure

A student in the Respiratory Care program may direct unresolved complaints to:

### Commission on Accreditation for Respiratory Care

1248 Harwood Rd., Bedford, TX 76021

(817) 283-2835

## Physical Therapist Assistant Procedure

A student in the Physical Therapist Assistant program may direct an unresolved complaint to:

### Commission on Accreditation in Physical Therapist Assistant

1111 North Fairfax St.

Alexandria, VA 22134

(703) 706-3245

## IMPORTANT INFORMATION

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the course content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum to this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein.

## Veterans and Non-Veterans Edition

In accordance with requirements of DVR Circular 20-76-84, Appendix P, this is to certify this school catalog is true and correct in content and policy.

## STUDENT GUIDANCE & ADVISING

The Concorde staff makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional counseling will be referred to the appropriate agencies.

Assistance is available for students who require individual tutoring in order to raise their grades to a passing level. Students who simply wish to further enhance their own clinical or theoretical knowledge may also take advantage of this service. Students should contact their instructor, Program Director, or Academic Dean for further details.

**COORDINATING BOARD FOR HIGHER EDUCATION  
P.O. Box 1469, Jefferson City, MO 65102**

**ACTION ON PROPRIETARY SCHOOL APPLICATION**

The decision of the Coordinating Board for Higher Education on the application of:

**Concorde Career College  
3239 Broadway  
Kansas City, MO 64111**

for certification to operate pursuant to the provisions of Sections 173.600 through 173.619, RSMo is as follows:



The application for certification to operate is approved. A certificate of approval to operate for the period of July 1, 2013 through June 30, 2014 will be issued in the name of the above school upon remittance of a certification fee, as specified below, payable to the order of the state of Missouri; a security deposit in the minimum amount specified below; and other requirements as specified on this form or the accompanying cover letter.

\$5,000.00 Required certification fee

\$100,000.00 Required minimum security deposit

Failure to remit within 30 days of receipt of this notice may result in denial of certification to operate. **MAIL TO THE ATTENTION OF PROPRIETARY CERTIFICATION.**



The application for certification to operate is denied. (Denial of certification of approval to operate may be appealed to the Administrative Hearing Commission.) The reason(s) for denial of certification are stated below. The school is instructed to cease operations in accordance with the schedule and conditions specified in the attached letter.

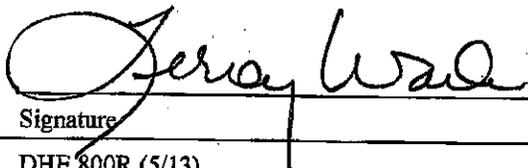
---

---

---

---

Coordinating Board for Higher Education

  
Signature

5/30/13  
Date

UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202  
September 2012

Concorde Career College  
023616  
3239 Broadway  
11.8  
Kansas City, MO 64111-2407  
NL01

OPE ID:  
FY 2010 Cohort Default Rate:

RE: FY 2010 Official Cohort Default Rate Notification Letter

Dear President:

This letter officially notifies you of your school's fiscal year (FY) 2010 cohort default rate based on Federal Family Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program loans made to students for attendance at your school. Your school's FY 2010 cohort default rate is shown above. Please note that even if your school is no longer participating in the student loan program(s), federal law requires the U.S. Department of Education (Department) to notify your school of its cohort default rate.

Since the Department is no longer mailing hardcopies of the cohort default rate notification letters to any schools, please refer to <http://www.ed.gov/offices/OSFAP/defaultmanagement/ecdr.html> for a description of the other files that the Department transmitted to you along with this letter.

WHAT FORMULA DID THE DEPARTMENT USE TO CALCULATE MY SCHOOL'S RATE?

The Department uses one of three methods for calculation of cohort default rates:

1. Official non-average rate for schools with 30 or more borrowers entering repayment,
2. Official average rate for schools with 29 or fewer borrowers entering repayment, and
3. Unofficial rate for schools with 29 or fewer borrowers entering repayment with less than three years of data.

For complete explanation of the three types of rates, please see Chapter 2.1 of the Cohort Default Rate Guide, How the Rates are Calculated, available at <http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart2.html>.

WHAT TYPES OF LOANS DID THE DEPARTMENT INCLUDE IN MY SCHOOL'S RATE CALCULATION?

The Department included three types of loans in your school's cohort default rate calculation:

- 1) Federal Stafford Subsidized and Federal Stafford Unsubsidized Loans
- 2) Federal Direct Subsidized and Federal Direct Unsubsidized Loans
- 3) Federal Supplemental Loans for Students (Federal SLS Loans). Although rare, it is possible for Federal SLS loans to be included in your school's cohort default rate calculation.

WHAT LOAN RECORD DETAIL REPORT (LRDR) ACCOMPANIES THIS NOTIFICATION LETTER?

If your school's FY 2010 official cohort default rate is a non-averaged rate, the LRDR that accompanies this letter reflects all loans that went into repayment during FY 2010. If your school's FY 2010 official cohort default rate is an averaged rate, the LRDR that accompanies this letter reflects all loans that went into repayment during FY 2010, FY 2009 and FY 2008.

Please note that if a technical problem caused by the Department results in an inability to access the data, schools have five business days from the receipt of the eCDR notification package to notify Operations Performance Division at the email address given below. All schools must meet the established submission timeframes for cohort default rate adjustments and appeals. The Department will not review adjustments and appeals that any school submits outside of the established timeframes.

For more information on how to read the loan record detail report, please refer to Chapter 2.3 of the Cohort Default Rate Guide, Reviewing the Loan Record Detail Report, available at <http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart2.html>.

WHAT SANCTIONS AND BENEFITS APPLY TO MY SCHOOL BASED ON THIS RATE?

According to the Higher Education Act of 1965 (HEA), as amended, the Higher Education Reconciliation Act of 2005 (HERA), Pub.L.109-71 and the Department's regulations, your school is not subject to any sanctions based on your school's FY 2010 cohort default rate. However, if your school's official FY 2010 cohort default rate is 25.0 percent or greater, the Department may provisionally certify your school when your school applies for recertification to participate in the Federal Student Aid Programs. For more information about provisional certification, please refer to 34 C.F.R.

Section 668.16(m)(1) and (2)(i) or contact the School Participation Management Division at 202-377-3173.

If your school's most recent official cohort default rate is less than 5.0 percent and your school is an eligible home institution that certifies/originates a loan to cover the cost of attendance in a study abroad program, your school is eligible for this benefit. Your school may disburse/deliver loan proceeds in a single installment and may choose to release loan proceeds to first-year, first-time borrowers prior to 30 calendar days after the first day of the borrower's program of study. Once your school receives notice from the Department that your school's official cohort default rate is 5.0 percent or greater, this benefit will end within 30 calendar days of the notification.

Institutions with a cohort default rate of less than 15 percent for each of the three most recent fiscal years for which data are available, including eligible foreign institutions, may disburse, in a single installment, loans that are made for one semester, one trimester, one quarter, or a four-month period. Such an institution is also no longer required to delay the delivery or disbursement of the first disbursement of a loan for 30 days for first-time, first-year undergraduate borrowers.

Once your school receives notice from the Department that your school's official cohort default rate is 15.0 percent or greater, this benefit will end within 30 calendar days of the notification.

For more information on the sanctions and the benefits associated with official cohort default rates, please refer to Chapter 2.4 of the Cohort Default Rate Guide, Cohort Default Rate Effects, available at <http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart2.html>.

WHY DOES THIS LETTER SAY THAT MY SCHOOL IS NOT SUBJECT TO SANCTIONS BUT MY RATES EXCEED THE SANCTION THRESHOLD?

If your school has official FY 2010, FY 2009, and FY 2008 cohort default rates that are 25.0 percent or greater or your school has an official FY 2010 cohort default rate that is greater than 40.0 percent, your school is NOT subject to the loss of FFEL Program, Direct Loan Program, and/or Federal Pell Grant Program eligibility because your school met one or more of the following criteria:

|                                  |                        |
|----------------------------------|------------------------|
| -----                            | -----                  |
| FY 2010, FY 2009, FY 2008 Cohort | FY 2010 Cohort Default |
| Default Rates >= 25.0%           | Rate > 40.0%           |
| -----                            | -----                  |

|At least two of your schools three most |Your schools FY 2010 cohort |  
|recent cohort default rates are official |default rate is an official  
|average cohort default rates and would be |averaged cohort default  
rate. |  
|less than 25.0 percent if the Department |  
|had calculated the rate using the data for |  
|that cohort fiscal year alone. |

-----|-----  
|Thirty or fewer borrowers entered into repayment during your schools |  
|three most recent official cohort default rates. |

-----|-----  
|Your school submitted a successful participation rate index  
|challenge/appeal based on your schools draft FY 2010 cohort default |  
|rate, official FY 2009 cohort default rate, or official FY 2008  
|cohort default rate. |

-----|-----  
|Your school entered into a settlement agreement with the U.S.  
|Department of Education that supersedes any sanctions the Department  
|would apply based on cohort default rate calculations. |

-----|-----  
**WHAT RIGHTS DOES MY SCHOOL HAVE TO APPEAL THIS RATE  
INFORMATION?**

Based on your school's FY 2010 cohort default rate, your school may be eligible to submit the following adjustments/appeals:

Uncorrected Data Adjustment  
<http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart4.html>

Loan Servicing Appeal  
<http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart4.html>

New Data Adjustment  
<http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart4.html>

Averaged Rates Appeal  
<http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart4.html>

Thirty-or-fewer Borrowers Appeal

<http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart4.html>

Erroneous Data Appeal

<http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart4.html>

All Uncorrected Data Adjustments and New Data Adjustments must be made through the eCDR Appeals application. The Averaged Rates Appeal and Thirty-

or-fewer Borrowers Appeal will continue to be submitted via hard copy. The eCDR Appeals application, as it is known, allows schools to electronically submit certain challenge/ adjustment requests during the specified timeframes and allows data managers (guaranty agency or Federal Loan Servicer) and Federal Student Aid (FSA) personnel to electronically view and respond to these challenge/adjustment requests. The application tracks the entire life cycle of each request from the time the case is submitted until the time a decision is made and the case is closed.

School users will now have access to a table listing all adjustments for which a data manager has requested additional information. This table will be included in the school's Current Status Report, available by selecting the Report tab.

It has come to FSA's attention that a number of schools are challenging data in the school's cohort default rate based on an incorrect understanding of the cohort default rate calculation. This results in an unnecessary increase in the workload for the schools, data managers, and FSA. The following are some scenarios that have been noted, along with an explanation of why these allegations are considered invalid based on the current logic for the cohort default rate calculation.

1.School requests that borrower be removed from numerator as borrower defaulted, then paid the loan in full (either through consolidation or another method). Borrower will continue to be counted as a defaulted borrower for cohort default rate purposes. Current regulations only allow for a defaulted loan to be removed from default for cohort default rate purposes if the borrower successfully rehabilitated the loan within the cohort period, or, for FFELs held by a guaranty agency, if the lender repurchased the loan due to the claim being submitted or paid in error. See 34 CFR Sections 668.183(c)(2) and 668.202(c)(2).

2.School alleges that borrower be removed from numerator due to an incorrect date entered repayment that is resulting in the default date for the borrower being less than 360 days from the corrected date entered repayment. This allegation type applies to Direct Loans or loans that were PUT to the Department only, since FFELs held by a guaranty agency use the claim paid date as the default date, not the 360th day of delinquency. If a data manager agrees to correct the date entered repayment, they will update the default date to the 360th day of delinquency based on the new date entered repayment. However, if the updated date entered repayment and default date still fall within the cohort period, the borrower will continue to be counted in both the numerator/denominator. If the updated

date entered repayment causes the updated default date to fall outside of the cohort period, borrower will be removed from the numerator only. If the updated date entered repayment falls outside of the cohort period, borrower will be removed from both the numerator/denominator.

3. Borrower is included in more than one cohort year. This may be correct, based upon the situation. If the borrower had a break in enrollment of greater than six months, then the borrower will enter repayment on the loans from the first period of enrollment six months and one day after the borrower's last date of attendance (LDA) or less than half-time date (LTHT), then will receive another six month grace period based on the LDA or LTHT date of the second period of enrollment. This may result in the borrower being included in more than one cohort year. If the borrower's break in enrollment was less than six months, this is considered continuous enrollment and the borrower should be in only one cohort year.

4. School was involved in a change of affiliation/merger and has borrowers counted more than once in the cohort default rate. A borrower may be counted more than once in the school's cohort default rate if the borrower had loans certified under two or more of the OPE-IDs that were involved in the change of affiliation/merger. Please see page 2.5-2 of the CDR Guide.

If a school has any questions regarding the cohort default rate calculation, Chapter 2.1 of the CDR Guide includes a thorough explanation of how the rates are calculated. Additionally, a school involved in a change of affiliation/merger should read Chapter 2.5 of the CDR Guide for an explanation of how the change of affiliation/merger will affect the cohort default rates of all of the schools involved.

WHAT TOOLS AND INFORMATION ARE AVAILABLE TO HELP MONITOR AND MANAGE MY SCHOOL'S COHORT DEFAULT RATE?

| Tools Information                   | Description  | Contact Information                             |
|-------------------------------------|--|---|
| Cohort Default Rate Guide           | <a href="http://www.ifap.ed.gov/DefaultManagement/finalcdrg.html">http://www.ifap.ed.gov/DefaultManagement/finalcdrg.html</a> . Reference tool designed by U.S. Dept of Education to help schools understand cohort default rates and various challenge/appeal/adjustment processes. Original hardcopy mailed with FY 1999 notification letter. The electronic version was revised January 2012 and may be found online. | May be printed from CDR Guide Link              |
| Default Prevention and Mgmt Website | <a href="http://ifap.ed.gov/DefaultManagement/DefaultManagement.html">http://ifap.ed.gov/DefaultManagement/DefaultManagement.html</a> . Contains valuable information for schools, guaranty agencies and borrowers. Contains link for eCDR process, including enrollment procedures and downloading instructions.  | Operations Performance Division<br>202-377-4259 |

|   |   |   |
|---|---|---|
| eCDR Appeals                              | <p>Electronic Cohort Default Rate Appeals Process</p> <p>eCDR Appeals facilitates the exchange of information between parties for three of the challenge/adjustment processes: Incorrect Data Challenge (IDC), Uncorrected Data Adjustments (UDA), and New Data Adjustments (NDA). The application allows schools to electronically submit these challenges and adjustment requests during a cohort default rate cycle, and allows data managers (guaranty agency or Direct Loan Servicer) and Federal Student Aid (FSA) personnel to electronically view and respond to challenges and adjustment requests. The application tracks the entire life cycle of each challenge/adjustment request from the time the case is submitted until the time a decision is made and the case is closed.</p> <p>All users must complete the registration process to gain access to eCDR Appeals. The eCDR Appeals homepage contains a link to the Registration and User Account Guide, which gives step-by-step instructions for registration. Links to the User Guides for the three processes can also be found here, as well as a link to the Cohort Default Rate Guide.</p> | <p>Operations Performance Division</p> <p>202-377-4259</p>                          |
| Late Stage Delinquency Assistance (LSDA)  | <p>Process whereby schools work in collaboration with servicers or guarantors to identify and provide counseling to borrowers more than 240 days late on loan repayment. For Direct Loan schools, the website <a href="https://www.myedaccount.com/">https://www.myedaccount.com/</a> identifies borrowers whose impending default will impact the school's cohort default rate.</p>  | <p>Direct Loan Servicer</p> <p>888-877-7658 (can guide you through the process)</p> |
| National Student Loan Data System (NLSDS) | <p><a href="https://www.nlsdsfap.ed.gov">https://www.nlsdsfap.ed.gov</a>. Offers schools the opportunity to request reports in extract or preformatted formats that can be retrieved through the Students Aid Internet Gateway (SAIG) account associated with the NLSDS User Id that requested the report. Listed below are some reports NLSDS offers.</p>  | <p>NLSDS Customer Service at (800) 999-8219</p>                                     |
| Report name                               | Brief Description of the NLSDS Reports  |   |
| DRC035                                    | School CDR Rate History Report provides school with a copy of the Loan Record Detail Report that lists students in default/repayment during the cohort period indicated.  |   |
|   | Enrollment Reporting Summary Report provides school users   |   |

|                  |   |
|------------------|---|
| SCHER1           | with the chronology of enrollment reporting events.   |
| DER001           | Date Entered Repayment Report provides school users with a list of student borrowers with loan history who are scheduled to go into repayment during a specified date range.                            |
| DRC015<br>DRC016 | School Repayment Information Loan Detail provides school users with the current repayment status of certain borrowers in FFEL/DL loan programs who attended a school during a specific period.          |
| SCH01B           | Exit Counseling Report provides school users with exit counseling information on students who attended the requesting school and whose anticipated completion dates fall within a specified date range. |
| DELQ01           | The Delinquent Borrower Report (DELQ01) provides School users a report of borrowers who have been reported as delinquent in making loan payments to one of the federal loan servicers.                  |
| SCHPR1           | The School Portfolio Report (SCHPR1) provides ED users with information about all Direct Loan and/or FFEL program loans for a specified school.   |

Additional tools and information may be found in Chapter 3.2 of the Cohort Default Rate Guide, Monitoring Loan Repayment Status Year-Round, available at <http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart3.html>.

If you have any questions about this letter that are not answered in the Cohort Default Rate Guide, please contact Operations Performance Division via email at [FSA.Schools.Default.Management@ed.gov](mailto:FSA.Schools.Default.Management@ed.gov) or via phone at (202) 377-4259.

Please be sure to include your Office of Postsecondary Education Identification Number (OPE ID) on all correspondence, as shown on page one of this letter.

Sincerely,

Katrina Turner  
 Director  
 Operations Performance Management Services  
 Business Operations

#### Enclosures

Note: The Higher Education Opportunity Act (HEOA) enacted on August 8, 2008 made a number of changes to the Federal Student Aid Programs including timeframes for the calculations of FFEL/DL Cohort Default Rates. On October 28, 2009, the Department published in the Federal Register the regulations

that will govern the calculation of default rates beginning with the FY 2009 cohort year. Under the new provisions, an institution's Cohort Default Rate is calculated as the percentage of borrowers in the cohort who default before the end of the second fiscal year following the fiscal year in which the borrowers entered repayment.

The Department issued the FY 2009 draft 3-Year cohort default rate in February. Starting this year a standard 2-Year cohort default rate will continue to be published along with the 3-Year rates until 2013. Beginning with the FY 2011 cohort default rate in September 2014, 3-Year rates will be the only official rate and schools will be subject to benefits and sanction based solely on these rates.

OPEID: 023616  
School Name: Concorde Career College  
City and State: Kansas City, MO 64111-2407

The Department's records indicate the following with regard to your school's loan program participation:

CERTIFIED FFEL

CERTIFIED DIRECT LOAN

Based on borrower participation in the FFEL Program and/or Direct Loan Program at your school, here are the FY 2010, FY 2009 and FY 2008 official cohort default rates on record for your school:

FiscalYear 2010

- (1) Number of borrowers entering repayment: 810
- (2) Number of borrowers who entered repayment and defaulted: 96
- (3) Official Cohort Default Rate: 11.8%
- (4) Rate Type: DU

Fiscal Year 2009

- (1) Number of borrowers entering repayment: 694
- (2) Number of borrowers who entered repayment and defaulted: 90
- (3) Official Cohort Default Rate: 12.9%
- (4) Rate Type: FL

Fiscal Year 2008

- (1) Number of borrowers entering repayment: 598
- (2) Number of borrowers who entered repayment and defaulted: 41
- (3) Official Cohort Default Rate: 6.8%
- (4) Rate Type: FL

The rate type indicates the category of loans that the Department included in your school's cohort default rate:

FL-FFEL Program loans only

DL-Direct Loan Program loans only

DU- both FFEL Program and Direct Loan Program loans

For additional information on the methodology that the Department uses to calculate cohort default rates, please refer to the Chapter 2.1 of the Cohort Default Rate Guide, How the Rates are Calculated, available at <http://ifap.ed.gov/DefaultManagement/guide/CDRGuidePart2.html>.



### Concorde Career Colleges

3239 Broadway, Kansas City, Missouri 64111-2407

**General information:** (816) 531-5223  
**Website:** [www.concorde.edu](http://www.concorde.edu)  
**Type:** 2-year, Private for-profit  
**Awards offered:** Less than one year certificate  
 One but less than two years certificate  
 Associate's degree  
 Two but less than 4 years certificate  
**Campus setting:** City, Large  
**Campus housing:** No  
**Student population:** 735 (all undergraduate)  
**Student-to-faculty ratio:** 17 to 1



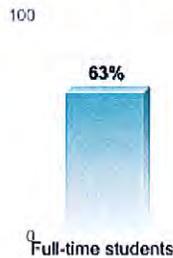
IPEDS ID: 155283  
 OPE ID: 02361600

- [+ GENERAL INFORMATION](#)
- [+ TUITION, FEES, AND ESTIMATED STUDENT EXPENSES](#)
- [+ FINANCIAL AID](#)
- [+ NET PRICE](#)
- [+ ENROLLMENT](#)
- [+ ADMISSIONS](#)
- [- RETENTION AND GRADUATION RATES](#)

#### FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

#### RETENTION RATES FOR FIRST-TIME STUDENTS



Percentage of Students Who Began Their Studies in Fall 2010 and Returned in Fall 2011

#### OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

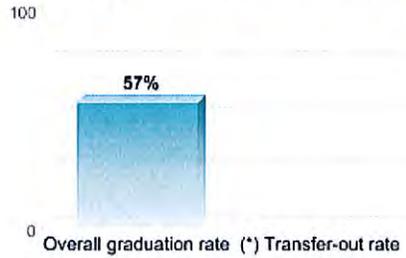
The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

#### OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2008-09

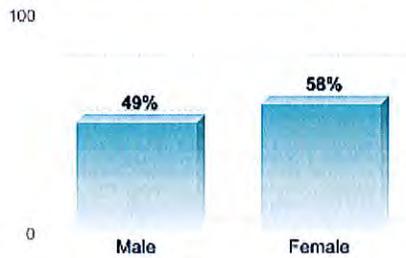
**OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2008-09**



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

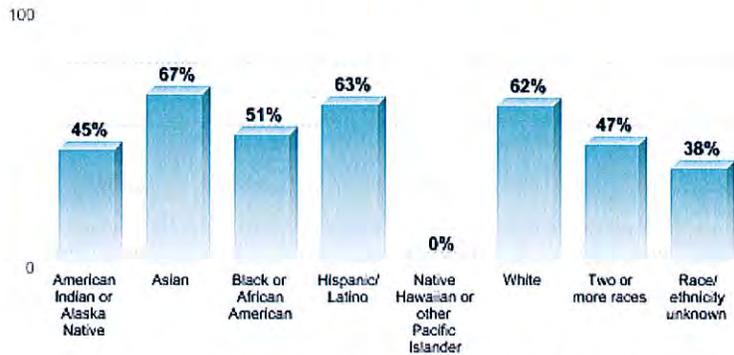
■ (\*) Not all institutions report transfer-out rates.

**OVERALL GRADUATION RATE BY GENDER**



Percentage of Full-time, First-time Students Who Began Their Studies in 2008-09 and Graduated Within 150% of "Normal Time" to Completion for Their Program

**OVERALL GRADUATION RATE BY RACE/ETHNICITY**

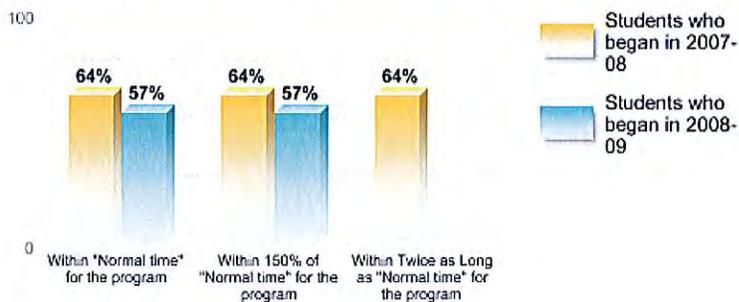


Percentage of Full-time, First-time Students Who Began Their Studies in 2008-09 and Graduated Within 150% of "Normal Time" to Completion for Their Program

**GRADUATION RATES BY TIME TO COMPLETION**

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2-year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2-year program).

**GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2007-08 OR 2008-09, BY TIME TO COMPLETION**



**GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2007-08 OR 2008-09, BY TIME TO COMPLETION**  
Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time

- ⊕ PROGRAMS/MAJORS
- ⊕ VARSITY ATHLETIC TEAMS
- ⊕ ACCREDITATION
- ⊕ CAMPUS SECURITY
- ⊕ COHORT DEFAULT RATES

[English](#) | [Español](#) | [About](#) | [Search Plug-in](#)

[College Navigator Home](#) | [College Costs](#) | [Prepare](#) | [Financial Aid](#) | [Careers](#)

---

National Center for Education Statistics - <http://nces.ed.gov>  
U.S. Department of Education



**School Information**

History of the School ..... 2  
 Location ..... 2  
 Our Mission Statement..... 2  
 Governing Body ..... 2  
 Accreditations, Approvals, and Memberships ..... 2  
 Campus Facilities ..... 2-3  
 Equipment ..... 3

**Programs of Study**

Dental Assistant ..... 4  
 Dental Hygiene..... 5  
 Health Information Technology ..... 5-6  
 Medical Assistant ..... 6-7  
 Medical Office Administration ..... 7  
 Nursing ..... 7-8  
 Physical Therapist Assistant ..... 8  
 Practical Nursing ..... 9  
 Respiratory Therapy ..... 9-10  
 Supragingival Scaling for the Dental Assistant ..... 10  
 Online General Education Courses..... 11  
 Course Descriptions..... 31-36

**Admissions**

Criminal Background Check ..... 12  
 Drug Testing ..... 12  
 Entrance Requirements ..... 12  
 Enrollment Procedure ..... 12  
 Entrance Test Requirements ..... 12-13  
 Readmission ..... 13-14  
 Credit for Previous Training ..... 14  
 Statement of Non-Discrimination ..... 14

**Financial Information**

Cancellation and Refund Provisions ..... 15  
 Financial Aid Office ..... 15  
 Financial Aid ..... 15-16  
 Education Costs ..... 16 & Addendum  
 Return of Title IV Refunds Policy..... 16  
 Refund Procedures for Non-Title IV Financial Assistance ..... 16

**Student Information/Affairs**

Annual Security Report ..... 17  
 Canceled Class Policy ..... 17  
 Graduate Employment ..... 17  
 Drug and Alcohol Abuse Policy..... 17-18  
 Health Requirements..... 18  
 General Information ..... 18-19

|                                |                             |
|--------------------------------|-----------------------------|
| Accessibility for Disabilities | Campus Telephones           |
| Cellular Phones                | Community Activities        |
| Customized Training            | Day Care Services           |
| Eating & Smoking               | Emergency Telephone Numbers |
| Graduation Ceremonies          | Inclement Weather           |
| Insurance                      | Institutional Information   |
| Language of Instruction        | Dissemination               |
| Lost Books & Supplies          | Making Change               |
| Maximum Class Size             | Messages                    |
| Parking                        | Personal Belongings         |
| Personal Data Changes          | Pregnancy                   |

Refresher Training  
 Student Housing  
 Transportation

Student Affairs  
 Student Injuries

Student Complaint and Grievance Procedure ..... 19  
 Important Information ..... 19  
 Student Guidance and Advising..... 19

**Academic Information**

Clinical/Externship ..... 20  
 Clinical Rotations ..... 20  
 Criteria for Assessing Student Performance  
     While on Externship..... 20-21  
 Records on Hold ..... 21  
 Academic Units of Credit ..... 21  
 Financial Aid Units of Credit..... 21  
 Student Records ..... 21  
 Dress Code ..... 21  
 Probation or Warning..... 21  
 Measure of Program Duration..... 21  
 Notice Concerning Transferability of  
     Units and Degrees Earned at Concorde..... 21  
 Termination Policy ..... 22  
 Program Changes ..... 22  
 Program Monitoring ..... 22

**Academic Standards**

Leaves of Absence ..... 23  
 Tardy & Leave Early Policy ..... 23  
 Attendance Policy ..... 23-24  
 Campus Violence Policy..... 24-25  
 Conduct ..... 25  
 Graduation Requirements ..... 25  
 Family Educational Rights and Privacy Act..... 25-26  
 No Discrimination or Harassment Policy..... 26  
 Students with Disabilities Policy..... 26-27  
 Official Letter Grading Scale ..... 27-29  
 Satisfactory Academic Progress Policy ..... 29  
 Copyright Infringement ..... 29-30  
 Outside Classroom Work ..... 30  
 Scholastic Honesty ..... 30

**Addendum**

Staff and Faculty ..... Insert  
 Academic Calendar ..... Insert  
 School Holidays & Breaks ..... Insert  
 Education Costs ..... Insert

*Note: We have included photographs in this catalog of various Concorde facilities throughout the nation. Not all the photographs are from a single campus.*

## HISTORY OF THE SCHOOL

The school was founded in September 1983 as a branch of the Kansas City College of Medical and Dental Careers, Kansas City, Missouri. In 1986 the school became a free-standing, accredited institution offering courses in allied health. In May 1989 the school changed its name to Concorde Career Institute. On February 25, 1991, the school moved to its present, larger facility in order to offer a more centralized location for the geographic area served. The school was approved to offer some of its programs at the Associate degree level in November 1995. In May 2005 the name was changed to Concorde Career College. In May 2010 a branch location opened in San Antonio, Texas.

## LOCATION

Concorde Career College is located at 3239 Broadway, Kansas City, Missouri 64111. Additional classrooms and offices are located at 3217 Broadway.

## OUR MISSION STATEMENT

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experiences, and student-centered support.

This is Our Mission, our North Star, a guiding light that defines and illuminates the course to our future and for potential students, the path to a successful healthcare career. It defines our handshake with students and establishes the primacy of that covenant. We acknowledge their commitment, the financial and personal sacrifices they make to attend Concorde. We dedicate ourselves to making their sacrifices manageable, and we commit to truly preparing them for success in a gainful healthcare profession.

Our students have set very immediate goals for starting careers. The practical hands-on learning needed to attain their goals—this is foremost in their minds. We satisfy their expectations by modeling our faculty, facilities, equipment, and curriculum after the healthcare field they will enter.

We know that the ultimate judge of their preparation will be their future employers. Employers expect our students to have more than just knowledge and technical skills. They are looking for integrity, discipline, team play, and the drive that defines professionals, and we accept responsibility for modeling and instilling those values. We partner with employers to ensure our programs reflect real work expectations and settings through program advisory boards, externships, and clinical rotations. Once students have completed their training, we again call on our network of employer relationships to support students in securing a job in their chosen profession.

Throughout our students' preparation, we endeavor to meet the highest practicable standards and our faculty, equipment, and facilities reflect that commitment. We strive for superior outcomes in student satisfaction, program completion and, most importantly, career placement.

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

We are Concorde Career College and this is Our Mission.

### Values

The five core values at Concorde are:

**Integrity :: Respect for the Individual :: Customer Service :: Teamwork :: Achievement**

## GOVERNING BODY

Concorde Career Colleges, Inc. and its subsidiaries, 5800 Foxridge Drive, Suite 500, Mission, Kansas, is a national network of proprietary schools offering training in allied health occupations.

Corporate officers are listed in the catalog addendum.

## ACCREDITATIONS, APPROVALS & MEMBERSHIPS

### Institutional

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency.
- Approved to operate by the Missouri Coordinating Board for Higher Education.
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code for some programs.
- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- Approved by the Kansas Board of Dental Examiners to teach supragingival scaling and polishing.
- Approved by the Kansas Board of Regents.

### Programmatic

#### Dental Hygiene Program

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678.

#### Health Information Technology Program

The Health Information Technology program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

#### Nursing Programs

- The Missouri Board of Nursing has granted full approval to the Practical Nursing program.
- The Missouri Board of Nursing has granted initial approval to the Nursing program.

#### Physical Therapist Assistant Program

The Physical Therapist Assistant program at Concorde Career College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone 703-706-3245; email accreditation@apta.org; website: www.capteonline.org.

#### Respiratory Therapy Program

The Respiratory Therapy program, Kansas City, Missouri, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835.

## CAMPUS FACILITIES

The main building located at 3239 Broadway occupies approximately 13,000 usable square feet of space on two floors. There are classrooms including various laboratories, administrative offices, restrooms, and a student lounge. Additional classrooms and offices are located in the 3217 Broadway building.

Among the various laboratories and other facilities provided for students are:

**computer laboratories** equipped with word processing software, office management software, and equipment for self-paced keyboarding and typing instruction;

a **dental x-ray darkroom** equipped for the processing of dental x-rays;

a **dental laboratory** onsite and fully functional, equipped with four dental operatories, dental x-ray units, and teaching and x-ray mannequins;

two **medical laboratories** equipped with examining tables, privacy screens, autoclaves, phlebotomy equipment, microscopes, EKG machines, and biohazard equipment;

Information contained in this catalog is true and correct.



Jami Frazier—Campus President  
Concorde Career College :: Kansas City, MO



a **nursing skill laboratory** including hospital beds and simulated patient units; a **physical therapist assistant laboratory** treatment area including treatment tables, assessment tools, and medical supplies;

a **respiratory laboratory** equipped with therapeutic equipment;

the **occupational therapy laboratory** space replicates an apartment setting in order to have students practice various life skill functions;

a **learning resource center** (LRC) is located in the building at 3217 Broadway. The LRC provides a quiet area where students may refer to various publications, journals, technical manuals, and access to the Internet. The LRC is open and available for student use from 7:30 a.m. until 8:00 p.m. The LRC Coordinator's hours are posted outside of the Learning Resource Center entrance.

All Learning Resource Center materials must be checked out before being removed from the LRC. Students may check out books for a period of fourteen calendar days. Materials may be rechecked for an additional seven days if no reserve request is on file. Students may place a reserve on a book that is currently checked out by contacting the LRC Coordinator. Learning Resource Center materials should be returned to the Center on or before the due date. Students may not check out magazines or materials marked for reference purposes. Copies from non-circulating materials may be requested from the LRC Coordinator at five cents per page.

Students are financially liable for any Learning Resource Center materials checked out to them that are damaged or not returned. Students are placed on Records Hold until all Learning Resource Center materials are either returned or the replacement costs of any damaged or lost materials is paid.

a **student lounge** provides a designated smoking area outside and a nonsmoking student lounge on the second floor to accommodate all students. The student lounge includes vending machines and microwaves for student use.

## EQUIPMENT

Equipment and instruments are available to instruct students in the skills they will need in their chosen career. Concorde students acquire knowledge and technical skills through demonstrations, actual operation of equipment, and the practice of techniques. Among the major items of equipment available to Concorde students are the following:

### Dental Assistant Program

Completely equipped, fully functional dental operator with dental x-ray units, complete darkroom facilities, amalgamators, teaching and x-ray mannequins, dental lab rooms complete with lathes, model-trimmers, bench grinders, vibrators, sterilization equipment, hydrocolloid units, scutan (for fabrication of temporary crowns), dental chairs, and other miscellaneous teaching aids.

### Dental Hygiene Program

Students enrolled in the Dental Hygiene program have access to a completely equipped and functioning dental clinic. Included in the clinical facility are four radiography units, a panoramic x-ray unit, and fully equipped operatories. Students learn various technical skills in the lab before treating patients. Some special equipment included are lathes, model trimmers, intraoral cameras, both digital and traditional x-rays, autoclaves, and automatic processors. Mannequins are used for instrument skill and instruction. Personal computers with appropriate software are also incorporated for the benefit of the student.

### Health Information Technology Program

Computer labs have Microsoft Office installed and allow for Internet access. The College of St. Scholastica Center for Healthcare Innovation Academic Electronic Health Record and 3M Encoder is used for the electronic health record experience. Electronic coding and medical references include but not limited to Coding Clinic.

### Medical Assistant Program

This program has a laboratory stocked with medical test supplies and equipment such as stethoscopes, glucometers, sphygmomanometers, examination and treatment tables, autoclaves, electrocardiograph machines, centrifuges, microscopes, teaching mannequins, and other teaching aids.

### Medical Office Administration Program

This program has a fully equipped computer lab with industry-standard personal computers and software.

### Nursing Programs

Catheters, nasogastric tubes, needles, syringes, suction machine, K-pad, wheel chair, stethoscopes, sphygmomanometers, electronic thermometer, ophthalmoscope, otoscope, simulated patient units, hospital beds, teaching mannequins and models, drug cart, and other miscellaneous equipment.

### Physical Therapist Assistant Program

The lab simulates a rehabilitation clinic with tilt table, traction tables, mats, plinths, parallel bars, gait training stairs, and treadmills. Typical ambulatory and treatment items are provided to practice interactions with patients, as well as crutches, canes, walkers, wheelchairs, dumbbells, ankle/wrist weights, paraffin, TENS units, bolsters and wedges, pillows, and linens. An industrial work station,

as well as therapeutic strengthening and exercise equipment, are available in the lab for additional training.

### Respiratory Therapy Program

A comprehensive laboratory equipped with oxygen devices, aerosol/humidity devices, lung expansion devices (intermittent positive pressure breathing machines, incentive spirometers, continuous positive airway pressure machines), mechanical ventilators (respirators), airway maintenance devices (suction machines, intubation tools, artificial airways), and ancillary equipment (arterial blood gas equipment, oximetry, capnography, pulmonary function equipment, mannequins) plus a library complete with respiratory and respiratory-related medical journals, texts, and audiovisual equipment.

### Audiovisual Aids

Concorde's programs are supported with reference books, charts, field trips, demonstrations, and other teaching aids. Speakers from business/industry are used when possible to supplement classroom instruction.



## DENTAL ASSISTANT

### Program Overview

The department offers two educational programs: Dental Assistant (Diploma) and Associate of Applied Science in Allied Health/Dental Assisting (Degree). The duties of a Dental Assistant are important, varied, and interesting. Whether in a dentist's office or a dental clinic, the Dental Assistant performs many services on the dentist's behalf including admissions work, preparing the patient for examination or treatment, performing laboratory work, and maintaining patient records.

### Program Purpose

#### Dental Assistant Program

The purpose is to provide students with sufficient theoretical knowledge and practical skills to perform efficiently in a professional capacity in an entry-level position. This program includes courses covering management skills, appointment scheduling, laboratory procedures, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement and removal of rubber dam, sutures, and periodontal packs.

#### Associate of Applied Science in Allied Health/Dental Assisting Program

The purpose is to provide students the opportunity, along with their occupational skills, to develop essential basic skills for continued learning and career development through general education courses that include mathematics, written, verbal, and non-verbal communications, interpersonal skills, critical thinking, the sciences, and the humanities.

### Program Objectives

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To provide the education and skills needed to pass a national registry exam, if needed.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.
- Graduates are eligible to sit for the Dental Assisting National Board.

### Program Requirements

#### Associate of Applied Science in Allied Health/Dental Assisting Program

Applicants for the Associate of Applied Science in Allied Health/Dental Assisting program must meet the following prerequisites to enter the program:

- Have satisfactorily completed the School's Dental Assistant program with a CGPA of 2.0 or higher, or
- Be a graduate of a Dental Assistant program from another school (Acceptance of credentials from another school is based on an individualized evaluation of student's transcript. Applicants may be required to demonstrate proficiency in clinical skills prior to have the degree awarded.)

Applicants are exempt from entrance test requirements. A student must successfully complete a program of study consisting of 61 credit hours, and must maintain a CGPA of 2.0 or higher. An Associate of Applied Science degree will be issued upon successful completion of the program.

### Skills Proficiency

Students must be able to perform certain skills to work as a Dental Assistant. These skills are learned in the lab portion of the program. The classroom portion of the program is divided into one-half lecture and theory, and one-half lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment or practical work. Hands-on instruction with the actual tools of the trade quickly facilitates the transfer from theory to practice. Students perform certain activities on each other. All students must participate. All students must take and pass a clinical skill test before being released for externship.

### CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all four hours of CPR lecture, and pass practical check-offs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the check-offs and written exam. If CPR is offered during another shift the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84%. If below 84%, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student must repeat the entire week of CPR instruction. If a student is absent for the entire week, it is his or her responsibility to contact the instructor to find an appropriate session/class to attend. If the student does not do so, he or she may not graduate.

| Course #   | Course Title*                                   | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|---|--------------|-----------|----------------|-----------------------|
| GE100  | Professionalism for Allied Health Careers       | 80           |           |                | 3.50                  |
| DA110  | Introduction to Dental Assisting                | 40           | 40        |                | 3.00                  |
| DA120  | Dental Specialties/Procedures/Disease Processes | 40           | 40        |                | 3.00                  |
| DA130  | Patient Care & Dental Practice Management       | 40           | 40        |                | 3.00                  |
| DA140  | Dental Materials & Procedures                   | 40           | 40        |                | 3.00                  |
| DA150  | Diagnostic Procedures/Nutrition/Orthodontics    | 40           | 40        |                | 3.00                  |
| DA160  | Dental Radiography                              | 40           | 40        |                | 3.00                  |
| DA170  | Externship                                      |              |           | 320            | 7.00                  |
| Subtotals  |   | 320          | 240       | 320            | 28.5                  |
| Total Hours (Theory/Lab/Clinical): 880                 |   |              |           |                |                       |
| Total Instructional Weeks: 36                          |   |              |           |                |                       |
| Credential Earned: Diploma                             |   |              |           |                |                       |
| General Education Courses for Degree Completion        |   |              |           |                |                       |
| MAT112   | College Algebra                                 | 45           |           |                | 3.00                  |
| ENG111   | English Composition I                           | 45           |           |                | 3.00                  |
| COM110   | Elements of Human Communication                 | 45           |           |                | 3.00                  |
| PHI110   | Critical Thinking                               | 45           |           |                | 3.00                  |
| PSY110   | General Psychology                              | 45           |           |                | 3.00                  |
| SOC101   | Introduction to Sociology                       | 45           |           |                | 3.00                  |
| CIS110   | Computer Science                                | 45           |           |                | 3.00                  |
| NUT101   | Nutrition                                       | 45           |           |                | 3.00                  |
| BIO110   | Anatomy & Physiology I                          | 45           |           |                | 3.00                  |
| BIO115   | Anatomy & Physiology II                         | 45           |           |                | 3.00                  |
| ECO110   | Personal Income Management                      | 45           |           |                | 3.00                  |
| BIO130   | Microbiology                                    | 45           |           |                | 3.00                  |
| Subtotals  |   | 540          |           |                | 36.0                  |
| Total Credit Hours for Degree Completion: 64.5         |   |              |           |                |                       |
| Total Hours (Theory/Lab/Clinical): 1,420               |   |              |           |                |                       |
| Total Instructional Weeks: 78                          |   |              |           |                |                       |
| Credential Earned: Associate of Applied Science degree |   |              |           |                |                       |

# DENTAL HYGIENE



## Program Overview

Dental Hygienists are licensed, professional oral clinicians, and dental health educators who prevent and treat oral disease, promote and encourage preventive aspects of dental care, and assume responsibility for patient care in the dental office. They provide a variety of services to patients including comprehensive examination of the oral cavity, radiographs, prophylaxis, fluoride treatments, patient education, and preventive services. They are required to take written and clinical examinations before they are allowed to practice. Dental Hygienists are integral members of the dental team who use their dental, clinical, and social sciences to aid individuals in achieving optimum oral health. Besides working in a private dental practice, Dental Hygienists also work as educators, administrators, and researchers.

## Program Mission

The mission is to provide a supportive learning environment in which the student acquires theoretical knowledge, technical skills, and professional attributes necessary to qualify for licensure as a Registered Dental Hygienist and entry-level employment as a Dental Hygienist. The program strives to instill the importance of personal growth, professional commitment, community involvement, and continued research. Graduates will be eligible to sit for the National Board Dental Hygiene Examination.

*Applicants to the Dental Hygiene program at Concorde must follow the admissions process and successfully meet all admissions criteria. CPR is required prior to Term 3.*

| Course # | Course Title*                   | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|----------|---------------------------------|--------------|-----------|----------------|-----------------------|
| ENG111   | English Composition I           | 45           |           |                | 3.00                  |
| SOC101   | Introduction to Sociology       | 45           |           |                | 3.00                  |
| BIO105   | Anatomy & Physiology I          | 60           |           |                | 4.00                  |
| CHE110   | Chemistry                       | 45           |           |                | 3.00                  |
| BIO130   | Microbiology                    | 45           |           |                | 3.00                  |
| MAT112   | College Algebra                 | 45           |           |                | 3.00                  |
| PSY110   | General Psychology              | 45           |           |                | 3.00                  |
| COM110   | Elements of Human Communication | 45           |           |                | 3.00                  |
| DH101    | Dental Hygiene I                | 30           | 90        |                | 5.00                  |
| DH102    | Dental Hygiene II               | 30           | 60        | 80             | 5.50                  |
| DH103    | Dental Radiology                | 30           | 30        |                | 3.00                  |
| DH104    | Dental Materials                | 15           | 30        |                | 2.00                  |
| DH105    | Dental Anatomy/Tooth Morphology | 60           |           |                | 4.00                  |
| DH110    | Oral Embryology & Histology     | 45           |           |                | 3.00                  |
| DH111    | Dental Office Emergencies       | 15           |           |                | 1.00                  |
| DH201    | Dental Hygiene III              | 30           |           | 135            | 5.00                  |
| DH202    | Dental Hygiene IV               | 30           |           | 185            | 6.00                  |
| DH203    | Periodontology                  | 45           |           |                | 3.00                  |
| DH206    | Dental Pharmacology             | 45           |           |                | 3.00                  |
| DH207    | Dental Hygiene Seminar          | 30           |           |                | 2.00                  |
| DH209    | Nutrition                       | 45           |           |                | 3.00                  |
| DH224    | Dental Public Health            | 45           |           |                | 3.00                  |
| DH226    | Dental Law/Ethics               | 30           |           |                | 2.00                  |
| DH227    | Board Review                    | 45           |           |                | 3.00                  |
| DH228    | Oral Pathology                  | 45           |           |                | 3.00                  |
| DH300    | Dental Office Management        | 30           |           |                | 2.00                  |
| DH301    | Dental Hygiene V                | 30           |           | 150            | 5.00                  |
|          | Subtotals                       | 1,050        | 210       | 550            | 88.5                  |

Total Hours (Theory/Lab/Clinical): 1,810

Total Instructional Weeks: 70

Credential Earned: Associate of Applied Science degree



# HEALTH INFORMATION TECHNOLOGY

## Program Overview

The Health Information Technology (HIT) program is for students interested in a non-clinical care profession in the healthcare industry. Professionals working in the health information field are responsible for the management of data by abstracting, analyzing, reporting, and diagnostic coding (ICD-10 and ICD-10-CMS) the healthcare data as needed by clinical providers, research institutions, government reporting agencies, clinical health care settings, and patients for continuous quality improvement. Students will earn an Associate of Applied Science degree and may expect to find entry-level employment as a Health Data Analyst, Clinical Coding Specialist, Health Records Technician, and Patient Information Coordinator, in hospitals, ambulatory care centers, research institutions, physician practices, skilled nursing facilities, and other healthcare facilities.

## Program Mission

The Health Information Technology program prepares confident, innovative professionals for gainful employment. Graduates utilize resources and technologies to accomplish objectives of diverse practice environments, and to become members of the health care community. The program provides graduates knowledge and skills to be self-directed learners with critical thinking and problem solving abilities, as well as proficiency in communication and interpersonal working relationships.

| Course # | Course Title*                   | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|----------|---------------------------------|--------------|-----------|----------------|-----------------------|
| BIO110   | Anatomy & Physiology I          | 45           |           |                | 3.00                  |
| MAT112   | College Algebra                 | 45           |           |                | 3.00                  |
| ENG111   | English Composition I           | 45           |           |                | 3.00                  |
| COM110   | Elements of Human Communication | 45           |           |                | 3.00                  |
| PHI110   | Critical Thinking               | 45           |           |                | 3.00                  |
| PSY110   | General Psychology              | 45           |           |                | 3.00                  |
| CIS110   | Computer Science                | 45           |           |                | 3.00                  |
| CIS120   | Database Concepts               | 45           |           |                | 3.00                  |
| BIO115   | Anatomy & Physiology II         | 45           |           |                | 3.00                  |

|  |   |     |  |     |      |
|--|---|-----|--|-----|------|
| BIO140   | Pathophysiology                               | 45  |  |     | 3.00 |
| HIT110   | Medical Terminology                           | 45  |  |     | 3.00 |
| HIT120   | Introduction to Health Information Technology | 45  |  |     | 3.00 |
| HIT130   | Health Data Systems                           | 45  |  |     | 3.00 |
| HIT131   | Clinical Classification Systems I             | 45  |  |     | 3.00 |
| HIT140   | Healthcare Statistics                         | 45  |  |     | 3.00 |
| HIT141   | Clinical Classification Systems II            | 45  |  |     | 3.00 |
| HIT142   | Quality Assessment                            | 45  |  |     | 3.00 |
| HIT150   | Clinical Practice I                           |     |  | 136 | 3.00 |
| HIT151   | Clinical Classification Systems III           | 45  |  |     | 3.00 |
| HIT152   | Pharmacology                                  | 30  |  |     | 2.00 |
| HIT153   | Reimbursement Methodologies                   | 45  |  |     | 3.00 |
| HIT160   | Clinical Practice II                          |     |  | 136 | 3.00 |
| HIT161   | Healthcare Organization & Supervision         | 45  |  |     | 3.00 |
| HIT162   | RHIT Competency Review                        | 45  |  |     | 3.00 |
|  | Subtotals                                     | 975 |  | 272 | 71.0 |
| Total Hours (Theory/Lab/Clinical): 1,247               |   |     |  |     |      |
| Total Instructional Weeks: 60                          |   |     |  |     |      |
| Credential Earned: Associate of Applied Science degree |   |     |  |     |      |

## MEDICAL ASSISTANT



### Program Overview

The department offers two educational programs: Medical Assistant (Diploma) and Associate of Applied Science in Allied Health/Medical Assisting (Degree). The duties of a Medical Assistant are important, varied, and interesting. Whether in a physician's office, a clinic, or a hospital, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, performing laboratory work, and administering EKGs. The Medical Assistant is responsible for the patient's medical records and insurance forms and for scheduling appointments and maintaining the physician's medical records.

### Program Purpose

#### Medical Assistant Program

The program provides students with the knowledge and skills required in the areas of anatomy and physiology, pathology of the body systems, medical terminology, medical front and back office procedures, EKG, and CLIA exempt laboratory procedures to function successfully as an entry-level Medical Assistant in a clinic or physician's office.

#### Associate of Applied Science in Allied Health/Medical Assisting Program

The purpose is to provide students with the opportunity to develop essential basic skills for continued learning and career development through general education courses that include mathematics, written, verbal and non-verbal communications, interpersonal skills, critical thinking, the sciences, and the humanities.

### Program Objectives

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To provide the education and skills needed to pass a certification exam, if needed.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.

### Program Requirements

#### Associate of Applied Science in Allied Health/Medical Assisting Program

Applicants for the Associate of Applied Science in Allied Health/Medical Assisting program must meet the following prerequisites to enter the program:

- Have satisfactorily completed the School's Medical Assistant program with a CGPA of 2.0 or higher; or
- Be a graduate of a Medical Assistant program from another school. (Acceptance of credentials from another school is based on an individualized evaluation of student's transcript. Applicants may be required to demonstrate proficiency in clinical skills prior to having the degree awarded.)

Applicants are exempt from entrance test requirements.

### Skills Proficiency

Students must be able to perform certain skills to work as a Medical Assistant. These skills are learned in the lab portion of the program. The classroom portion of the program is divided into one-half lecture and theory and one-half lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment and all practical work. Hands-on instruction with the actual tools of the trade quickly facilitates the transfer from theory to practice. Students perform certain activities on each other. All students must participate. All students must take and pass a clinical skill test before being released for externship.

### CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all four hours of CPR lecture, and pass practical check-offs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the check-offs and written exam. If CPR is offered during another shift the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84%. If below 84%, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student must repeat the entire week of CPR instruction. If a student is absent for the entire week, it is his or her responsibility to contact the instructor to find an appropriate session/class to attend. If the student does not do so, he or she may not graduate.

| Course #   | Course Title*                             | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|---|--------------|-----------|----------------|-----------------------|
| GE100  | Professionalism for Allied Health Careers | 80           |           |                | 3.50                  |
| MA110  | Fundamentals of Medical Assisting         | 40           | 40        |                | 3.00                  |
| MA120  | Administrative & Front Office             | 40           | 40        |                | 3.00                  |
| MA130  | Health & Disease I                        | 40           | 40        |                | 3.00                  |
| MA140  | Health & Disease II                       | 40           | 40        |                | 3.00                  |
| MA150  | Clinical Laboratory I                     | 40           | 40        |                | 3.00                  |
| MA160  | Clinical Laboratory II                    | 40           | 40        |                | 3.00                  |
| MA190  | Externship                                |              |           | 240            | 5.00                  |
|  | Subtotals                                 | 320          | 240       | 240            | 26.5                  |
| Total Hours (Theory/Lab/Clinical): 800                 |   |              |           |                |                       |
| Total Instructional Weeks: 34                          |   |              |           |                |                       |
| Credential Earned: Diploma                             |   |              |           |                |                       |
| <b>General Education Courses for Degree Completion</b> |   |              |           |                |                       |
| MAT112   | College Algebra                           | 45           |           |                | 3.00                  |
| ENG111   | English Composition I                     | 45           |           |                | 3.00                  |

\*Course descriptions are available on page 31.

|  |                                 |     |  |  |      |
|--|---------------------------------|-----|--|--|------|
| COM110   | Elements of Human Communication | 45  |  |  | 3.00 |
| PHI110   | Critical Thinking               | 45  |  |  | 3.00 |
| PSY110   | General Psychology              | 45  |  |  | 3.00 |
| SOC101   | Introduction to Sociology       | 45  |  |  | 3.00 |
| CIS110   | Computer Science                | 45  |  |  | 3.00 |
| NUT101   | Nutrition                       | 45  |  |  | 3.00 |
| BIO110   | Anatomy & Physiology I          | 45  |  |  | 3.00 |
| BIO115   | Anatomy & Physiology II         | 45  |  |  | 3.00 |
| ECO110   | Personal Income Management      | 45  |  |  | 3.00 |
| BIO130   | Microbiology                    | 45  |  |  | 3.00 |
|  | Subtotals                       | 540 |  |  | 36.0 |
| Total Credit Hours for Degree Completion: 62.5         |                                 |     |  |  |      |
| Total Hours (Theory/Lab/Clinical): 1,340               |                                 |     |  |  |      |
| Total Instructional Weeks: 65                          |                                 |     |  |  |      |
| Credential Earned: Associate of Applied Science degree |                                 |     |  |  |      |



## MEDICAL OFFICE ADMINISTRATION

### Program Overview

The Medical Office Administration (MOA) program is a generalist program that will equip graduates with the skills necessary to function in a wide range of medical office business and financial settings. Specific skills include accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, insurance coding, typing and word processing, medical terminology, anatomy, oral and written communications, and public relations.

### Program Purpose

The purpose is to provide sufficient theoretical knowledge/practical skills to function successfully in entry-level positions. Students may sit for the American Academy of Professionals Coders certification test. Students focus on computer skills, medical terminology, anatomy and physiology, medical office procedures, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in school labs, plus an intensive externship in a participating provider.

### Program Objectives

The objective of this program is to prepare students with sufficient theoretical knowledge to secure entry-level employment in front office positions at physicians offices, dental offices, hospitals, insurance companies, and ancillary medical and dental organizations.

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.
- To foster a basic work ethic that will enhance professionalism and skills in work performance.

### Skills Proficiency

Students must perform certain skills to work as in a medical office position and be proficient in program work. Keyboarding/10-key lessons are designed to enable the student to perform at an acceptable rate. Hands-on instruction with tools of the trade quickly facilitates the transfer from theory to practice. All students must participate.

| Course #                               | Course Title*                             | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|---|--------------|-----------|----------------|-----------------------|
| GE100                                  | Professionalism for Allied Health Careers | 80           |           |                | 3.50                  |
| MOA110                                 | Medical Office Procedures                 | 40           | 40        |                | 3.00                  |
| MOA120                                 | Computer Applications                     | 40           | 40        |                | 3.00                  |
| MOA130                                 | Medical Terminology & Communications      | 40           | 40        |                | 3.00                  |
| MOA140                                 | Medical Insurance Claims Processing       | 40           | 40        |                | 3.00                  |
| MOA150                                 | Medical Insurance Coding                  | 40           | 40        |                | 3.00                  |
| MOA160                                 | Medical Office Applications               | 40           | 40        |                | 3.00                  |
| MOA180                                 | Externship                                |              |           | 220            | 4.50                  |
|  | Subtotals                                 | 320          | 240       | 220            | 26.0                  |
| Total Hours (Theory/Lab/Clinical): 780 |   |              |           |                |                       |
| Total Instructional Weeks: 34          |   |              |           |                |                       |
| Credential Earned: Diploma             |   |              |           |                |                       |

## NURSING

### Program Overview

The Nursing program is a two-year course of study designed to prepare students for entry-level Registered Nurse positions. Successful completion of the Nursing program leads to the award of an Associate of Applied Science degree and permits the graduate to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and to the State Board of Nursing for licensure. Every student in the Nursing program should be aware that the Missouri State Board of Nursing may refuse to issue a license to any person who has been found guilty of violating federal or state laws and for any of 16 causes listed in Section 335.066 of the Missouri Revised Statutes 1986. (Copies of this law are available from the Director of Admissions or the Missouri State Board of Nursing.)

*\*This course is only for students entering the program under the Bridge Admission Option.*

| Course # | Course Title*                   | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|----------|---------------------------------|--------------|-----------|----------------|-----------------------|
| COM110   | Elements of Human Communication | 45           |           |                | 3.00                  |
| ENG111   | English Composition I           | 45           |           |                | 3.00                  |
| MAT112   | College Algebra                 | 45           |           |                | 3.00                  |
| CHE110   | Chemistry                       | 45           |           |                | 3.00                  |
| SOC101   | Introduction to Sociology       | 45           |           |                | 3.00                  |
| BIO130   | Microbiology                    | 45           |           |                | 3.00                  |
| NUT101   | Nutrition                       | 45           |           |                | 3.00                  |
| PSY120   | Human Growth & Development      | 45           |           |                | 3.00                  |
| BIO120   | Anatomy & Physiology I          | 30           | 30        |                | 3.00                  |
| BIO125   | Anatomy & Physiology II         | 15           | 30        |                | 2.00                  |

|  |                                     |       |     |     |      |
|--|-------------------------------------|-------|-----|-----|------|
| ASN100   | Foundations of Nursing              | 45    | 60  | 135 | 8.00 |
| ASN110   | Pharmacology I                      | 15    | 30  |     | 2.00 |
| ASN150   | Medical-Surgical Nursing I          | 45    |     | 135 | 6.00 |
| ASN210   | Pharmacology II                     | 15    |     |     | 1.00 |
| ASN220   | Health Assessment                   | 15    | 30  | 45  | 3.00 |
| ASN230   | Maternal-Child Health Nursing       | 45    | 30  | 90  | 6.00 |
| ASN240   | Medical-Surgical Nursing II         | 45    |     | 135 | 6.00 |
| ASN250   | Mental Health Nursing               | 30    |     | 45  | 3.00 |
| ASN260   | Community Health Nursing            | 15    |     |     | 1.00 |
| ASN270   | Medical-Surgical Nursing III        | 45    |     | 135 | 6.00 |
| ASN280   | Professional Nursing Roles          | 30    |     | 90  | 4.00 |
| ASN290   | NCLEX Review                        | 7.5   |     |     | 0.50 |
|  | Subtotals                           | 757.5 | 210 | 810 | 75.5 |
| Total Hours (Theory/Lab/Clinical): 1,777.5             |                                     |       |     |     |      |
| Total Instructional Weeks: 60                          |                                     |       |     |     |      |
| Credential Earned: Associate of Applied Science degree |                                     |       |     |     |      |
| ASN180*  | Transitions to Professional Nursing | 7.5   |     |     | 2.00 |

# PHYSICAL THERAPIST ASSISTANT



## Program Overview

Physical Therapist Assistants (PTAs) work as part of a team to provide physical therapy services under the direction and supervision of a licensed Physical Therapist. PTAs implement selected components of patient/client interventions (treatment), obtain data related to the interventions provided, and make modifications in selected interventions either to progress the patient/client as directed by the Physical Therapist or to ensure patient/client safety and comfort. PTAs help people of all ages who have medical problems or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, inpatient rehabilitation facilities, private practices, outpatient clinics, home health, skilled nursing facilities, schools, sports facilities, and more. PTAs provide a variety of physical therapy techniques as they carry out the physical therapist's plan of care for the patient, including therapeutic exercise, functional training, deep soft tissue massage, and physical modalities such as electrotherapy and ultrasound. PTAs may also assist the physical therapist by working with individuals to prevent loss of mobility by implementing fitness- and wellness-oriented programs for healthier and more active lifestyles. To work as a PTA, an individual must graduate with an associate degree from a PTA program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Graduates must pass the national examination for licensing/certification/regulation in most states to be eligible to work. Other requirements vary from state to state according to physical therapy practice acts or state regulations governing physical therapy.

## Program Objectives

The purpose of the program is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented patient/client care providers. PTA education prepares the graduate to perform selected components of intervention and data collection and assess the patient's/client's safety and response to the interventions provided under the direction and supervision of the Physical Therapist in an ethical, legal, safe, and effective manner. Additionally, graduates of the program must be prepared to communicate with other members of the health care delivery team; interact with members of the patient's/client's family and caregivers; and work cooperatively with other health care providers. Graduates are prepared to participate with the physical therapist in teaching other health care providers and providing psychosocial support for patients/clients and their families and caregivers with recognition of individual, cultural, and economic differences.

## Program Mission

The mission is to provide a supportive learning environment in which students can acquire theoretical knowledge, technical skills, and professional behaviors to become a contributing member of the health community. The program strives to instill personal growth, professional commitment, and community involvement. Graduates will be eligible to sit for the National Physical Therapy Examination (NPTE) (Physical Therapist Assistant Examination).

| Course #   | Course Title*                        | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|--------------------------------------|--------------|-----------|----------------|-----------------------|
| ENG111   | English Composition I                | 45           |           |                | 3.00                  |
| ENG112   | English Composition II               | 45           |           |                | 3.00                  |
| BIO110   | Anatomy & Physiology I               | 45           |           |                | 3.00                  |
| BIO115   | Anatomy & Physiology II              | 45           |           |                | 3.00                  |
| PSY120   | Human Growth & Development           | 45           |           |                | 3.00                  |
| MAT112   | College Algebra                      | 45           |           |                | 3.00                  |
| PSY110   | General Psychology                   | 45           |           |                | 3.00                  |
| COM110   | Elements of Human Communication      | 45           |           |                | 3.00                  |
| PTA100   | Introduction to Physical Therapy     | 45           |           |                | 3.00                  |
| PTA101   | Introduction to Physical Therapy Lab |              | 60        |                | 2.00                  |
| PTA110   | Functional & Applied Anatomy         | 45           |           |                | 3.00                  |
| PTA111   | Functional & Applied Anatomy Lab     |              | 30        |                | 1.00                  |
| PTA120   | Pathophysiology                      | 45           |           |                | 3.00                  |
| PTA130   | Fundamentals of Treatment I          | 45           |           |                | 3.00                  |
| PTA131   | Fundamentals of Treatment I Lab      |              | 30        |                | 1.00                  |
| PTA140   | Modalities                           | 30           |           |                | 2.00                  |
| PTA141   | Modalities Lab                       |              | 30        |                | 1.00                  |
| PTA150   | Fundamentals of Treatment II         | 60           |           |                | 4.00                  |
| PTA151   | Fundamentals of Treatment II Lab     |              | 60        |                | 2.00                  |
| PTA155   | Clinical Experience I                |              |           | 200            | 4.00                  |
| PTA160   | Fundamentals of Treatment III        | 60           |           |                | 4.00                  |
| PTA161   | Fundamentals of Treatment III Lab    |              | 60        |                | 2.00                  |
| PTA170   | Pharmacology                         | 15           |           |                | 1.00                  |
| PTA180   | PTA Concepts I                       | 45           |           |                | 3.00                  |
| PTA181   | PTA Concepts I Lab                   |              | 30        |                | 1.00                  |
| PTA185   | Clinical Experience II               |              |           | 200            | 4.00                  |
| PTA190   | PTA Transitions Seminar              | 45           |           |                | 3.00                  |
| PTA195   | Clinical Experience III              |              |           | 240            | 5.00                  |
|  | Subtotals                            | 795          | 300       | 640            | 76.0                  |
| Total Hours (Theory/Lab/Clinical): 1,735               |                                      |              |           |                |                       |
| Total Instructional Weeks: 80                          |                                      |              |           |                |                       |
| Credential Earned: Associate of Applied Science degree |                                      |              |           |                |                       |

\*Course descriptions are available on page 31.



# PRACTICAL NURSING

## Program Overview

As a vital member of the healthcare team, the Practical Nurse combines nursing skill with human understanding to care for both chronically and acutely ill patients in a variety of settings.

## Program Objectives

The objective is to prepare students with sufficient theoretical knowledge and specialized practical skills to qualify for an entry-level position as a member of the nursing staff in an acute care hospital, extended-care facility, physician's office, or other healthcare agency. Upon completion, graduates will be able to sit for the National Council Licensure Examination—Practical Nurse (NCLEX-PN). Students in the Practical Nursing program should be aware that the Missouri State Board of Nursing may refuse to issue a license to any person who has been found guilty of violating federal or state laws and for any of the 16 causes listed in Section 335.066 of the Missouri Revised Statutes 1986. (Copies of this law are available from the Director of Admissions or the Missouri State Board of Nursing.)

## Skills Proficiency

Certain procedures and skills are required to work as a Practical Nurse. These skills are first practiced in the nursing laboratory and then in the clinical setting under the direct supervision of a licensed nursing instructor. All students must demonstrate these skills with safety and proficiency in order to proceed in the program.

## Health Requirements

Due to the nature of clinical work and possible contact with infectious diseases, before going to clinical students must have documentation of:

- Current negative TB skin test within one month of program start or chest x-ray if history of testing positive.
- Verification of immunity or vaccination for measles, mumps, rubella (MMR) and varicella (chicken pox). If born prior to 1957 you do not need verification.
- Tetanus-diphtheria (Td) immunization within the last 10 years.
- Series of Hepatitis B immunizations or positive Hepatitis B titer or signed declination (waiver form).

The immunization requirements are based on the clinical facility requirements and may change without notice.

**Note:** *The Kansas State Board of Nursing may deny licensure to persons who have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust (KSA 65-1120), except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner, or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 or chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto.*

| Course # | Course Title*                            | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|----------|--|--------------|-----------|----------------|-----------------------|
| PVN101J  | Personal & Vocational Concepts           | 45           |           |                | 2.00                  |
| PVN102J  | Foundations of Nursing                   | 45           |           |                | 2.00                  |
| PVN103J  | Foundations of Nursing Skills Laboratory |              | 120       |                | 4.00                  |
| PVN104J  | College Mathematics                      | 45           |           |                | 2.00                  |
| PVN105J  | Fundamentals of Anatomy & Physiology     | 45           |           |                | 2.00                  |
| PVN106J  | Pharmacology                             | 45           |           |                | 2.00                  |
| PVN121J  | Introduction to Medical-Surgical Nursing | 45           | 45        | 48             | 4.50                  |
| PVN122J  | Nutrition                                | 45           |           |                | 2.00                  |
| PVN123J  | Mental Health Nursing Care               | 15           |           | 24             | 1.00                  |
| PVN124J  | Integumentary Nursing Care               | 24           |           | 32             | 1.50                  |
| PVN131J  | Cardiovascular Nursing Care              | 30           |           | 48             | 2.00                  |
| PVN132J  | Respiratory Nursing Care                 | 30           |           | 48             | 2.00                  |
| PVN133J  | Human Growth & Development               | 45           |           |                | 2.00                  |
| PVN134J  | Genito-Urinary Nursing Care              | 24           |           | 32             | 1.50                  |
| PVN135J  | Musculoskeletal Nursing Care             | 24           |           | 40             | 2.00                  |
| PVN140J  | Gastrointestinal Nursing Care            | 30           |           | 32             | 2.00                  |
| PVN141J  | Neuro-Sensory Nursing Care               | 30           |           | 48             | 2.00                  |
| PVN142J  | Endocrine Nursing Care                   | 30           |           | 32             | 2.00                  |
| PVN143J  | Immune System & Oncology Nursing Care    | 30           |           | 24             | 1.50                  |
| PVN144J  | Community Health Nursing Care            | 15           |           | 32             | 1.00                  |
| PVN150J  | Maternal & Child Health Nursing Care     | 30           | 30        | 96             | 4.50                  |
| PVN151J  | Leadership                               | 15           |           | 24             | 1.00                  |
| PVN153J  | Reproduction Nursing Care                | 30           |           | 45             | 2.00                  |
| PVN154J  | NCLEX Review                             | 16           |           |                | 0.50                  |
| PVN155J  | Professional Development                 | 15           | 15        |                | 1.00                  |
| PVN156J  | Intravenous Therapy                      | 40           |           | 8              | 2.00                  |
|          | Subtotals                                | 788          | 210       | 613            | 52.0                  |

Total Hours (Theory/Lab/Clinical): 1,611

Total Instructional Weeks: 50 Total Instructional Weeks (Weekends): 81

Credential Earned: Diploma

# RESPIRATORY THERAPY

## Program Overview

The respiratory care profession has a bright future with a great deal of job security and opportunity for advancement. The need for Respiratory Therapists is expected to grow faster than the national average for all job growth. Currently, there is a shortage of respiratory care professionals across the country and the demand will grow as the elderly population increases. The Respiratory Therapist will be needed in hospitals, clinics, skilled nursing facilities, diagnostic labs, and home care. An Associate of Applied Science degree will be issued upon successful completion of the program. Individuals interested in respiratory therapy are encouraged to be certain that this is the right career field for them. A clear understanding and a thoughtful decision process are critical to the student's success. This is an ACCELERATED program that will demand a serious focus and a dedication of much time and energy. Additionally, a candidate for this program must be a caring individual. The Respiratory Care Practitioner (RCP) deals with patients of all ages who may be gravely injured or ill. The RCP is among the first on the medical team called to provide treatment in cardiopulmonary emergencies. The RCP also cares for patients in all aspects of their treatment and recovery. It is therefore essential that students in this program be sensitive to the needs of those who have serious physical, mental, or psychological impairments. The RCP must also be able to cope with emergencies and work well as a member of the healthcare team.

### Program Mission

The purpose of the Respiratory Therapy program is to provide the student with the theoretical knowledge, language skills, technical skills, and professional attributes required to obtain entry-level positions in the field of respiratory care. Graduates of this program will be eligible to sit for the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) examinations of the National Board for Respiratory Care (NBRC).

### Program Objectives

- To provide a learning environment that correlates well with the actual work place and a clinical experience that correlates with classroom instruction.
- To instill in the student a sense of professional behavior, attitude, and dress consistent with medical standards.
- To provide the student with entry-level knowledge and skills in the field of respiratory care.
- To prepare students for advanced-level competency as Respiratory Therapists.
- To supply competent Respiratory Therapists to the national work pool.

### Program Requirements

Successful completion of general education courses with a minimum grade of "C" or better in each course is required before entering the occupational portion of the program, which is offered sequentially.

### Skills Proficiency

Students must be able to perform certain procedures and skills to work as Respiratory Care Practitioners. These are learned in the school's clinical laboratory and at hospital clinical sites under the direct supervision and evaluation of a preceptor. All students must participate. All students must take and pass pre-clinical written and oral examinations prior to advancing to the clinical portion of the program.

### CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all four hours of CPR lecture and pass practical check-offs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the check-offs and written exam. If CPR is offered during another shift in the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84%. If below 84%, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student must repeat the entire week of CPR instruction. If a student is absent for the entire week, it is his or her responsibility to contact the instructor to find an appropriate session/class to attend. If the student does not do so, he or she may not graduate.

| Course #   | Course Title*                                      | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|--|--------------|-----------|----------------|-----------------------|
| ENG111   | English Composition I                              | 45           |           |                | 3.00                  |
| CIS110   | Computer Science                                   | 45           |           |                | 3.00                  |
| BIO101   | Anatomy & Physiology                               | 45           |           |                | 3.00                  |
| PHI110   | Critical Thinking                                  | 45           |           |                | 3.00                  |
| MAT112   | College Algebra                                    | 45           |           |                | 3.00                  |
| BIO130   | Microbiology                                       | 45           |           |                | 3.00                  |
| PSY110   | General Psychology                                 | 45           |           |                | 3.00                  |
| COM110   | Elements of Human Communication                    | 45           |           |                | 3.00                  |
| RT210  | Introduction to & Applied Respiratory Therapeutics | 180          | 60        |                | 12.00                 |
| RT220  | Clinical Medicine I                                | 30           | 30        | 315            | 10.00                 |
| RT230  | Clinical Medicine II                               | 30           | 30        | 315            | 10.00                 |
| RT240  | Clinical Specialty Areas/Comprehensive Review      | 75           | 30        | 180            | 10.00                 |
| RT250  | Advanced Clinical Review                           | 100          | 40        | 90             | 10.00                 |
| Subtotals  |  | 775          | 190       | 900            | 76.0                  |
| Total Hours (Theory/Lab/Clinical): 1,865               |  |              |           |                |                       |
| Total Instructional Weeks: 70                          |  |              |           |                |                       |
| Credential Earned: Associate of Applied Science degree |  |              |           |                |                       |



## SUPRAGINGIVAL SCALING FOR THE DENTAL ASSISTANT

### Program Overview

This course is designed for experienced Dental Assistants practicing in the State of Kansas and for students enrolled in the Dental Assistant program who will practice in the State of Kansas. The course enhances and expands the Dental Assistant's skills in preventative dentistry by providing the didactic and laboratory instruction in supragingival scaling and polishing.

### Program Objectives

- To provide learning experiences, that are designed in accordance with the Kansas Dental Practice Act, as defined by the Kansas Dental Board.
- To provide experience in the lab area to correlate with the classroom instruction.
- To provide the education and competencies needed to legally perform supragingival scaling and polishing in the State of Kansas.

### Program Requirements

Applicants for the Supragingival Scaling for the Dental Assistant program must have the following prerequisites to enter the program:

- Graduate of an ADA accredited Dental Assisting program, CDA, and six months experience; or
- Have two years chairside dental assisting experience and a CDA; or
- Have three years chairside dental assisting experience within the past five years and a letter of recommendation from the dentist who employs the applicant.
- Applicants are exempt from entrance test requirements.

### Skills Proficiency

Students must be able to perform certain skills in supragingival scaling and polishing to be able to provide preventative dentistry as a Dental Assistant. These skills are learned in the lab. The program is divided into one-third lecture and theory, and two-thirds lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment and all practical work. Hands-on instruction with the actual tools of the trade quickly facilitates the transfer from theory to practice. Students perform certain activities on each other. All students must participate.

### DA201: Supragingival Scaling

Credit Hours: 4.00      Lab Hours: 60      Total Class Hours: 30      Total Hours: 90      Total Instructional Weeks: 10

This course includes refresher training on related basic skills for experienced Dental Assistants or as a capstone review for students in the Dental Assistant program. It includes a review of dental anatomy and terminology, radiography and infection control, as well as didactic instruction in nutrition, periodontal disease, dental caries, oral hygiene instruction, topical fluoride, principles of instrumentation, communication skills, and risk management. The laboratory experiences include coronal polishing, supragingival scaling, fluoride treatment, charting, patient instruction instrument use, and sharpening.

Credential Earned: Certificate

# ONLINE GENERAL EDUCATION COURSES



## Program Overview

Concorde Career College offers currently enrolled students the opportunity to take general education coursework online rather than taking the classes on campus. Any Associate degree program with full programmatic approval may offer general education courses to be taken online. Concorde utilizes the Blackboard Learning Management System (LMS) for its online delivery. A student must be currently enrolled in one of the college's Associate degree programs. They must also be in the second term of their program. Students may take up to three courses online, but must take at least one class on campus during the 10-week term. This hybrid model allows the student the flexibility of online instruction, but still gives them total access to all the student services. These services include advising, tutoring, financial aid advising, library resources, and any other student support services provided on the campus. The college also provides all students with online library access both on campus as well as remote. All students are provided a Concorde email address to enhance the communication and correspondence between student, faculty, and staff while they are off campus. Students wishing to register for an online course should contact their program director or Academic Dean who provides the necessary information. There is no additional charge for taking an online course rather than an on-campus course.

## Key Points

- Students must have met all program-specific admission requirements, be accepted into the program, and be in their second term of training
- Students must have taken an online assessment prior to being allowed to register for an online course. Students who do poorly on the assessment will be advised against taking the online course.
- All coursework, on campus or online, must be completed by the end of the 10-week term.
- Learning objectives and outcomes are the same for both online and on-campus coursework.
- Student may transfer back into on-campus course within the two-week drop/add period with no academic penalty.
- Student attendance is based on weekly posting and assignments per the syllabi.

## Student Computer System Requirements

- Internet provider with reliable service
- Microsoft Internet Explorer 6.0 or higher
- Browser preferences set to enable Java/JavaScript and to accept cookies
- Screen resolution set to a minimum of 800/600
- Windows 2000, XP compatible PC w/minimum of 64 MB ram
- Citrix

## Graduation Requirements

Students taking online courses must meet the graduation requirements for their chosen program of study.

| Course # | Course Title*                   | Theory Hours | Lab Hours | Semester Credit Hours |
|----------|---------------------------------|--------------|-----------|-----------------------|
| BIO101   | Anatomy & Physiology            | 45           |           | 3.00                  |
| BIO105   | Anatomy & Physiology            | 60           |           | 4.00                  |
| BIO110   | Anatomy & Physiology I          | 45           |           | 3.00                  |
| BIO115   | Anatomy & Physiology II         | 45           |           | 3.00                  |
| BIO120   | Anatomy & Physiology I          | 30           | 30        | 3.00                  |
| BIO125   | Anatomy & Physiology II         | 15           | 30        | 4.00                  |
| BIO130   | Microbiology                    | 45           |           | 3.00                  |
| BIO140   | Pathophysiology                 | 45           |           | 3.00                  |
| CHE110   | Chemistry                       | 45           |           | 3.00                  |
| CIS110   | Computer Science                | 45           |           | 3.00                  |
| CIS120   | Database Concepts               | 45           |           | 3.00                  |
| COM110   | Elements of Human Communication | 45           |           | 3.00                  |
| ECO110   | Personal Income Management      | 45           |           | 3.00                  |
| ENG111   | English Composition I           | 45           |           | 3.00                  |
| ENG112   | English Composition II          | 45           |           | 3.00                  |
| MAT112   | College Algebra                 | 45           |           | 3.00                  |
| NUT101   | Nutrition                       | 45           |           | 3.00                  |
| PHI110   | Critical Thinking               | 45           |           | 3.00                  |
| PSY110   | General Psychology              | 45           |           | 3.00                  |
| PSY120   | Human Growth & Development      | 45           |           | 3.00                  |
| SOC101   | Introduction to Sociology       | 45           |           | 3.00                  |

## Notes

---



---



---



---



---



---



---



---



---



---

# Admissions



## CRIMINAL BACKGROUND CHECK

It is the policy of Concorde to ensure that all enrolling students are aware of the potential effect and consequences of past criminal behaviors.

Concorde does consider pending criminal charge(s) or prior convictions(s) part of the entrance requirements for the Dental Hygiene, Respiratory Therapy, Physical Therapist Assistant, Health Information Technology, and all Nursing programs.

A criminal background check must be completed and received prior to the start date. Prospective students may be denied admission based on their criminal background. Students enrolling in other programs may be subject to a criminal background check during the admissions process.

For all programs, Concorde may be required to perform a criminal background check prior to a student being assigned for training to certain clinical or extern facilities. If a criminal background check is required, the results of that background check will be made available to the clinical or extern facility. Any pending or prior criminal charge(s) or conviction(s) may result in the student being unable to be assigned for clinical training.

If a student cannot be assigned for clinical training due to prior criminal charge(s) or conviction(s), the student will be unable to successfully complete his or her program of study and will be dismissed from the school. The refund policy published on the Enrollment Agreement and catalog will apply and the student will be responsible for any balance due the school, lender, and/or the U.S. Department of Education.

If a student has any pending or prior criminal charge(s) or conviction(s), the student may not be granted a license/certification in his or her field of training even if he or she passes the license/certification examinations.

## DRUG TESTING

Clinical facilities require the institute to follow drug-screening requirements, including unannounced testing, prior to working with patients. Test results are confidential and results are on a pass/fail basis. Students failing the screening will be withdrawn from the institute.

A student may appeal if they believe it was a false positive. Retest must be within 24 hours. If retest is negative, the student may continue in school. Dilute readings will be considered "flagged" and will be considered a failed test.

## ENTRANCE REQUIREMENTS

Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement. The school is open to all individuals who possess the sincere desire to be trained for career opportunities in the allied healthcare field.

Applicants may be admitted provided they are high school graduates, have a high school equivalency diploma (GED), or a state-issued certificate. Applicants must submit copies of high school transcripts, proof of high school graduation, or proof of receipt of a GED prior to starting.

Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation. Applicants under the age of 18 may be admitted provided they will be 18 years old by the scheduled start date of their externship/clinical. A parent, legal guardian, or spouse of legal age must co-sign the Enrollment Agreement.

A health certificate, immunization records, and the results of certain tests may be required for some programs.

Applicants must be able to read, speak, and write English. All applicants must complete financial arrangements prior to starting class. All applicants must successfully complete the applicable entrance test(s).

### Social Security Number

All applicants for admission must provide a social security card. Proof of a social security number is needed to be registered and certified by appropriate boards. Other documents may be required by some licensing agencies.

### Foreign Students

Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a high school diploma.

Credentials will be reviewed for acceptance by the Academic Dean, who may request proof of equivalency. Copies will be made and maintained in the applicant's file. This proof must be provided prior to class start.

## ENROLLMENT PROCEDURE

Applicants are encouraged to apply for admission as soon as they decide on an allied health career. To apply, an applicant may call for an interview appointment. Applicants outside the area may call or write requesting an appointment. The appointment time and date will be confirmed by telephone.

### Personal Interview

The school requires a personal, on-campus interview with applicants before acceptance into any program and encourages parents/spouses to attend the interview.

The personal interview provides applicants and their families with the opportunity to see the campus's equipment/facilities and ask questions relating to the school, curriculum, and career training being considered, and gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude.

### Application for Enrollment

The following items must be completed at the time of application for enrollment:

- Personal data form;
- Entrance testing;
- A request for proof of high school graduation or its equivalent (GED);
- The Enrollment Agreement and various disclosure forms; and
- Payment of the registration fee or arrangements for payment prior to orientation.

### Acceptance by School

Once the completed Enrollment Agreement and the required items mentioned have been completed, the applicant will be informed of his or her acceptance/denial.

If the school does not accept an applicant, all fees paid by the applicant to the school will be refunded.

### Alternates

Depending on circumstances, students may be conditionally accepted into related programs as an Alternate Student. Alternates are chosen based on the rank order of the waiting list.

Waitlist applicants selected as an alternate must attend orientation and each of the first five days of scheduled class. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code, and classroom assignments.

Should space become available within the five days, alternates have the opportunity to be accepted as a regular student. If not formally accepted as a regular student during the five days, alternates will not be able to attend further classes. If not accepted as a regular student, alternates will not incur any tuition charges.

Alternates may be charged for books/equipment not returned in accordance with requirements of the school catalog and Enrollment Agreement.

Alternates not accepted as a regular student have the option of transferring their enrollment to a future start date or canceling it.

### Nursing Programs

No student shall be admitted later than five school days after the established start date.

### Distance Education

Currently the college offers general education courses and select programs in the online environment. Students must be currently enrolled and meet the required eligibility to be considered for participation in online coursework.

## ENTRANCE TEST REQUIREMENTS

Prospective students applying for admission who are high school graduates or hold a GED must meet the minimum test scores as follows:

|                               | Wonderlic | CPAt |       |
|-------------------------------|-----------|------|-------|
| Dental Assistant              | 13        | 118  |       |
| Medical Office Administration | 13        | 118  |       |
| Medical Assistant             | 13        | 118  |       |
|                               |           |      | TEAS  |
| Practical Nursing             | 17        | 160  | 46    |
| Nursing                       | 17        | 165  | 58    |
|                               |           |      | HOBET |
| Respiratory Therapy           | 17        | 155  | 45    |
| Physical Therapist Assistant  | 18        | 165  | 45    |
| Dental Hygiene                | 18        | 165  | 45    |
| Health Information Technology | 15        | 160  | 45    |

- SAT score of 1300 or above achieved within five years of the date of application to Concorde
- ACT score of 19 or above achieved within five years of the date of application to Concorde.
- Official proof of successfully passing the CPAt or Wonderlic at the current required score within the last 12 months.
- A government-issued identification card is required for all entrance testing.

### Dental Hygiene

Prospective students may enroll in the Dental Hygiene program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the HOBET. The HOBET test will be offered to each applicant only two times in a six-month period. The HOBET first attempt will be the computer version. If students are not successful with a passing adjusted individual total score, they may be retested with the paper version.

### Waitlist

All prospective students will be placed on a waitlist to be considered for one of the 24 seats available. The selection process utilizes the Dental Hygiene Weighted Selection Point System, which is included in the Dental Hygiene Application Packet. The 24 applicants with the highest point total will be awarded a seat in the program. The next three highest scores will be selected as alternates. Students on the waitlist will be notified of their status.

### Alternates

Waitlist students selected as an alternate must attend orientation and each of the first five days of scheduled classes. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code, and classroom assignments. Should space become available within the five days, alternates have the opportunity to be accepted as a regular student. If not formally accepted as a regular student during the five days, alternates will not be able to attend further classes. Any books or materials received must be returned and there will be no charge for tuition, books, or fees. Alternates not accepted as a regular student have the option of transferring their application to a future start date or canceling their application.

### Health Information Technology

Prospective students may enroll in the Health Information Technology program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the HOBET. The HOBET test will be offered to each prospective student only two times in a six-month period. The HOBET first attempt will be the computer version. If students are not successful with a passing composite score, they may be retested with the paper version.

### Waitlist

Prospective students in excess of the number of enrollments available for that start may enroll and be placed on a waiting list. These applicants will be ranked on the waiting list using the HOBET reading section score and interview assessment score. Final selection and seat assignments will be made at least two weeks prior to the start according to the number of seats available. Students on the waitlist will be notified of their status.

### Nursing

Prospective students may enroll in the Nursing program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the TEAS. The TEAS test will be offered to each prospective student only two times in a six-month period. The TEAS first attempt will be the computer version. If students are not successful with a passing composite score, they may be retested with the paper version.

### Waitlist

All prospective students will be placed on a waitlist initially rank ordered by their reading scores. Final selection and seat assignments will be made at least two weeks prior to the start according to the number of seats available. Students on the waitlist will be notified of their status.

**Bridge Admission Option for Currently Licensed Practical or Vocational Nurses**  
A prospective student who has passed the national Council Licensure

Examination–PN (NCLEX-PN) and holds an active unrestricted license for practical/vocational nursing may be admitted as a bridge student and be awarded academic credit for ASN100, ASN110, and ASN150. The bridge student will need to complete all general education courses and ASN180 before entering term 4.

- Within three years of graduation, LPNs may enter directly into the program without clinical work experience if they meet all other admission requirements.
- Within 3 to 10 years after graduation, LPNs must have completed within the last three years:
  - Nursing work experience of 1,000 hours, or
  - An experience approved by Concorde Career College.
- If more than 10 years past graduation, LPNs must complete the above requirements plus:
  - A nursing challenge exam that includes written testing and skills-lab performance.
- A Pharmacology Competency test is required for the LPN. LPNs who do not pass this test with a “B” or better will not be eligible for admission, but may be referred for a refresher course.

### Physical Therapist Assistant

Prospective students may enroll in the Physical Therapist Assistant program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the HOBET. The HOBET test will be offered to each applicant only two times in a six-month period. The HOBET first attempt will be the computer version. If they are not successful with a passing adjusted individual total score, they may be retested with the paper version.

### Waitlist

All prospective students will be placed on a waitlist in rank order based on their reading test score of the HOBET. Final selection and seat assignments will be made at least two weeks prior to the start according to the number of seats available. Students on the waitlist will be notified of their status.

### Alternates

Waitlist students selected as an alternate must attend orientation and each of the first five days of scheduled classes. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code, and classroom assignments. Should space become available within the five days, alternates have the opportunity to be accepted as a regular student.

If not formally accepted as a regular student during the five days, alternates will not be able to attend further classes. Any books or materials received must be returned and there will be no charge for tuition, books, or fees. Alternates not accepted as a regular student have the option of transferring their application to a future start date or canceling their application.

### Practical Nursing

Prospective students may enroll in the Practical Nursing program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the TEAS. The TEAS test will be offered to prospective students only two times in a six-month period. The TEAS first attempt will be the computer version. If students are not successful with a passing composite score, they may be retested with the paper version.

### Waitlist

Prospective students will be placed on a waitlist initially rank ordered by their reading scores. Final selection and seat assignments will be made at least two weeks prior to the start according to the number of seats available. Students on the waitlist will be notified of their status.

### Respiratory Therapy

Prospective students may enroll in the Respiratory Therapy program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the HOBET. The HOBET test will be offered to each applicant only two times in a six-month period. The HOBET first attempt will be the computer version. If students are not successful with a passing adjusted individual total score, they may be retested with the paper version.

### Re-testing for Waitlist Students

Prospective students who are placed on a waitlist for any program may retest for a higher score at their own expense. The cost of each retest is \$50.00. Contact the Director of Admissions for further information.

## READMISSION

It is the policy of the Concorde Career Colleges to help qualified, motivated students to return to college and complete a health career program of study and obtain employment in a healthcare profession. This applies to students

who have entered into a program and have withdrawn. While students are encouraged to continue their education, some students may not be academically prepared to successfully complete certain restricted enrollment programs or may be ineligible for re-entry.

A student who has been withdrawn from a restricted enrollment program for:

- A. A determination of misconduct, professional misconduct, disruptive behavior, academic dishonesty, failure to pass a criminal background check, or other "for cause" action has been dismissed and is not eligible to apply to re-enter any program.
- B. Other than for determinations, the first withdrawal, either administrative or voluntary, is eligible for re-entry consideration into any program. Re-entry applicants (1) must be in good financial standing; (2) pass, if required for program admission, an updated criminal background check; (3) apply for readmission with the Office of Student Affairs; (4) obtain academic and career advisement to determine the program of study in which they are most likely to be successful; (5) take all knowledge and skills tests required by the program for which they are seeking admission; and (6) be recommended for admission by the Re-entry Review Committee.
- C. A second or subsequent withdrawal, either administrative or voluntary, is eligible for re-entry consideration into any program except a restricted enrollment clinical program from which the student has been previously withdrawn for failure to meet academic standards. These re-entry applicants (1) must be in good financial standing; (2) pass, if required for program admission, an updated criminal background check; (3) apply for readmission with the Office of Student Affairs; (4) obtain academic and career advisement to determine the program of study in which they are most likely to be successful; and (5) be recommended for admission by the Re-entry Review Committee.

## CREDIT FOR PREVIOUS TRAINING

Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses provided that the following requirements are met:

- An official copy of the student's transcript is on file with Concorde;
- Courses within a major were completed within the previous 12 months and a grade of "B" or better was earned;
- General Education courses were completed within the last five years and a grade of "B" or better was received;
- A copy of the catalog containing the course description, which the student enrolled under, is provided; and
- CLEP courses may be accepted if completed within the five years and have a minimum score of 60.

If the course(s) is similar in character and objectives to the course(s) offered at Concorde Career College, the student will receive credit for the course(s). Students may transfer from another postsecondary school up to 25% or 24 credit hours, whichever is greater, of the academic credits necessary to fulfill the requirements for graduation.

Students requesting to transfer credit(s) must submit all required documents one week prior to starting school.

If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

Under no circumstances does Concorde Career College grant academic credit for life experience.

### Students from other Concorde Career Institutes/Colleges

Students may be eligible to receive credit for previous courses provided that the following requirements are met:

- An official copy of the student's transcript is on file with Concorde Career College;
- Courses within a major were completed within the previous 12 months and a grade of "C" or better was earned; and
- General Education courses were completed within the last five years and a grade of "C" or better was received.

Students may transfer up to 50% of the academic credits necessary to fulfill the requirements for graduation.

Students requesting to transfer credit(s) must submit all required documents prior to starting school.

If the Academic Affairs department determines that the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

For courses within a major taken more than 12 months prior, the student must take a proficiency examination for both academics and practicals. Academic credit will be granted if the student scores 75% or better and demonstrates competencies of practical skills. The student will not be charged

for the examination(s). Students requesting to transfer credit(s) must submit all required documents and/or pass any proficiency examination prior to starting school.

Under no circumstances does Concorde Career College grant academic credit for life experience.

### Nursing Programs

An application for credit must be submitted at least two weeks before class begins.

### Veterans Administration Students

Students applying for veterans benefits must report all previous education and training. The school will evaluate any previous postsecondary transcripts to determine appropriate credit. The veteran and Veterans Administration will be notified of any reduction in training time or tuition.

## STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation, denied any benefits, or be subjected to any form of discrimination because of sex, religion, race, age, creed, national origin, or physical handicap or disability.



### CANCELLATION & REFUND PROVISIONS

#### Cancellation Policy

Applicants or students may cancel or terminate their enrollment at any time, in writing, before or during their training. Cancellation or termination shall occur when you give written notice to the school at the address shown on the top of the first page of your Enrollment Agreement. The written notice, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee. Refunds will be paid by the school within 30 days after receipt of the notice of cancellation. After the expiration of the cancellation period, the school is entitled to retain the registration fee.

Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school and inspection of the equipment.

#### Refund Policy

The school's policy for determining the student's withdrawal date is the earlier of (A) the date the student notifies the school of their withdrawal or the date specified by the student, whichever is later; or (B) if the student withdraws out of school without notifying the school, the last recorded date of class attendance by the student, as documented by the school or (C) the date the student violates published school policy that provides for termination.

The student's start date through the last date of attendance will determine the percentage of program completion and the applicable percentage will be applied to the formula used in the refund calculation as stated below.

The percentage of program completion is calculated by dividing the number of hours comprising the period of enrollment for which the student has been charged into the number of hours the student was scheduled to attend in that period as of the last recorded day of attendance by the student.

#### Pro Rata Refund Calculation

- If a first time student withdraws within the first thirty calendar days of their program of study; no tuition charges will be incurred.
- If a student withdraws after the first thirty calendar days, but prior to the 75% point of the period of enrollment for which they have been charged; the student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment.
- If a student withdraws after the 75% point of the period of enrollment for which they have been charged; the student shall be obligated for the tuition charged for the entire period of enrollment and not entitled to any refund.
- A first time student is defined as any student who has not previously attended classes at Concorde Career College, Kansas City, MO.

The pro rata refund calculation stated above does not include the registration fee or the cost of textbooks, uniforms and health screen. If a student withdraws, in addition to tuition, the student is responsible for: the registration fee; book charges unless the books are returned in new and unused condition within 20 days following the date of withdrawal; uniform charges once the uniform has been issued to the student; and the health screen charge once the health screen has been performed.

#### A \$100.00 administrative fee will be assessed to any student withdrawing from school.

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

Students may repeat a course. If the student should withdraw from the program for any reason, based on the refund policy the weeks in attendance for repeating a course will be used in the program completion percentage calculation in determining the student's financial obligation to the school.

If a student officially withdraws or is expelled from school, any refund that is due will be paid within 30 days after the student's withdrawal date. If a student withdraws out of school, any refund that is due will be paid within 30 days of the earliest of the (i) date on which the school determines that the student withdrew; (ii) expiration of the academic term in which the student withdrew; or (iii) expiration of the period of enrollment for which the student has been charged.

If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan will be first used to repay and federal/state/private student financial aid program from which you received benefits, in proportion to the amount of the benefits received, and any remaining amount greater than \$5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount. Sample refund calculations are available to students upon request in the Business Office.

### FINANCIAL AID OFFICE

The Financial Aid Office is open to students during the hours posted on campus. Students are encouraged to call or visit the office if they have any questions or need assistance regarding their financial aid. Resources of the Financial Aid Office are available to all students. Financial aid staff members assist students in determining individual eligibility for the various aid programs and in completing the necessary applications and paperwork. To receive federal financial assistance, students must maintain satisfactory academic progress towards completion of their training as outlined in the school catalog.

The Financial Aid and Business Office monitor each student's academic progress in school in order to verify continued financial aid eligibility.

#### Student Responsibilities:

- Students must promptly return all required applications and paperwork to the Financial Aid Office. Returning paperwork to another department can delay funding and may result in lost paperwork. The school will not be responsible for lost or misplaced items.
- If the Financial Aid Office needs to see a student, the office will notify the student through an instructor or by posting the student's name on the bulletin board. It is the student's responsibility to see Financial Aid when notified.
- Each student who receives a student loan is required to attend an entrance and exit interview workshop. The Financial Aid Office will notify each student when these workshops are scheduled. If a student misses a workshop, it is the student's responsibility to contact the Financial Aid Office to reschedule a date.
- If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund; and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### FINANCIAL AID

Concorde Career College participates in the United States Department of Education's Federal Student Assistance programs. These programs are available for those who qualify.

#### Federal Pell Grant

The Federal Pell Grant is a grant to students who qualify under the federal financial need guidelines. Application is made through the Free Application for Federal Student Aid (FAFSA).

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG is a grant that the school awards to students based on financial need and the availability of funds. Application is made through the Free Application for Federal Student Aid (FAFSA).

#### Federal Perkins Loan

Federal Perkins Loan is a low-interest loan. The school determines recipients based on financial need and amount of money available to lend. Application is made through the Free Application for Federal Student Aid (FAFSA).

#### Federal PLUS Loan

The Federal Perkins Loan is a low-interest loan. The school determines recipients based on financial need and the amount of money available to lend. Application is made through the Free Application for Federal Student Aid (FAFSA).

## Federal Subsidized and Unsubsidized Loans

Subsidized and Unsubsidized Loans are low-interest loans made by the U.S. Department of Education. See Financial Aid for details.

## Alternative Financing

For those students who qualify, alternative financing is available through numerous financing companies. The Financial Aid Office will assist students in tailoring payment plans to fit their individual needs. Co-signers may be necessary, depending on credit history.

## Other Aid

Concorde Career College provides limited finance plans and access to non-need-based loans for students not qualifying for need-based loans yet requiring funding beyond their need-based aid or for students wishing to pay on a cash basis.

## Veterans

Eligible veterans may receive part-time benefits during classroom instruction and full-time benefits during the externship portion of a program.

## Social Security Benefits

Eligible students may obtain Social Security benefits. Students who may be eligible must notify the Campus President in writing before the first day of class.

For more information on financial aid and the application process, students should review the Financial Aid Consumer Information brochure or check with a Financial Aid staff member for the programs that apply to their individual needs.

## EDUCATION COSTS

A schedule of the total educational costs is in the current addendum to this catalog. Concorde will assist students in developing financial plans to pay for their education through a combination of student/family contributions, financial aid, (if eligible), and finance plans. All students must sign a promissory note for direct educational costs not covered by Title IV or agency funding. All payments are the full responsibility of the student and are payable as stated in the student's Enrollment Agreement or retail installment contract.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. Any change in financial situation that may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Business Office. Failure to keep all payments current may result in termination.

## RETURN OF TITLE IV REFUNDS POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of Title IV aid a student and school can retain when the student withdraws from or is terminated by the school. Students who withdraw from or are terminated by the school prior to completing more than 60% of their period of enrollment or payment period for degree programs (a period of time for which students receive Title IV aid) will have their Title IV eligibility recalculated based on the percent of the period of enrollment or payment period for degree programs attended. For example, a student who withdraws completing only 30% percent of the period of enrollment or payment period for degree programs will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%.

This policy applies to all students who withdraws or is terminated by Concorde Career College and receive financial aid from Title IV funds. The term "Title IV funds" refers to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Federal Parent Loans for Undergraduate Students (PLUS) and Federal Perkins Loans. For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is:

- The date the student notifies the school of their intent to withdraw; or
- The student's last day of attendance.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the period of enrollment or payment period for degree programs. Title IV aid is considered 100% earned after that point in time. The percent of Title IV aid earned is calculated as:

$$\frac{\text{Number of days completed by the student}^*}{\text{Number of days in the period of enrollment or payment period for degree programs}^*} = \frac{\text{Percent of period of enrollment or payment period for degree programs completed}}$$

*\*The total number of calendar days in a period of enrollment or payment period for degree programs and the number of days completed by the student will exclude any scheduled breaks of five days or more.*

The percent of period of enrollment or payment period for degree programs completed will be the percentage of Title IV aid earned by the student.

The percentage of Title IV aid unearned (i.e. amount to be returned to the appropriate Title IV program) will be 100% less the percent earned.

Concorde will return unearned aid from the student's account as follows:

1. Unsubsidized Federal Stafford Loans.
2. Subsidized Federal Stafford Loans.
3. Unsubsidized Direct Stafford Loans (other than PLUS loans).
4. Subsidized Direct Stafford Loans.
5. Federal Perkins Loans (if applicable).
6. Federal PLUS Loans.
7. Direct PLUS Loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. Federal Supplemental Educational Opportunity Grants (SEOG) for which a return of funds is required.

Concorde will return the unearned aid within thirty (30) days from the date the school determined the student withdrew.

When the total amount of unearned aid is greater than the amount returned by Concorde Career College from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program as follows:

1. Unsubsidized Federal Stafford Loans.\*
2. Subsidized Federal Stafford Loans.\*
3. Unsubsidized Direct Stafford Loans (other than PLUS loans).\*
4. Subsidized Direct Stafford Loans.\*
5. Federal Perkins Loans (if applicable).\*
6. Federal PLUS Loans.\*
7. Direct PLUS Loans.\*
8. Federal Pell Grants for which a return of funds is required.\*\*
9. Academic Competitiveness Grants for which a return of funds is required.\*\*
10. Federal Supplemental Educational Opportunity Grants (SEOG) for which a return of funds is required.\*\*

\* *Loan amounts are returned in accordance with the terms of the promissory note.*

\*\* *Unearned federal grant amounts to be returned by the student will be reduced by 50%.*

Within thirty (30) days of the date the school determined the student withdrew, they will be notified in writing if they are required to return any federal grant aid (Federal Pell or Federal SEOG). The student is considered to be in overpayment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of forty five (45) days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment.

If during the forty five (45) day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the forty five (45) day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

## REFUND PROCEDURES FOR NON-TITLE IV FINANCIAL ASSISTANCE

Refunds for state aid programs and applicable third-party funding agencies (e.g., Veterans Administration, WIA, etc.) will be calculated as stated in the Cancellation and Refund Provisions published in this catalog and in the student's Enrollment Agreement. Any state or third-party funding agency refund due will be calculated in proportion to the amount of the benefits received.



## Student Information & Affairs

### ANNUAL SECURITY REPORT

The school publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus, in the Annual Security Report. This publication is distributed annually to all students and may be requested at any time from a school administrator.

### CANCELED CLASS POLICY

When a scheduled class is canceled for unforeseen reasons, (e.g., inclement weather, power outage, etc.), the class will be made up before the end of the term in which the cancellation occurred. If students are unable to attend the rescheduled class, they will be marked absent and the Student Attendance Policy will apply.

### GRADUATE EMPLOYMENT

Concorde Career College does not guarantee employment for its graduates. The Graduate Employment staff will assist students in their job searches upon successful completion of studies by offering information on job opportunities, temporary assignments, résumé preparation, and guidance in interviewing techniques. Career development classes are conducted throughout each program to assist students in developing their interpersonal skills.

Because graduates who are actively interviewing for jobs are often unavailable by telephone, the graduate is asked to call the Graduate Employment department twice each week while actively seeking employment. This procedure keeps the school informed of a graduate's employment status and allows the school to keep the graduate current with job listings.

Students will improve employment opportunities by continued communication with the Graduate Employment department.

This service is available at any Concorde Career Institute/College, provided the school is still owned by Concorde Career Colleges, Inc. The graduate must observe all rules and regulations of the school as they relate to placement.

### DRUG & ALCOHOL ABUSE POLICY

Concorde Career College ("Concorde") supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by an employee or student on Concorde's property or as part of any Concorde activity is prohibited. Any student or employee of Concorde found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on Concorde property or at Concorde events shall be subject to disciplinary action. For employees, the college will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions that include suspension and expulsion from Concorde.

For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both, by any judicial body charged with the responsibility of the federal or state criminal drug statutes.

#### Health Risks

Abuse of alcohol and use of drugs is harmful to one's physical, mental, and social well being. With excessive drug use, life becomes centered on drugs to the exclusion of health, work, school, family, and general well being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy one's health. Increasing tolerance developed by the user complicates the effects of drug use. This tolerance may be psychological, physiological, or both, and may lead to greater danger of overdose. Alcoholism is the number-one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships, and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure him or herself or others and may subject the person to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

The following summarizes the effects/dangers of the major categories of drugs:

**Amphetamines:** Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.

**Narcotics:** Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.

**Depressants:** These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.

**Hallucinogens:** These drugs may cause psychosis, convulsions, coma, and psychological dependency.

#### Counseling, Treatment, or Rehabilitation Programs

The administration of Concorde maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment.

Employees and students who have a substance-dependency problem are strongly encouraged to obtain counseling and treatment. Anyone seeking additional information about health problems and treatment related to alcohol and drug problems can contact the Campus President or the Vice President of Human Resources. Requests for assistance will be held in complete confidentiality and will be provided on a need-to-know basis only.

#### Sanctions

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or administrative withdrawal from Concorde. Students may reapply for admission, through review, at a later date. A student suspected of the possession, sale, manufacture, use, or distribution of a controlled substance, MAY be suspended from the student's program of study and MAY become ineligible for continued participation in the HEA, Title IV Student Assistance Programs. If convicted, the student's relationship with Concorde will be terminated and the student may lose the ability to participate in the HEA, Title IV Student Assistance Programs. Any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.

#### Legal Sanctions

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. Concorde will refer violations of prescribed conduct to appropriate authorities for prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to four years imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10–99 grams, may result in sanctions up to and including 20 years imprisonment and a fine of up to \$4 million. Under Missouri law, possession of any controlled substance except five grams or less of marijuana shall be punished by not less than 10 years nor more than 20 years imprisonment. Possession of five grams or less of marijuana is a misdemeanor punishable by not less than 30 days nor more than six months imprisonment. Delivery of more than five grams of a controlled substance is punishable by 10 years imprisonment. Trafficking in drugs is punishable by not less than 20 years imprisonment and may be punished by up to life imprisonment or death. The state of Missouri may revoke the driver's license of anyone convicted of a violation of any state, county or municipal law involving the possession or use of a controlled substance. In the city of Kansas City, Missouri, possession of drugs may result in up to a \$500 fine, 180 days in jail, or both, plus civil forfeiture of personal property.

The state of Missouri may impose a wide range of sanctions for alcohol-related offenses. Any person from ages 17 to 20 who represents that he or she is over the age of 21 for purposes of purchasing alcohol is guilty of a misdemeanor. Any person who drives while under the influence of alcohol may have his or her driver's license suspended or revoked. The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

# HEALTH REQUIREMENTS

## Health Services

The college does not provide health services on campus, other than providing required immunizations at scheduled times.

- **Immunizations:** All programs require various vaccinations before attending externships or clinicals. Concorde offers these immunizations and the cost is itemized on the Enrollment Agreement and disclosed in the catalog addendum.
- **Health Insurance Coverage:** The externship/clinical sites do not provide health insurance coverage for students. All students are covered by accident and liability insurance policies while in school or on clinical rotation. This policy does not automatically pay for all medical expenses due to school-related accidents. It is designed to work together with the insurance the student may already have. A student is required to meet with the Program Director regarding the processing of a claim. None of the programs provide health insurance as part of the tuition fee. This is the sole responsibility of the student.
- **Health Conditions:** It is the responsibility of the student to inform the appropriate instructor(s) of any physical or mental condition that could interfere with the safety of the student and/or patient while at the externship/clinical site.

While ill, it is the responsibility of the student to notify the Program Director and the clinical site. Students are not permitted to attend class or clinical with a communicable disease.

# GENERAL INFORMATION

## Accessibility for Disabilities

Spaces are clearly marked and are reserved for disabled students, staff, and faculty. Cars parked in these designated areas without the proper identification will be towed.

## Campus Telephones

Students may not use the campus telephones.

## Cellular Phones

Students may not use cell phones in the hallways or classrooms. Cell phones should be used in the student lounge or outside the building only.

## Community Activities

Concorde participates in community activities and encourages students to become active community members. Students are encouraged to notify the Campus President or Academic Dean of any upcoming activities in which they would like the school to participate.

## Customized Training

Concorde Career College offers quality customized training and technical assistance to employers on a contractual basis. Specialized curriculum and consultant services can be provided for business-specific needs.

## Day Care Services

Children are not permitted to attend any class with their parents, nor are they allowed on school premises while a parent is attending class. For information regarding day care services available to students at a reasonable cost, students may contact the Associate Academic Dean. Many area day care centers understand the need for quality care at a reasonable cost while pursuing educational goals, and the school maintains a list of those centers.

## Eating & Smoking

Students are welcome to pause, relax, and eat and drink in the student lounge. Smoking is not allowed in the building. If students wish to smoke, they may do so outside the building in designated areas. Absolutely no food, beverage, or smoking is allowed in the classrooms. Smoking is strictly prohibited in all areas of the school, including all hallways, restroom facilities, and the reception area.

## Emergency Telephone Numbers

Each student must provide the school with one or more telephone numbers where a family member may be reached in an emergency. Only in the case of an emergency will a student be called out of class to take a telephone call.

## Graduation Ceremonies

To be considered a Concorde graduate and be eligible to participate in graduation ceremonies, students are required to successfully complete all program requirements. This includes all phases of their didactic training as well as their externship and/or clinical education.

To be eligible to participate in the ceremonies, graduates must have completed all academic requirements, with passing grades, as defined in the Graduation Requirements section of this catalog. Each graduate's last date of attendance must have occurred on or before the scheduled date of the graduation ceremony.

Graduation ceremonies are held at least twice a year. The Director of Student Affairs will notify students of upcoming graduation ceremonies. Graduates interested in participating in the ceremony will be charged a graduation fee to cover the expense of a cap and gown.

## Inclement Weather

In the event of unfavorable weather conditions, classes may be canceled at the discretion of the Campus President. Students will be notified through local television stations.

## Institutional Information Dissemination

Federal regulation 34CFR 668.44 requires us to designate an employee or group of employees who shall be available on a full time basis to assist enrolled or prospective students in obtaining information on the following topics:

- Financial assistance information
- Tuition and costs, withdrawal and refund policy, academic progress, facilities, faculty, and school approvals
- Completion and retention rate calculations
- Institutional Security Policies

If a student has any questions, he or she should see one of the following personnel: Campus President, Director of Admissions, Financial Aid Director, Academic Dean, or Associate Academic Dean.

## Insurance

Concorde provides students with accident insurance that covers injuries due to an accident that occurs while attending or participating in a Concorde-supervised and sponsored activity. The policy is intended to supplement the student's own insurance and it requires the student to submit a claim to his or her own insurance carrier first (if he or she have insurance). The insurance has a \$5,000 limit on covered benefits. For clarification, check with the Campus President.

## Language of Instruction

All classes at Concorde are conducted in English. No English language services are provided.

## Lost Books & Supplies

Textbooks/curriculum materials are provided for all students; however, lost books are the student's responsibility to purchase at cost. Students will be expected to furnish such incidentals as paper, notebook, pencils, pens, and typing paper.

## Making Change

Money is not kept at the school; therefore, the staff is unable to make change for vending machines, telephone, or tuition payments.

## Maximum Class Size

Classes are generally limited in size not to exceed 30 students per laboratory or lecture session. Specific programmatic requirements are addressed in the program section of this catalog.

## Messages

Student messages are posted on the main bulletin board. Only in the case of an emergency will a student be called out of class for a message.

## Parking

Student parking is available in the parking garage at Penn Valley Community College. All vehicles must display the appropriate parking sticker. Cars parked in unauthorized areas or without the appropriate parking sticker will be subject to towing. A limited number of visitor parking spaces are available in the lot surrounding the main building.

## Personal Belongings

Purses, clothes, books, etc., should not be left unattended, as the school does not assume responsibility for loss or theft.

## Personal Data Changes

Any change of name, address, or telephone number must be reported to the student's instructor, the appropriate Program Director, and the Registrar as soon as the change occurs. Emergency information should be kept current at all times.

## Pregnancy

In any class in which x-ray equipment is used, a student who suspects that she is pregnant should report this to the instructor.

## Refresher Training

Concorde offers limited refresher training to its graduates. A graduate may apply for refresher training at any Concorde Career College offering similar classes.

Graduates may be accepted for refresher training (excluding externship) on a space-available basis. The graduate must be in good standing with the Business Office. No tuition will be charged; however, there will be a \$100 fee for each class/term or partial class/term. The graduate must have or purchase current text(s), workbook(s), and/or uniform(s) as required. The graduate is required to adhere to current school policies governing attendance and dress.

## Student Affairs

The Concorde staff makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional advising will be referred to the appropriate agencies.

## Student Housing

While the school does not offer on-campus housing for its students, living accommodations are available within a convenient distance of the school. Students must arrange for their own housing.

## Student Injuries

Students injured while attending school, participating in a school-supervised function, or in transit to or from supervised school activities are to report immediately to the instructor who will accompany the student to the Campus President.

If necessary, immediate emergency procedures will be implemented and a member of the staff or faculty will accompany the student, in the absence of a parent, guardian or spouse, to the appropriate medical facility.

## Transportation

Students needing transportation to and from the school should see the Admissions department regarding car-pooling and participation in the Ride-Share program.

## STUDENT COMPLAINT & GRIEVANCE PROCEDURE

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance regarding grades, instruction, or other topics related to their program of study, the following procedure is in effect:

- Students should make an appointment to discuss the matter with his or her instructor, if applicable. If not resolved...
- Students should make an appointment to discuss the matter with the Program Director. If not resolved...
- Students should make an appointment to discuss the matter with the Academic Dean.

If a student is unable to resolve a problem informally, a written grievance may be submitted to the Campus President. The procedure is as follows:

- The written grievance must be submitted to the Campus President. An Incident Report form is available for student use and may be obtained from the Campus President. An Incident Report is not required in submitting the written grievance.
- The Campus President will verify that the student made an attempt to resolve the concern informally with the instructor, Program Director, or Academic Dean.
- The student may challenge a decision by submitting a written request to hold a Grievance Meeting.
- The Campus President will call a Grievance Committee meeting within three business days of receipt of the written grievance. The committee will be composed of the Campus President, appropriate department heads, and any other individuals whose participation is warranted by the circumstances of the particular concern.
- All persons involved with the incident must be present at the time of the meeting. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
- The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated within two business days.
- Request for further consideration: Any student has the right to report any apparent inconsistencies with the application of the Student Complaint & Grievance Procedure policy outlined in the college catalog. This report must be completed in the form of a written request submitted to the Vice President of Student Affairs. The report must include any documentation and communication regarding the complaint and must describe how the procedure was inconsistent with the college catalog. The decision is final and binding. It will be communicated through written correspondence.

## State of Missouri Procedure

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at:

<http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>.

This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

## Accrediting Commission Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response.

The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

## Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org

A copy of the Commission's Complaint Form is available at the campus and may be obtained by contacting the Campus President.

## Respiratory Therapy Procedure

A student in the Respiratory Care program may direct unresolved complaints to:

### Commission on Accreditation for Respiratory Care

1248 Harwood Rd., Bedford, TX 76021

(817) 283-2835

## Physical Therapist Assistant Procedure

A student in the Physical Therapist Assistant program may direct an unresolved complaint to:

### Commission on Accreditation in Physical Therapist Assistant

1111 North Fairfax St.

Alexandria, VA 22134

(703) 706-3245

## IMPORTANT INFORMATION

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the course content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum to this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein.

## Veterans and Non-Veterans Edition

In accordance with requirements of DVR Circular 20-76-84, Appendix P, this is to certify this school catalog is true and correct in content and policy.

## STUDENT GUIDANCE & ADVISING

The Concorde staff makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional counseling will be referred to the appropriate agencies.

Assistance is available for students who require individual tutoring in order to raise their grades to a passing level. Students who simply wish to further enhance their own clinical or theoretical knowledge may also take advantage of this service. Students should contact their instructor, Program Director, or Academic Dean for further details.

# Academic Information



## CLINICAL/EXTERNSHIP

Certain programs require students to serve a clinical/externship in the office of a physician, dentist, hospital, clinic, or long-term-care facility upon completion of academic training. The Clinical Instructor/Extern Coordinator will arrange all clinicals/externships. The clinical/extern site is not obligated to employ the student following completion of the clinical/externship.

During the clinical/externship, students are given the opportunity to put their classroom training into practical application under actual employment conditions. While on clinical/externship, the student is under the supervision of the Clinical Instructor/Extern Coordinator, the training facility, as well as the school. Any absence incurred during the clinical/externship must be reported to the Program Director, the Clinical Instructor/Extern Coordinator, and the Clinical/Extern Site Supervisor. Clinical/externship must begin immediately upon assignment following classroom completion. All program and catalog requirements apply, including dress code, name tags, drug use, etc. Additionally, students must abide by the rules and regulations of the site to which they are assigned. This includes rules governing confidentiality of medical records and reports to conform to the Confidentiality of Medical Information Act.

While on clinical/externship, students must comply with the following clinical/extern regulations:

1. The school will assign students to a clinical/externship site. Students may not turn down a clinical/externship. The school cannot guarantee a particular office or geographical location; however, Concorde will consider the student's request when making assignments.
2. Students must work the same hours as employees at their assigned site. Generally, clinical/externship is arranged as a daytime, M-F, 40-hour week. Depending upon state laws, a certain amount of time is required for lunch. Lunch time is not included in the total clinical/externship hours.
3. Clinical/externship is a part of the student's education. Students will not be paid and will be withdrawn from the program if the facility reports that they were asking for or receiving pay.
4. Certain clinical/extern sites may require that students be tested for drug usage and/or be checked for any criminal background prior to accepting them.
5. Students must meet the objectives on the clinical/externship check off and their midpoint evaluations. An unsatisfactory evaluation from the healthcare facility may require the student to serve an extra clinical/externship period, return to school for further training, or result in his or her termination from the school.
6. As part of the externship requirements, students are responsible for completing and submitting forms and documents as required. Extern timesheets must be faxed to the Academic department by the student at the end of business Friday or first thing Monday. Midterm evaluations must be completed and faxed/delivered to the school at the halfway point of their externship. It is the student's responsibility to assure that the healthcare facility has completed and signed all evaluations and time verification sheets and that the Academic department has received them upon completion of his or her externship.
7. It is the student's responsibility to attend scheduled meetings, including site interviews, before and during his or her clinical/externship. Students may be required to return to the campus during their clinical/externship at the direction of their Clinical Instructor/Extern Coordinator or Program Director.
8. Students are expected to behave in a professional manner at all times. Any conduct that reflects discredit upon the student, the school, or the site will subject the student to termination from the school.
9. If a student is going to be late or absent, he or she must notify the healthcare facility and the Clinical Instructor/Externship Coordinator. Violation of attendance policy will result in probation or withdrawal from school.
10. Students should immediately notify their Clinical Instructor/Extern Coordinator if any problems are encountered during clinical/externship: personality conflicts, illness, etc. (Students must never walk off the site, FOR ANY REASON, without first notifying their Clinical Instructor/Extern Coordinator or Program Director.)
11. Tuition payments must be kept current.
12. If a student is terminated from a clinical/externship site, the Program Director will evaluate the circumstances of his or her termination and a decision will be made regarding his or her status as a student. The student may be withdrawn from school at that time. If the student is allowed to continue his or her clinical/externship and is terminated from another site, he or she will be withdrawn from school. Students who are terminated from clinicals/externships will be required to repeat the entire clinical/externship.

## CLINICAL ROTATIONS

The Respiratory Therapy program requires students to perform clinical rotations in addition to the didactic training. These rotations are served in hospitals,

skilled nursing facilities, long-term-care facilities, home care companies, or other sites under the direction of licensed respiratory care practitioners. The Director of Clinical Education will arrange the schedule for the clinical rotations for all students. These rotations are designed to provide the students with exposure to the procedures and responsibilities that they will encounter in the workplace upon graduation while under the direction of preceptors and clinical instructors. The clinical rotations do not guarantee employment upon graduation.

During the clinical rotation, students are given the opportunity to put their classroom learning into practice. The student is under the constant supervision of a preceptor employed by the site, with visits on at least a weekly basis by a clinical instructor from Concorde. Preceptors are trained by the Director of Clinical Education in order to ensure that all of the requirements of Concorde are met during the clinical rotation. Preceptors are provided with copies of all clinical objectives and may sign off completion of those objectives in the students' Basic Clinical Lab Competencies text. Clinical instructors will verify completion of objectives and sign off on the students' "Clinical Objectives" form.

Clinical rotations are assigned during RT220, RT230, RT240, and RT250. All program and catalog requirements apply during clinical rotations, including dress code, name tags, etc. In addition, students must abide by the policies of the clinical site, including parking, behavior, and submission to drug testing, if requested. Students are expected to conform to all HIPPA regulations and act in a professional manner throughout their clinical rotations.

During clinical rotations, the student must comply with the following:

1. The school will assign the student to a clinical site. The school cannot guarantee a particular site or geographic location; however, Concorde will consider requests when making assignments. Students may not refuse a clinical site.
2. The student will work the same hours as those of the respiratory therapist employed at the site. This will normally be 12-hour shifts. The hours may be either day shift or night shift. The clinical days will vary during the course of the program and will include shifts on weekends as well as weekdays.
3. The clinical rotations are an integral part of the student's educational experience. The student will not be paid for time spent during clinical rotations and will be withdrawn from the program if the facility reports that the student was asking for or receiving pay.
4. Certain clinical sites may require drug testing either prior to or during clinical rotations. A positive result will result in the student being pulled from that clinical site. The student must have an immediate follow-up test to ensure against a false positive; if the second test is positive, the student will be withdrawn. The student may be reassigned to a second site if the second test is negative.
5. All clinical objectives listed on the "Clinical Objectives" form must be completed during clinical rotations. Failure to complete those objectives will prevent the student from graduating.
6. The student will be responsible for completing certain forms and assignments during the rotation, including time sheets. It is the student's responsibility to ensure that all necessary forms are completed properly and signed by authorized personnel. Falsification of information on these forms will result in termination from the program. Failure to complete assignments may result in repetition of the clinical rotation.
7. Students are expected to behave in a professional manner at all times. Any conduct that reflects discredit upon the student, the school, or the site will subject the student to termination from the program.
8. If the student is going to be late or absent, it is the responsibility of the student to notify both the clinical site and the Director of Clinical Education. Violation of the attendance policy will result in implementation of the penalties as outlined in that policy.
9. Tuition payments must be kept current while at clinical rotations.

If the student is terminated from a clinical site at the request of the site, the student will be assigned to a second site. If the student is terminated from a second site at the request of the site, the student will be withdrawn.

## CRITERIA FOR ASSESSING STUDENT PERFORMANCE WHILE ON EXTERNSHIP

**Students must demonstrate passing scores in all courses, including practical written exams and hands-on lab exams, prior to being assigned an externship.**

During the externship course, each student will be evaluated in the areas of

professional performance/appearance, attendance, and practical skills. To complete the externship successfully, a student must satisfactorily perform each procedure outlined in the training plan and demonstrate satisfactory work habits. If, when evaluated, the extern is unable to perform certain procedures properly, the student will be required to return to campus for additional training in the unsatisfactory areas. During the externship course, the student may be required to return to campus for weekly scheduled meetings to provide continued interaction with the Extern Coordinator.

If the student's work habits are unsatisfactory on the first evaluation, the coordinator will confer with the student at that time. If work habits are still unsatisfactory at the end of the externship period, the student may be required to serve an additional externship. A student may only repeat the externship once. If failure of the externship occurs twice, the student will be withdrawn from the program.

The externship evaluation scale is as follows:

- 3 Student knows the underlying principles and carries out procedures skillfully and accurately.
- 2 Student performs procedures with a fair degree of accuracy.
- 1 Student performs most procedures but requires guidance and supervision.
- 0 Student is unable to perform procedures even with guidance and supervision.
- X Procedure was not observed or performed.

## RECORDS ON HOLD

Academic records may be placed on hold for any of the following reasons:

- A financial obligation to Concorde Career College;
- Failure to return learning resource center materials or school equipment; or
- Default on a federal student loan.

Until the hold is removed, individuals will not be allowed to:

- Restart school from a withdrawal status; or
- Obtain an official transcript.

Appeals to this policy may be made to the Campus President in writing. The Campus President will notify the student in writing regarding the outcome of the appeal.

## ACADEMIC UNITS OF CREDIT

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units), comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## FINANCIAL AID UNITS OF CREDIT

For financial aid eligibility and disbursements, the school uses the system of clock hour to credit hour conversion established by the U.S. Department of Education. One semester credit is equal to 37.5 clock hours. For purposes of Title IV calculations, the Vocational Nurse program is considered a clock hour program.

## STUDENT RECORDS

The Registrar's office maintains academic records of all course work completed at the school. Transcripts are released only after receipt of a signed, written request from the student. Transcripts issued to the student are marked "Issued to Student." Students are allowed one transcript at no charge. There is a \$6.50 fee for each additional transcript. No official transcript(s) will be released if records are on hold for financial reasons or missing documentation. (See Records on Hold policy.) Students may request an unofficial transcript in this case. The word "Unofficial" will be stamped on the transcript. Third party transcripts from other institutions cannot be released to any individual or institution.

## DRESS CODE

Students are preparing for careers and should develop the habit of wearing appropriate attire. Students, therefore, are required to wear the designated school uniform in class and on externship or clinical experience unless directed otherwise. Shoes must be white or black closed-toe and heel duty shoes, or white athletic shoes made of leather or vinyl. No high tops or color trim are allowed. Shoes must be kept clean, polished, and in good repair. Canvas shoes are not acceptable. Clinical sites may require white shoes. No outerwear is permitted in the classroom except for a lab coat or sweater as established by school/program standards.

## Prior to Receiving Uniforms

Prior to receiving their official uniforms, students should wear clothing that, at a minimum, meets standard conventions of good taste. Once the school uniforms have arrived, the dress code below will be strictly enforced.

*NOTE: Specific uniform requirements will be governed by school/program standards. Faculty members are responsible for enforcing the dress code. Students who report to their classroom or clinical facilities in inappropriate attire will be sent home. The time missed will constitute an absence. If this dress code policy is not strictly followed, the offending students may be suspended from the classroom, externship, or clinical site.*

## Personal Appearance

In cultivating a professional appearance, students should pay careful attention to good grooming and personal hygiene. At a minimum, students must adhere to conventional standards of good taste. The requirements are as follows:

- Hair must be kept off the collar and out of the face while in uniform or scrubs. Hair must be neatly combed, clean, and arranged in a simple off-the-collar style. Braids and ponytails are permitted if the ends are attached to the head and the hair clears the collar. Barrettes and hair clips or pins must be functional, not decorative, and may be blue, white, or matching hair color. Beads or jewels interwoven into the hair will not be permitted. Hair must not be colored in unnatural colors.
- Minimal use of cosmetics is better than overuse; make-up should compliment one's features. Mascara, eyebrow make-up, and lipstick are acceptable if used with discretion.
- Proper daily hygiene is essential since students work closely with people. Regular bathing and use of deodorant, mouthwash, or breath freshener is encouraged.
- Students must keep their uniforms clean and pressed.
- Students must keep their shoes clean and polished.
- Gum chewing while in uniform is inappropriate and unprofessional and is not permitted at any time.
- Fingernails are to be kept clean and neatly manicured. When viewed from palm side, fingernails may not be longer than the ends of the fingers. Fingernails must be kept short, filed, and free of dirt. Clear or subdued tones of nail polish are acceptable. ACRYLIC NAILS ARE NOT ALLOWED.

## Jewelry

- Acceptable jewelry is limited to professional pins and one ring (wedding sets constitute one ring). A wristwatch with a sweep second hand is an essential part of the uniform for all students. Students may wear two small stud earrings in each ear. Dangling earrings, hoop or multiple earrings, necklaces, and bracelets are not permitted in class due to safety reasons. Students are prohibited from wearing any other facial jewelry including tongue rings, studs, and nose rings, etc.
- Medical identification worn as a bracelet or necklace is acceptable.
- Students in the clinical or classroom areas will carry no cellular phones or pagers. If an emergency arises, the school should be called and the student will be immediately notified.

## PROBATION OR WARNING

A student may be placed on probation if he or she is in danger of not making Satisfactory Academic Progress (see "Satisfactory Academic Progress Policy") or if the student is in violation of the attendance policy (see "Attendance Policy"). A student may also be placed on probation or receive a warning prior to termination for violation of policies regarding conduct, dress, or for other appropriate reasons in the judgment of the school.

## MEASURE OF PROGRAM DURATION

The school measures its programs in semester credit hours. The ending date or graduation date from a program is a "scheduled" graduation date. In-service days, holidays, and other unscheduled events that could cause interruptions in scheduled training may influence the actual calendar length of a program.

## NOTICE CONCERNING TRANSFERABILITY OF UNITS & DEGREES EARNED AT CONCORDE

The transferability of credits a student earns at Concorde is at the complete discretion of an institution to which he or she may seek to transfer. Acceptance of the degree, diploma, or certificate he or she earns is also at the complete discretion of the institution to which the student may seek to transfer. If the credits, degree, diploma, or certificate that he or she earns at this institution are not accepted at the institution to which he or she seeks to transfer, that student may be required to repeat some or all of his or her coursework at that institution. For this reason students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Concorde to determine whether his or her credits, degree, diploma, or certificate will transfer.





### LEAVES OF ABSENCE

Student leaves of absence will not be granted.

### TARDY & LEAVE EARLY POLICY

Students are required to arrive on time for class and stay for the entire class session. Four tardies or early departures equal one absence. Students may be tardy only once on a given day.

### ATTENDANCE POLICY

#### General

Regular and punctual attendance at all scheduled classes and externships is expected of all students and is regarded as integral to course credit. When a student registers, that student accepts the responsibility of attending all classes and completing all class work assigned by the instructor. Beginning with the first class period, instructors will record absences at each class meeting and this information is entered in the student's permanent record.

To maintain satisfactory attendance, a student may not miss in excess of 20% of the scheduled class days of a grading period. At the end of the grading period, if a student has missed in excess of 20% of the grading period, he or she will be placed on attendance probation beginning with the next grading period. While on attendance probation, a student may not miss in excess of 20% of the scheduled class days of the grading period. If at the end of the grading period for which a student is on attendance probation the student has violated the terms of probation, the student will be immediately withdrawn. If a student on attendance probation does not exceed the 20% rule during the grading period, the student will be removed from attendance probation.

The institution reserves the right to sever its relationship with any student who incurs excessive absences. A student who misses an announced test, any examination, or class work shall receive a zero on the test, examination, or class work unless the instructor deems the absence to be of a justifiable nature; in that case students will be allowed to make up the work, but will only earn a maximum grade of "C." All students present at the time a test is administered are obligated to take the test. A student who refuses to take a test on the day it is scheduled will receive a zero. Each student is directly responsible to the individual instructor and/or Program Director/Academic Dean for absences and for making up missed work. Any student who misses 10 consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of the attendance status. Students on externship must also adhere to the 10-day attendance rule.

#### Externship and Clinical Hours

A student on externship must complete the total number of hours required. Externs must follow the 10-day rule. Absence from clinical hours is governed by separate written program standards. During an externship, a VA student cannot exceed 20% absence in any calendar month.

#### Make-Up Work

Due to the nature of the training offered, theory classes and quizzes missed, as a result of an absence, cannot be made up. Grades for clinical work are based on attendance, skill, and participation. Therefore, clinical absences will result in a grade penalty. The specific make-up policy for clinical absences is established by program rules.

#### Appeal Process

A student may appeal termination for unsatisfactory attendance on the grounds of extenuating circumstances. The appeal should be submitted in writing to the Campus President or Academic Dean. In such cases, the Campus President may determine that the student is making satisfactory academic progress towards a diploma/degree, despite their failure to conform to the attendance policy requirements. A student whose appeal is accepted will continue on probation.

#### Dental Hygiene Program

In order for Dental Hygiene students to maintain satisfactory attendance, students must not miss in excess of 15% of the scheduled class days of the grading period. At the end of the grading period, if a student has missed in excess of 15%, he or she will be placed on attendance probation beginning with the next grading period. While on attendance probation, a student may

not miss in excess of 15% of the scheduled class days of the grading period. If at the end of the grading period for which a student is on attendance probation the student has violated the terms of probation, he or she will be withdrawn. If a student on probation does not exceed the 15% rule, the student will be removed from attendance probation.

#### Dental Hygiene Remediation

A student in the Dental Hygiene program must maintain a grade point average (GPA) of at least 2.00 and must achieve a grade of "C" or better in each course to demonstrate satisfactory academic progress. Any student who fails a Dental Hygiene course on his or her first attempt with a grade of "D" or below may remediate the course with the following conditions:

- The student must complete remediation prior to the next term, or in five calendar days, whichever comes first. If the student fails to successfully remediate the failed course during this time frame, he or she will be withdrawn from the program. A student who successfully remediates the course will achieve a maximum grade of 75% for the course.
- The student may remediate only two courses throughout the entire Dental Hygiene program. Withdrawal from the program will occur at the end of the term. Should a student in a withdrawn status choose to reapply, the current catalog readmission requirements must be met.

#### General Education

Students who miss three consecutive absences in a general education course will be withdrawn from that course and given a "W" on their transcript; the "W" will be counted toward attempted credits. If a student is absent for four or more scheduled class meetings of any course, he or she will be immediately withdrawn from that course and receive a "W" grade.

#### Health Information Technology Program

At the end of the grading period, if a student has missed in excess of 10%, the student will be placed on attendance probation beginning with the next term. While on attendance probation, a student may not miss in excess of 10% of the scheduled class hours in the term. If at the end of the grading period for which a student is on attendance probation, the student has violated the terms of probation and will be withdrawn. If the student successfully attends all scheduled classes not missing more than 10% of scheduled classes, they will be removed from attendance probation. Those students withdrawn from the Health Information Technology program for violating the attendance policy can apply for readmission by appealing in writing to the institution.

#### On-Ground Program

For those students enrolled in the on-ground program, students must not miss in excess of 10% of the scheduled class hours per term.

#### On-Line Program

For those students enrolled in the on-line program, attendance is demonstrated by active participation in discussion questions, submission of assignments, or completion of tests/quizzes for the course for the scheduled unit/week.

#### Professional Practice Experience (PPE)

Students are expected to adhere to their PPE schedule as confirmed by the PPE Site Manager and the course instructor or HIT Program Director. Students must complete two 136 hour PPE rotations. Attendance is mandatory. The PPE Site Manager must be notified PRIOR to the start of the day before an absence will be considered excused. The PPE Site Manager along with the Program Director reserves the right to withdraw students for unofficial absences. Any absences and/or late arrivals MUST be made up in order to receive full credit hours for your PPE rotation. It is the student's responsibility to work with the PPE Site Manager to make up any missed hours. Any change(s) in the schedule must be approved by the PPE Site Manager and the course instructor or Program Director. Students will be allowed only one excused absence per PPE rotation. Any absences of two or more, the student will be placed on attendance probation and will be withdrawn from the PPE rotation.

#### Nursing Programs

Regular and punctual attendance at all scheduled classes is expected of all students and is key to successful program completion. When a student enrolls, he or she accepts the responsibility of attending all classes and completing all class work assigned by the instructor. Beginning with the first class period, instructors will report absences at each class meeting and this information is entered in the student's permanent record.

Students may not miss in excess of 10% of scheduled class hours per term. If at the end of a term, a student has missed in excess of 10% of scheduled class hours, he or she will be placed on attendance probation beginning with the next term. Clinical hours missed count toward the 10% and must

be made up according to program policy. During any term, two clinical absences are the maximum number allowed. Should the student exceed two clinical absences in any term, he or she may be subject to termination from the program. Any student absent from an assigned clinical site, who does not call in advance and does not arrive for the clinical shift, will be placed on attendance probation. Should there be a second occurrence during the program when the student does not call in advance or arrive for the clinical shift, the student will be terminated from the program.

While on attendance probation, students may not miss in excess of 10% of the scheduled class hours in the term. Any student on probation who misses in excess of 10% of scheduled class hours has violated the terms of probation and will be terminated from the program immediately upon determination of the violation, but no later than the end of that term. A nursing student may only be on attendance probation one time during the entire program. Should the student be absent in excess of 10% of scheduled class hours in any future term, the student will be terminated from the program. Any student who is absent for more than 10% of the scheduled class hours in the final term of the Nursing program will be terminated from the program. Should that student apply for readmission and be accepted, he or she will be required to repeat all final term course work. If the student on attendance probation does not exceed the 10% absence during the term, he or she will be removed from probation at the end of the term. Any student terminated for violating the attendance policy may apply for readmission once he or she has met the conditions of the readmission policy. All clinical objectives must be satisfied before a final grade may be given for a course. Each student is directly responsible to the individual instructor and/or Program Director and the Academic Dean for absences. Any student who misses 10 consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of his or her attendance status.

### Physical Therapist Assistant Program

#### Academic Attendance

Students may not miss in excess of 10% of scheduled class hours per term. If at the end of a term a student has missed in excess of 10% of scheduled class hours, he or she will be placed on attendance probation beginning with the next term. While on attendance probation, students may not miss in excess of 10% of the scheduled class hours in the term. Any student on attendance probation who misses in excess of 10% of scheduled class hours in the term has violated probation and will be withdrawn from school. If a student on attendance probation does not exceed the 10% rule during the grading period, the student will be removed from attendance probation.

#### Clinical Attendance

Students must be in compliance with the attendance rules and regulations of the clinical affiliation. Students are only allowed to miss three days of clinical in any term. The student will be put on attendance probation after the second absence and will be withdrawn on the fourth absence. The student must call to notify the clinical affiliation and a program faculty member of the absence. The student will be withdrawn the second time there is no notification of absence.

During clinical affiliation, the student must comply with the following:

- The school will assign the student to a clinical site. The student may not refuse a clinical site.
- The student will be withdrawn if he or she requests or receives remuneration for clinical activities.
- Any falsification of clinical documentation including time sheet will result in withdrawal.
- Certain clinical sites may require drug testing. A positive drug test followed by a reconfirming drug test will result in withdrawal.

If the student is terminated from a clinical site, and in the opinion of the Academic Coordinator of Clinical Education the termination was a justifiable misunderstanding, miscommunication, or personality conflict, the student will be assigned to a second site. If the student is terminated from the second site, the student will be withdrawn.

### Respiratory Therapy Program

Students in the Respiratory Therapy program may not miss in excess of 10% of scheduled class hours in the core classes (RT210, RT220, RT230, RT240, RT250). If at the end of a term a student has missed in excess of 10% of scheduled class hours, he or she will be placed on attendance probation beginning with the next term. Clinical and laboratory hours missed count toward the 10% and must be made up according to program policy.

While on attendance probation students may not miss in excess of 10% of the scheduled class hours. Any student on probation who misses in excess of 10% of scheduled class hours has violated the terms of probation and may be terminated from the program immediately upon determination of the violation but no later than the end of that term. If the student on attendance probation does not exceed the 10% absence during the term, he or she will be removed from probation at the end of the term. Any student terminated for violating the attendance policy may apply for readmission once he or she has met the conditions of the readmission policy. Any student who misses 10 consecutive scheduled class days and does not return on the 11th day will be withdrawn,

regardless of the attendance status.

### Respiratory Therapy Clinical Attendance

Students must arrive on time for clinical and stay the entire shift. Late arrivals or early departures are recorded in the student's clinical attendance record. Tardiness or leaving early four times will equal an absence. Students who exceed 10% clinical absences will be placed on attendance probation for the following term. Students' clinical attendance records are reviewed on a weekly basis.

If for any reason students are unable to attend a clinical day, they are required to call the clinical site and the Director of Clinical Education. The first time a student has a no show/no call absence they will be removed from the clinical site and reassigned to a different clinical site. **The second time a student has a no show/no call absence he or she will be withdrawn from the program.**

A student who misses in excess of 10% of the scheduled clinical days of a grading period will be placed on ATTENDANCE PROBATION beginning with the next grading period. Each student's clinical attendance record will be reviewed on a weekly basis and at the end of the grading period. **If during a clinical rotation the student misses in excess of 10%, he or she will be removed from the clinical site and be reassigned to a different clinical site. If no sites are available the student will be withdrawn. If during the clinical rotation at the second site the student misses any time, he or she will be withdrawn from the program.**

### Veterans Administration Students

Each student's attendance record will be reviewed at the end of each grading period. A student may not miss more than 20% of the scheduled class days in a grading period. At the end of any grading period, if a student has missed more than 20% of the grading period, the student will be placed on attendance probation beginning with the next grading period.

While on attendance probation, a student may not miss more than 20% of the scheduled class days of the grading period. If at the end of the grading period for which the student is on attendance probation, the student will receive a grade for the course just completed and will then be terminated from the program beginning with the next grading period. VA students who fail to conform to the standards of satisfactory attendance will be terminated from the receipt of benefits. VA benefits will be terminated as of the last date of attendance before exceeding the 20% of the scheduled class days of the grading period. Students with attendance withdrawal must be out of school for one grading period and return on an attendance probation status.

If the student is on attendance probation and does not exceed the 20% rule during the grading period, the student will be removed from probation. Additionally, any VA student who misses 10 consecutive scheduled class days and does not return on the 11th day may be terminated from the program, regardless of the student's attendance status. If the student returns on the 11th day, the attendance record will be reviewed at the end of the grading period for appropriate action in accordance with this policy.

## CAMPUS VIOLENCE POLICY

Concorde Career College is committed to providing a safe and productive environment for all Concorde associates and students. To help prevent incidents of violence from occurring, Concorde has implemented this campus violence policy. It is the policy of Concorde to expressly prohibit any acts or threats of violence by an associate, student, or former associate against any other associate or student in or about its facilities or clinical sites at any time. Concorde does not condone any acts or threats of violence against associates, students, clients, or visitors by an individual on the school's premises at any time or while such an individual is engaged in business with or on behalf of Concorde, on or off the school's premises.

In keeping with the spirit and intent of this policy and to ensure that the objectives in this regard are attained, Concorde is committed to the following policies:

- Providing a safe and healthy work and educational environment.
- Taking prompt remedial action up to and including immediate termination of any associate or student who engages in any threatening behavior or acts of violence or uses obscene, abusive, or threatening language or gestures.
- Taking appropriate action when dealing with clients, former associates/students, or visitors to the school's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy.
- Prohibiting associates, former associates, students, clients, and visitors from bringing unauthorized firearms or other weapons onto the school's premises.

In furtherance of this policy, associates and students have a "duty to alert" their supervisors, the Campus President, or the Vice President of Human Resources of any suspicious activity, situations, or incidents that they observe or know of that involve other associates, students, former associates, clients, or visitors and that appear problematic. This would include threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks. Associate and student reports made pursuant to this policy are held in confidence, to the extent possible. Concorde will not condone any form of retaliation against any associate or student for making a report in good faith under this policy.

Threats against individual(s) and/or Concorde should be immediately reported to the Campus President or the Vice President of Human Resources at Corporate. It is critical that any material relevant to the incident be maintained until Human Resources decides upon proper disposition. Confrontational threats while on campus may be dealt with by the Campus President and the Vice President of Human Resources. Actions may include suspension (for gathering additional facts), written warning, or termination.

## CONDUCT

Students must adhere to high standards of scholarship and to conduct that will not interfere with the learning process of any other student, the classroom presentation by the teacher, or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to suspension and/or termination.

The administration of the school reserves the right, in the exercise of its judgment, to suspend and/or dismiss a student for any of the following reasons:

- Failure to abide by the rules and regulations of the school;
- Conduct that reflects unfavorably upon the school or its students;
- Unsatisfactory academic progress;
- Excessive absences or tardiness;
- Failure to pay charges when due;
- Cheating;
- Falsifying school records;
- Breach of the school's Enrollment Agreement;
- Putting patient safety in jeopardy through the exercise of poor judgment or an inability to function properly;
- Failure to abide by the rules and regulations of any clinical site;
- Entering the campus or classes while under the influence or effects of alcohol, drugs, or narcotics of any kind;
- Carrying a concealed or potentially dangerous weapon;
- Conduct that interferes with the learning process of any other student, the classroom presentation by the teacher, or the progress of the class in general;
- Instigation of, or participation in, rebellious activities against school or students;
- Solicitation that reflects unfavorably upon the school or its students;
- Profanity spoken on campus grounds;
- Vandalism of campus property;
- Disruptive classroom behavior;
- Copyright infringement;
- Physical threats; or
- Theft.

Operation of any type of audio or video recording device without prior approval is prohibited. Violations of this policy may lead to disciplinary actions up to and including dismissal from school. A student dismissed for unsatisfactory conduct will not be eligible for readmission.

### Hazing Policy

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Its imposition, or its use in any form of initiation, is prohibited. Violation of this policy will result in disciplinary actions against the violator to include counseling and possible termination from Concorde Career College.

### Classroom and Laboratory Conduct

- **Safety:** Because of the health hazards inherent in the healthcare field, safety, health, fire prevention, and proper procedures for handling materials and equipment are stressed in every healthcare class. Rules and safety procedures are posted in each lab.
- **Eating:** No food or beverages are allowed in laboratories. No food or beverages are allowed in classroom except bottled water with a top.
- **Breakage:** Although no laboratory breakage is charged, payment may be charged for any deliberate and intentional breakage of equipment.
- **Cleanliness:** Students are evaluated as to how they care for and maintain equipment. Housekeeping duties will be required of all students. Students are responsible for keeping facilities and equipment clean and neat at all times.
- **Homework:** Required homework assignments are to be turned in when due. Each student should be prepared to devote time daily to home study.
- **Lecture Notes:** Students are required to take adequate lecture notes daily.

### Student Computer Network and Internet Conduct

Concorde Career College provides students access to its computer network and Internet access for purposes directly related to education. Concorde reserves the right to monitor all usage of its computers and computer systems. This includes the monitoring of e-mail and website access. The following practices are prohibited:

- Installing or executing unauthorized software. Using computers to copy copyrighted or licensed software.
- Using the network for commercial purposes. Users may not buy or sell products or services through the system without prior consent of the

corporate network administrator.

- Using the network for advertising or political lobbying.
- Accessing websites, newsgroups, or chat areas that contain material that is sexually related, obscene, or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify an instructor, librarian, and/or network administrator.
- Using the network for any activity, or to transmit any material, that violates federal, state, or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or peer-to-peer file sharing of copyrighted materials.
- Using vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Logging on to another person's account or attempt to access another user's files.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system.
- Engaging in "spamming" (sending an email to more than 10 people at the same time) or participation in chain letters.
- Intentionally damaging any computer hardware or software.

Computer/network resources are of significant value and their abuse can have a negative effect on other users. Noncompliance with this policy may result in loss of computer and network privileges, suspension, and/or termination from school.

## GRADUATION REQUIREMENTS

A diploma, certificate, or degree will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program breakdowns requires a minimum cumulative grade point average of 2.0 or above. All externships/clinicals must also be successfully completed with a passing grade. Any student subject to Records Hold must satisfy outstanding obligations before an official transcript will be issued. Duplicate diplomas or certificates take approximately five working days after payment to produce. A \$10.00 fee will be assessed for all duplicate requests.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) entitles students to certain rights with respect to their education records. They are as follows:

1. The right to inspect and review their education records within 45 days of the day the school receives a request for access. Students should submit to the Registrar, CAO/Academic Dean, or other appropriate school official, written requests that identify the record(s) they wish to inspect. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.
2. The right to request the amendment of his or her education records that the student believes is inaccurate or misleading. A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading, or in violation of the student's rights or privacy. The request should be submitted in writing to the school official responsible for the record, clearly identifying the part of the record that should be changed, and specifying why the record is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent. Conditions that permit disclosure without prior consent are:
  - Disclosure to school officials with legitimate educational interests. A school official is a person employed by the educational institution in an administrative, supervisory, academic, or support staff position;
  - Disclosure to a person or company with whom the school has contracted (such as an attorney, auditor, or collection agency);
  - Disclosure in connection with financial aid for which the student has applied or received;
  - Disclosure to organizations conducting studies for, or on behalf of, educational agencies or institutions;
  - Disclosure to accrediting organizations to carry out accrediting functions;
  - Disclosure to comply with a judicial order or lawfully issued subpoena. In such cases, students will be notified when their records have been subpoenaed; or
  - Disclosure in connection with a health or safety emergency.

A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility. Upon request, Concorde discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. Concorde may disclose in school publications a student's name, program of study, month/day of birth, and awards received as a result of attending Concorde. Students have the right to refuse Concorde's public disclosure of this information. Students must notify the Campus President in writing annually that he or she does not want any or all of this information disclosed.

Students have the right to file a complaint with the U.S. Department of Education if they believe their rights under FERPA have been violated and if efforts to resolve the situation through Concorde appeal channels have proven unsatisfactory. The name and address of the office that administers FERPA are as follows:

**Family Policy Compliance Office, U.S. Department of Education**  
400 Maryland Avenue, S.W., Washington, D.C. 20202-4605

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

## NO DISCRIMINATION OR HARASSMENT POLICY

Concorde is committed to maintaining a work and learning environment that is free from discrimination and harassment for all Concorde associates and students. Concorde does not authorize and will not tolerate any form of discrimination or harassment of or by an associate or student based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

### Marital or Parental Status

Concorde Career Colleges, Inc. will comply with all requirements outlined in 34 CFR 106.40 (a) and (b) with regard to the marital or parental status of students. For further information, please contact either the Campus President or Academic Dean.

### Sexual Harassment

The prevention and elimination of sexual harassment is of special concern to Concorde. Sexual harassment includes:

1. Physical assaults or physical conduct that is sexual in nature;
2. Unwelcome sexual advances or comments or requests for sex or sexual activities, regardless of whether they are based on promises or threats;
3. Sexual displays or publications such as calendars, cartoons, or graffiti;
4. Other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work/academic performance or creating an intimidating, hostile, or offensive work and learning environment; or
5. Retaliation for complaints of harassment. Concorde regards all such pervasive conduct as creating a hostile and offensive work and learning environment in violation of this policy. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually oriented "kidding," "teasing" or "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, physical contact such as patting, pinching or brushing against another's body, or reading or otherwise publicizing in the work and learning environment materials that are sexually suggestive or revealing.

### Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable associate uncomfortable in the work and learning environment. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion or national origin, the display or use of objects or pictures that adversely reflect on a person's race, religion or national origin, or use of language that is offensive due to a person's race, religion, or national origin.

### How to Report Instances of Discrimination or Harassment

Concorde cannot resolve matters that are not brought to its attention. Any associate or student, regardless of position or program, who has a complaint of or who witnesses discrimination or harassment at work/school by anyone, including supervisors, managers, associates, non-associates or students, has a responsibility to immediately bring the matter to Concorde's attention. To bring instances of discrimination or harassment to Concorde, an associate or student must immediately complain to either of the following individuals who are responsible for enforcing this policy: the Campus President or the Vice President Human Resources, Concorde Career Colleges, Inc.

### How Concorde Investigates Complaints of Discrimination or Harassment

Concorde thoroughly and promptly investigates all claims of discrimination

and harassment. Concorde will meet with the complaining associate/student to discuss the results of the investigation and, where appropriate, review the proposed resolution. If an investigation confirms that discrimination or harassment has occurred, Concorde will take corrective action, including such discipline up to/including immediate termination of employment or enrollment, as is appropriate. Claims of assault or the threat of assault, if proven, will result in dismissal. Complaints of discrimination and harassment will be kept as confidential as possible. No associate or student will be subjected to retaliation by Concorde because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If an associate or student believes he or she is being harassed or retaliated against for having made a good faith complaint of discrimination or harassment, the associate or student must report such retaliation to Concorde by immediately contacting either the Campus President or the Vice President of Human Resources, so that the complaint may be investigated and dealt with in an appropriate manner.

### Our Commitment to Effective No Discrimination or Harassment Policy

If a student feels that Concorde has not met its obligations under the policy, he or she should contact the Vice President of Human Resources.

## STUDENTS WITH DISABILITIES POLICY

It is the policy of Concorde Career Colleges, Inc. (Campus) to abide by both the letter and spirit of Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of Federal financial assistance. Covered entities must accommodate students with appropriate academic adjustments and auxiliary aids and services (reasonable accommodations) that are necessary to afford an individual with a disability an equal opportunity to participate in its programs. Concorde is not required to make academic adjustments and/or provide auxiliary aids and services that would result in a fundamental alteration of its programs or impose an undue burden.

The Campus prohibits all discrimination against "qualified individuals with disabilities" as defined in Concorde's Disabilities Policy. In addition, a "qualified disabled person," with respect to post-secondary and vocational education services, is one who meets the academic and technical standards requisite to participation in the Campus's education program.

No one should inquire of prospective students or applicants whether they have a disability. No one should ask a current student if he or she has a disability.

### Procedures for Requesting Academic Adjustment and/or Auxiliary Aid:

1. Current students with disabilities wishing to request academic adjustments and/or auxiliary aids must contact the Campus President. The Campus President is designated as the Campus Compliance Coordinator (CCC) with respect to Section 504. A disclosure of a disability or request for adjustments and/or aids made to a faculty or staff member, other than the CCC, will not be treated as a request for an academic adjustment and/or auxiliary aid. However, if a student discloses a disability to faculty or staff, he or she is required to direct the student to the CCC.
2. The CCC will provide the student with an academic adjustment and/or auxiliary aid Request Form for Students with Disabilities to complete. Academic adjustments and/or auxiliary aids are available to students who provide documentation of a disability, specifically that they have an impairment that substantially limits one or more major life activities.
3. In general, the documentation referenced in number two should not be more than three years old prior to entrance testing into a program. The documented assessments must be completed by qualified professionals in the area of disability. The Campus reserves the right to either waive the three-year requirement or request more recent documentation based on the nature of the disability. Documentation and sources used to evaluate the need and determine appropriate adjustments or aids may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotional diagnostic tests, aptitude and achievement tests with results/reports, functional effects or limitations of the disability (physical limitations) and/or medications and recommendations, and social and cultural background and adaptive behavior. The Campus reserves the right to request additional documentation as needed.
4. After the CCC or his or her designee receives the academic adjustment and/or auxiliary aid Request Form and the required documentation, the CCC will engage in an interactive process with the student to determine what academic adjustment(s) and/or auxiliary aid(s) is appropriate. This process will include primary consideration of the student's recommendations. It is the responsibility of the student to initiate this process by contacting the Coordinator and participating in the interactive process to identify appropriate academic adjustments and/or auxiliary aids. Additionally, Campus policies require that the CCC contact the Vice President of Human Resources immediately following a request for

academic adjustments and/or auxiliary aids in order to assist in the process. The academic adjustment and/or auxiliary aid request form and documentation will be reviewed by the CCC and the Vice President of Human Resources. Within 10 business days, the CCC will meet with the student to discuss the appropriate reasonable academic adjustments and/or auxiliary aids needed. Primary consideration will be given to the student's requested academic adjustments and/or auxiliary aids. Any academic adjustment and/or auxiliary aid denied will include a written statement as to the basis. Whenever an academic adjustment and/or auxiliary aid is denied, CCC will enter into an interactive communication with the requestor and discuss the need for additional documentation and/or alternate academic adjustments and/or auxiliary aids.

5. If the student is denied the requested adjustment or aid, he or she may file a grievance using the Grievance Procedure or the student may file a complaint with the Office for Civil Rights.
6. The CCC is responsible for ensuring that approved academic adjustments and auxiliary aids are implemented in a timely manner and will be responsible for ensuring compliance of accommodations through the Academic Dean and Program Director. If students believe that the academic adjustment and/or auxiliary aid is not being implemented, they are urged to contact the CCC to discuss the matter. If not resolved, students may file a grievance using the Grievance Procedure or the student may file a complaint with the Office for Civil Rights.

**Reasonable academic adjustment and/or auxiliary aid may include:**

- Test-taking facilitation, including arrangement, proctoring, and modification of test duration and test administration for prospective students and current students with disabilities.
- Interpreter services, including manual and oral interpreting as well as real-time captioning for hearing-impaired students.
- Note-taker services for assistance to students with disabilities in the classroom.
- Reader services and alternate format media, including the coordination and provision of services for students with disabilities in the instructional setting.
- Tutoring provided through Concorde's faculty and instructional labs.
- Access to and arrangements for adaptive educational equipment, software, and materials.
- Priority registration.

An adjustment or aid that fundamentally alters a program of instruction, conflicts with direct licensing requirements, or otherwise negates a requirement essential to the program will not be approved. A student may challenge such a determination by using the Grievance Procedure or the student may file a complaint with the Office for Civil Rights.

**Grievance Procedure**

Any complaints alleging discrimination based on one's disability, including disagreements regarding requested academic adjustments and/or auxiliary aids, may be grieved using the following procedures:

- He or she should contact the Campus Compliance Coordinator (Campus President) to file a formal grievance as soon as the student knew or reasonably should have known of the alleged discriminatory act or disagreement regarding academic adjustments and/or auxiliary aids.
- The Campus Compliance Coordinator (CCC) will assist the student in defining the grievance and will witness the student's signature on the Grievance Form.
- All grievances shall be reviewed and investigated by the Vice President of Academic Affairs and the Academic Affairs Specialist. The Vice President of Academic Affairs and the Academic Affairs Specialist roles should be to investigate whether the student was discriminated based on disability by gathering all relevant information. Allegations can include, but are not limited to, harassment, failure to provide approved aids or adjustments, or a disagreement over what aids and adjustments are appropriate.
- The student shall have an opportunity to express his or her concerns with the Vice President of Academic Affairs and the Academic Affairs Specialist.
- All reasonable efforts will be made to provide a written determination to the student within 30 days, which will close the charge of discrimination.
- If the student feels the alleged discriminatory act was conducted by the CCC, the student may contact the Vice President of Academic Affairs at 1-800-852-8434 to file a formal grievance at any time in the process.
- The determination made by the Vice President of Academic Affairs and the Academic Affairs Specialist will be the final review.

The Campus is dedicated to protecting the rights provided to individuals with disabilities by Section 504. Federal regulations prohibit the Campus from discriminating against students on the basis of disability. If a student believes that the Campus has discriminated against him or her or another person on the basis of disability, the student may file a complaint with the U.S. Department of Education, Office for Civil Rights. The Campus prohibits retaliation against persons who file complaints of discrimination or assist with or participate in a Campus or government agency investigation, proceeding, or hearing concerning complaints of discrimination. Retaliation complaints may be filed separately with the Office for Civil Rights.

**OFFICIAL LETTER GRADING SCALE**

Written examinations are given periodically, and at the completion of each course a final exam is given. Lab exams cover both subject matter and skills evaluation. Records of grades are maintained by the Registrar. Students receive letter grades at the end of each grading period (course) using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. At the end of each evaluation period, the student's cumulative grade point average will be determined. At this time, academic records will be made available or furnished to the student.

The following official letter grading scale is used to indicate the level at which students have achieved the educational objectives of a class:

| Letter Grade | Description                                   | GPA  |
|--------------|---|------|
| A            | Exceptionally Competent                       | 4.00 |
| B            | Highly Competent                              | 3.00 |
| C            | Competent                                     | 2.00 |
| D***         | Unsatisfactory                                | 1.00 |
| F*           | Not Competent                                 | 0.00 |
| P            | Successful Completion of Clinical/Externships | N/E  |
| W*           | Withdrawal from Course                        | N/E  |
| L*           | LEAVE Withdrawal from Course                  | N/E  |
| T            | Transfer of Credit                            | N/E  |
| I**          | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | Schedule Change                               | N/E  |

**KEY:**

- N/E No effect on grade point average.
- \* This course does not count toward graduation and must be repeated for credit.
- \*\* A permanent grade must be assigned.
- \*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

**Dental Hygiene Program**

To pass any course in the Dental Hygiene program a student must earn a minimum of 75% or higher theory grade and a pass rating on all clinical objectives for that course. Term failures will result in remedial assignments, mandatory attendance at "practice and review" sessions, and retesting. If the score is not successfully remediated, the student will not be allowed to progress in the program and will be withdrawn or set back on a space-available basis. Students are required to pass the final written and practicum examinations to graduate from the program. Any student who is unsuccessful on the final examinations will be allowed to remediate the low test scores one time. If still unsuccessful, the student must repeat the final term.

The official letter grading scale for the Dental Hygiene program (technical courses only) is as follows:

| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90-100      | Exceptionally Competent                       | 4.00 |
| B            | 80-89       | Highly Competent                              | 3.00 |
| C            | 75-79       | Competent                                     | 2.00 |
| D***         | 60-74       | Unsatisfactory                                | 1.00 |
| F*           | 0-59        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

**KEY:**

- N/E No effect on grade point average.
- \* This course does not count toward graduation and must be repeated for credit.
- \*\* A permanent grade must be assigned.
- \*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

**Health Information Technology Program**

A passing grade in all courses is a minimum of 75% or higher. The student who receives a letter grade of "D" may proceed to the next course while remediating the unsatisfactory course. The student must complete the remediation prior to the completion of the next course or in seven calendar days whichever comes first. If the student fails to successfully remediate the failed course during this time frame, he or she will be withdrawn from the program. A student who successfully remediates the course will achieve a maximum grade of "C" (75%) for that course. Should a student in a withdrawn status choose to reapply, the current catalog readmission requirements must be met.

The official letter grading scale for the Health Information Technology program (technical courses only) is as follows:

| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 75–79       | Competent                                     | 2.00 |
| D***         | 70–74       | Unsatisfactory                                | 1.00 |
| F*           | 0–69        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

**KEY:**

- N/E No effect on grade point average.
- \* This course does not count toward graduation and must be repeated for credit.
- \*\* A permanent grade must be assigned.
- \*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

**Nursing Program**

With the exception of the Foundation of Nursing (ASN100) and Transition-Professional Nursing (ASN180) courses, a student in the Associate Degree Nursing program must maintain a Grade Point Average (GPA) of at least 2.00 (80%) and must achieve a grade of "C" (80%) or better in each course to demonstrate satisfactory academic progress. The ASN100 or ASN180 courses are critical to student progress and may not be remediated. A student who fails any nursing course on his or her first attempt, other than ASN100 or ASN180, with a grade of "D" or lower, has one of two options:

- Proceed to the next course while remediating the failed course. The student must complete the remediation prior to the completion of the next course or in seven calendar days whichever comes first. If the student fails to successfully remediate the failed course during this time frame, he or she will be withdrawn from the program. A student who successfully remediates the course will achieve a maximum grade of "C" (80%) for that course; or
- Based on class availability and space, the student may elect to apply for immediate re-entry and retake the course. The failed course may not be remediated if a "C" (80%) is not achieved the second time.

Any Professional Nursing [Associate Degree Nursing] student that:

- fails ASN100) or ASN180 course; or
- fails any course with a grade below "D" (70%), or
- fails more than two course; or
- fails the same course twice; or
- fails to successfully remediate a failed course; or
- whose cumulative GPA (Grade Point Average) is below 2.00 ("C")

will be withdrawn for unsatisfactory academic progress. Withdrawal from the program will occur at the end of the term. Should a student in a withdrawn status choose to reapply, the current catalog readmission requirements must be met.

The official letter grading scale for the Nursing program (technical courses only) is as follows:

| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 94–100      | Exceptionally Competent                       | 4.00 |
| B            | 85–93       | Highly Competent                              | 3.00 |
| C            | 80–84       | Competent                                     | 2.00 |
| D***         | 73–79       | Unsatisfactory                                | 1.00 |
| F*           | 0–72        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

**KEY:**

- N/E No effect on grade point average.
- \* This course does not count toward graduation and must be repeated for credit.
- \*\* A permanent grade must be assigned.
- \*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

**Physical Therapist Assistant Program**

A passing grade in all Physical Therapist Assistant program courses is a minimum of 75%. Students must meet or exceed the thresholds defined for all clinical criteria. Term failure results in withdrawal from the program. The student will not be allowed to progress in the program but can return to repeat the term on a space-available basis. Students are required to pass the final academic written and laboratory practical examination each term. Any student who is unsuccessful on the final examinations will be allowed to

remediate the examinations one time before the beginning of the next term, but not more than five days after the final examination.

The official letter grading scale for the Physical Therapist Assistant program (technical courses only) is as follows:

| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 75–79       | Competent                                     | 2.00 |
| D***         | 70–74       | Unsatisfactory                                | 1.00 |
| F*           | 0–69        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

**KEY:**

- N/E No effect on grade point average.
- \* This course does not count toward graduation and must be repeated for credit.
- \*\* A permanent grade must be assigned.
- \*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

**Practical Nursing Program**

Practical Nursing program students must maintain a cumulative GPA of at least 2.0 for all coursework throughout their nursing program of study. They must also achieve a grade of "C" or higher in each nursing specialty course. These standards will be assessed at the end of each term. Any nursing program student who fails to meet either of these standards will be administratively withdrawn from the nursing program. To help each Nursing student maintain these standards, the Nursing faculty will offer supplemental instructional support and development throughout each nursing specialty course. This support may include tutoring, guided study, additional skills practice, and other forms of supplemental instruction to help each Practical Nursing student master both course and program student learning outcomes.

A student who is academically withdrawn from a nursing program for failing to meet these standards, and who wishes to apply for re-entry to a program in the College, must meet the requirements in the current program re-entry policy.

The official letter grading scale for the Practical Nursing program (technical courses only) is as follows:

| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 77–79       | Competent                                     | 2.00 |
| D***         | 70–76       | Unsatisfactory                                | 1.00 |
| F*           | 0–69        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

**KEY:**

- N/E No effect on grade point average.
- \* This course does not count toward graduation and must be repeated for credit.
- \*\* A permanent grade must be assigned.
- \*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

**Respiratory Therapy Program**

To pass any course in the Respiratory Therapy program a student must earn a minimum of 75% theory grade and a pass rating on all clinical objectives for that course. Term failures will result in remedial assignments, mandatory attendance at "practice and review" sessions, and retesting.

If the score is not successfully remediated, the student will not be allowed to progress in the program and will be withdrawn or set back on a space-available basis.

Students are required to pass the final written and practicum examinations to graduate from the program. Any student who is unsuccessful on the final examinations will be allowed to remediate the low test scores one time. If still unsuccessful, the student must repeat the final term.

The official letter grading scale for the Respiratory Therapy (AS) program (technical courses only) is as follows:

| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90-100      | Exceptionally Competent                       | 4.00 |
| B            | 80-89       | Highly Competent                              | 3.00 |
| C            | 75-79       | Competent                                     | 2.00 |
| D***         | 70-74       | Unsatisfactory                                | 1.00 |
| F*           | 0-69        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

#### KEY:

- N/E No effect on grade point average.  
 \* This course does not count toward graduation and must be repeated for credit.  
 \*\* A permanent grade must be assigned.  
 \*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

## SATISFACTORY ACADEMIC PROGRESS POLICY

To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (CGPA) of at least 2.0 or be on probation. In addition, the student must maintain an adequate rate of progress toward successful completion of his or her respective program. The credit hours attempted cannot exceed 1.5 times the credit hours required to complete a credit-hour program.

For determining satisfactory academic progress, each program is broken down into grading periods. A grading period may be a course/term/semester. At the end of each grading period the student's CGPA will be determined.

### Academic Probation

A student whose cumulative grade point average is less than 2.0 at the end of a grading period is placed on academic probation. During the probationary period, the student may continue to receive any financial aid due.

If a student fails to achieve a 2.0 grade point average for the next evaluation period or for any evaluation period in which the student is on probation, the student will be terminated for lack of satisfactory academic progress. A student will be removed from probation upon achieving at least a 2.0 cumulative grade point average. If a student on academic probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, he or she may continue on academic probation for one more evaluation period.

The enrollment of a student who fails to achieve overall satisfactory academic progress for his or her program at the end of two successive probationary evaluation periods shall be terminated.

### Maximum Time Frame

To maintain satisfactory academic progress, credit hours attempted cannot exceed 1.5 times the credit hours the program requires for graduation.

#### EXAMPLE

| Credit Hours Required for Graduation | Maximum Credit Hours Attempted |
|--------------------------------------|--------------------------------|
| 32.0                                 | 48.0                           |
| 66.0                                 | 99.0                           |
| 70.5                                 | 105.5                          |

At the end of the grading period, the maximum time frame will be evaluated for students receiving a failing grade. The evaluation will ensure that the total program credit hours plus credit hours to be repeated due to failure do not exceed the maximum time frame.

### Incompletes

All missed exams and assignments must be complete by the last day of the current term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Academic Dean or the Campus President. The student will then have five days in which to make up the missing work.

A student who has a final grade of "I" and who has not made up the work in the five-day time period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course, or termination) will be executed immediately.

Incompletes will not be given for clinical/laboratory assignments not completed in the final term. Failure to satisfactorily complete clinical/laboratory assignments in the final term will result in the student being required to repeat the term. When the "I" is replaced with a letter grade, the CGPA and rate of progress will be recalculated based on the letter grade and

the credits earned. Incompletes, although a temporary grade, will be included as attempted credits.

### Repetitions

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating the CGPA. However, the original course and repeated course credit hours are included in the maximum time frame calculation. Students will not receive additional financial aid for a course being repeated.

Based on the refund policy, students withdrawing from their program for any reason will have the weeks in attendance for repeating a course used in the program completion calculation in determining the student's financial obligation to the school.

VA students may repeat one course without affecting their VA benefits. Any subsequent course repetitions will cause an interruption in benefits. If a student receiving veteran's educational assistance must repeat a course, benefits must be terminated for periods that will extend the program.

### Pass/Fail

Courses graded as Pass/Fail are not included in calculating CGPA but are considered as hours counted toward rate of progress.

### Transfer Credits

Transfer credits are not included in the calculation of CGPA, but are included in the total number of credits attempted and successfully completed in order to determine the required levels for CGPA and rate of progress.

### Withdrawals

A student who withdraws during the first five days of any course will not have that course on his or her transcript. A student who withdraws after the first five days of his or her program of study will receive a grade of a "W," which is not calculated in his or her CGPA. The credits will count toward attempted credits. If the student returns to school, all course work graded "W" must be repeated.

### Appeal Process

A student may appeal the termination of financial aid eligibility based on extenuating circumstances. The appeal should be submitted, in writing, to the Campus President. Based on the extenuating circumstances, the Campus President may determine that the student may continue to receive title IV aid even though he or she is not meeting published SAP standards. A student who has his or her appeal accepted will continue to be on probation. If the student chooses not to appeal or the appeal is denied, the student will be withdrawn.

Students who are withdrawn due to failure to meet SAP standards must have an appeal approved by the Campus President on file upon re-admission in order to receive title IV aid. If the student chooses not to appeal or the appeal is denied, the student may return on a cash-pay basis until the student achieves a 2.0 cumulative grade point average.

### Veterans Administration Students

VA students must maintain at least a 2.0 grade point average (GPA) for each evaluation period and must meet any skill or technical requirements of their particular program.

A VA student who, at the end of any evaluation period, has not maintained a 2.0 GPA or better will be placed on academic probation for the next evaluation period. If the student does not attain a 2.0 GPA or better, the student's VA educational benefits will be terminated for unsatisfactory academic progress.

VA students are expected to complete the program within the number of training hours approved by the State Approving Agency for Veterans Training.

If at any time it is determined that a veteran or other eligible person cannot successfully complete the program within the approved number of clock hours, the Veterans Administration will be notified of termination for unsatisfactory academic progress and/or unsatisfactory attendance, and the student's VA educational benefits will be terminated for unsatisfactory academic progress. A student whose VA educational benefits have been terminated for unsatisfactory academic progress may petition the school to be re-certified after one evaluation period has elapsed. The school may re-certify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory academic progress for the remainder of the program.

## COPYRIGHT INFRINGEMENT

The unauthorized reproduction or distribution of copyrighted materials is prohibited. This may include but is not limited to Internet file-to-file transfer, student-to-student transfer, photocopies, or undisclosed use of copyrighted material in essays or other works created by a student.

Students using copyrighted materials are required to identify the source of the material and its copyright in all school materials. Copyrighted materials

can include music, pictures, books, magazines, and newspapers in all forms, including the date obtained from the Internet. In addition to any civil or criminal liabilities, any unauthorized reproduction or use of copyrighted materials is grounds for disciplinary action, up to and including dismissal from school.

Anyone found to have infringed a copyrighted work may be liable for Actual Damages and Profits. A copyright owner is entitled to recover the actual damages suffered by him or her as a result of the infringement, and any profits of the infringer that are attributable to the infringement. Statutory damages for copyright infringement range from \$750 up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

### OUTSIDE CLASSROOM WORK

Students will find the work in each program to be stimulating and challenging, requiring them to maximize their time and problem solving strategies. Students demonstrate their commitment to learning via work and time spent inside and outside the class. In addition to the time spent in class per week, students are required to spend time outside of class on reading assignments, writing assignments, practice and practical applications, and projects or other equivalent learning experiences to help them achieve the course objectives. Specific details on the outside classroom work are found in the individual course syllabi, which students receive at the beginning of each course.

### SCHOLASTIC HONESTY

It is assumed that all students are enrolled in class to learn; therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of "F" and may be cause for suspension and/or termination. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one's own.

Students are prohibited from operating any type of audio or video recording device in a classroom, laboratory, or clinical setting without prior expressed permission from the Campus President or Academic Dean. Prohibited items include, but are not limited to: video cameras, telephones with audio or video recording capability, computers, electronic tablets, or watches with audio or video recording capability. This is not an all-inclusive list. Violations of this policy may lead to disciplinary actions up to and including dismissal from school.

Lined area for student notes, consisting of 25 horizontal lines.



## Program Course Descriptions

### COURSE DESCRIPTIONS

(COURSES ARE LISTED IN ALPHABETICAL ORDER AND NOT BY PROGRAM)

\*COURSES MAY BE OFFERED ONLINE

#### ASN100: Foundations of Nursing

Credit Hours: 8.00 Clock Hours: 45/60/135

Introduces concepts of nursing history, theory, and roles within the context of the healthcare system for the client. Topics include the health-illness continuum, the nursing process, therapeutic communication, client teaching, documentation, legal-ethical issues, safety and basic health assessment, and needs. Foundational nursing skills are introduced in class and practiced in the laboratory and clinical setting.

#### ASN110: Pharmacology I

Credit Hours: 2.00 Clock Hours: 15/30/0

This course focuses on the principles and dynamics of pharmacology; medication administration; drug classifications; oral, intravenous, and subcutaneous drug dosages and calculations; contraindications; and interactions. Prerequisites: Successful completion of or concurrent with BIO101, PSY120, MAT101, ENG110, NUT101, ASN100

#### ASN150: Medical-Surgical Nursing I

Credit Hours: 6.00 Clock Hours: 45/0/135

Students learn concepts in medical-surgical nursing for clients across the life span. Students apply the nursing process to provide care with non-complex health conditions in various settings Prerequisites: All Term I and Term II courses

#### ASN180 Transition to Professional Nursing

Credit Hours: 2.00 Clock Hours: 30/0/0

Emphasis on role delineation for the LPN/VN to RN. Includes a review of the nursing process, critical thinking, and clinical decision making for use with medical surgical and pharmacological concepts. Prerequisite: Possession of an unrestricted VN/PN license

#### ASN210: Pharmacology II

Credit Hours: 1.00 Clock Hours: 15/0/0

Students focus on the parenteral therapies to include IV fluids, IV medication, parenteral nutrition, administration of blood/blood products with peripheral, and central venous access. Using a case study approach, students explore advanced concepts of pharmacotherapy. Prerequisites: Successful completion of General Education courses, and ASN100, ASN110, ASN150

#### ASN220: Health Assessment

Credit Hours: 3.00 Clock Hours: 15/30/0

This course develops skills of nursing assessment across the life span using effective communication, interviewing, and physical examination techniques. Emphasis on critical thinking skills in assessment, data analysis, and identification of actual and potential health needs. Prerequisites: ASN100, ASN110, ASN150

#### ASN230: Maternal-Child Health Nursing

Credit Hours: 6.00 Clock Hours: 45/30/90

Study of child-bearing and child-rearing families across the health-illness continuum. Nursing care of women, children, and adolescents are addressed in class and, laboratory/clinical experiences. Prerequisites: ASN100, ASN110, ASN150

#### ASN240: Medical-Surgical Nursing II

Credit Hours: 6.00 Clock Hours: 45/0/135

Using knowledge gained from life sciences and basic nursing courses, students plan and provide nursing care to clients with complex health conditions of the respiratory, cardiovascular, integumentary, and immune systems. Prerequisites: ASN100, ASN110, ASN150, ASN210, ASN220, ASN230

#### ASN250: Mental Health Nursing

Credit Hours: 3.00 Clock Hours: 30/0/45

This course develops nursing skills that promote the psychosocial integrity of the individual and families through the life span. The course emphasizes therapeutic communication and the nursing process in the care of clients with common mental health disorders including substance abuse and violence to self and others. Prerequisites: ASN100, ASN110, ASN150, ASN210, ASN220, ASN230

#### ASN260: Community Health Nursing

Credit Hours: 1.00 Clock Hours: 15/0/0

This course develops the role of the registered nurse in a variety of collaborative community settings. Focus is on the nursing care of individuals in the community as well as population focused care. Discussion includes triage, prioritization, and delivery considerations in emergent and disaster situations. Prerequisites: ASN100, ASN110, ASN150, ASN210, ASN220, ASN230

#### ASN270: Medical-Surgical Nursing III

Credit Hours: 6.00 Clock Hours: 45/0/135

Continuing to build on previous knowledge, students plan and provide

nursing care to clients with complex conditions of the neurological, metabolic, gastrointestinal, and genitourinary systems. Prerequisites: ASN100, ASN110, ASN150, ASN210, ASN220, ASN230, ASN240 ASN250

#### ASN280: Professional Nursing Roles

Credit Hours: 4.00 Clock Hours: 30/0/90

This course socializes students into the registered nurse role. Focuses on the exploration/analysis of contemporary nursing practice, current trends and issues, the application of evidence-based practice, and the use of leadership and management principles in the delivery of care. Students develop skills and documents for use in obtaining employment. Includes individual assessment of needs, study, and test-taking strategies for successful completion of the NCLEX-RN exam. Prerequisites: ASN100, ASN201, ASN110, ASN150, ASN210, ASN220, ASN230, ASN240, ASN250, and possession of an unrestricted VN/PN license

#### ASN290: NCLEX Review

Credit Hours: 0.50 Clock Hours: 7.5/0/0

Individual assessment of needs, plus a discussion of study and test-taking strategies for successful completion of the NCLEX-RN exam.

#### BIO101: Anatomy & Physiology\*

Credit Hours: 3.00 Clock Hours: 45/0/0

Students learn the structure and function of the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension of the workings of the human body in health and disease. Emphasis is placed on the diseases, skeletal and muscular system, nervous and sensory systems, nutrition, and the cardiopulmonary system.

#### BIO105: Anatomy & Physiology I\*

Credit Hours: 4.00 Clock Hours: 60/0/0

This course covers the organization of the body and the anatomy and physiology of the cells, tissues, and membranes; respiratory system; integumentary system; skeletal system; muscular system; nervous system; sensory systems; digestive system; circulatory system; lymphatic system; reproductive system; urinary system; and endocrine system. The major organs of each system and how they relate to the overall status of the body are discussed.

#### BIO110: Anatomy & Physiology I\*

Credit Hours: 3.00 Clock Hours: 45/0/0

This course covers the organization of the body and the anatomy and physiology of the cells, tissues and membranes, and various body systems: integumentary, muscular, skeletal, nervous, sensory, and endocrine. The major organs of studied systems and how they relate to the overall status of the body are discussed.

#### BIO115: Anatomy & Physiology II\*

Credit Hours: 3.00 Clock Hours: 45/0/0

This is the second of two courses that covers the organization of the body and the anatomy and physiology of various body systems: circulatory, cardiovascular, lymphatic, immunity, digestive, respiratory, urinary, and reproductive. The major organs of studied systems and how they relate to the overall status of the body are discussed.

#### BIO120: Anatomy & Physiology I\*

Credit Hours: 3.00 Clock Hours: 60/0/0

This course covers the organization of the body and the anatomy and physiology of the cells, tissues and membranes, and various body systems: integumentary, muscular, skeletal, nervous, sensory and endocrine. The major organs of studied systems and how they relate to the overall status of the body are discussed.

#### BIO125: Anatomy & Physiology II\*

Credit Hours: 2.00 Clock Hours: 45/0/0

This is the second of two courses that covers the organization of the body and the anatomy and physiology of various body systems: circulatory, cardiovascular, lymphatic, immunity, digestive, respiratory, urinary, and reproductive. The major organs of studied systems and how they relate to the overall status of the body are discussed.

#### BIO130: Microbiology\*

Credit Hours: 3.00 Clock Hours: 45/0/0

Students learn a branch of biology dealing with microscopic forms of life. They learn how microorganisms on humans can be both beneficial and harmful. Students gain insight on different viruses and how they affect humans, the environment, and the future of genetics.

#### BIO140: Pathophysiology\*

Credit Hours: 3.00 Clock Hours: 45/0/0

Students analyze the pathophysiology of diseases and disorders of the principal organ systems of the human body. Students examine homeostasis and disease processes, trauma, cancer, pain management, and an overview of common diseases and disorders of each organ system.

#### CHE110: Chemistry\*

Credit Hours 3.00 Clock Hours: 45/0/0

Development and application of concepts, theories, and laws underlying

chemistry. Topics in inorganic chemistry, organic chemistry, biochemistry, and properties of both ionic and covalent compounds are covered as well as stoichiometry, atomic and molecular structure, the states of matter, reaction rates, and equilibria.

**CIS110: Computer Science\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Students are familiarized with computer terminology and software programs. Students learn the basics for word processing, utilizing different software. This course is designed to familiarize the student with an entry-level software program most commonly used in medical and business offices. The course is presented on three levels: concepts, procedures, and activities.

**CIS120: Database Concepts\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

In this course, students examine database management systems and their capabilities and limitations. This course provides practice accessing, searching and updating files; and designing and producing printed reports.

**COM110: Elements of Human Communication\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Students are given the opportunity to learn and apply practical principles of human interpersonal communication in daily life. Emphasis is placed on the psychological, social, cultural, and linguistic factors that affect normal person-to-person interaction. Through practical application, this course assists the student in improving public speaking skills.

**DA110: Introduction to Dental Assisting**

*Credit Hours: 3.00 Clock Hours: 40/40/0*

Students review the history of dentistry and receive an introduction to the various dental specialties and the roles of the members of the dental health team. The course also covers legal and ethical issues in dentistry, human anatomy and physiology, embryology, and tooth morphology. Students are introduced to OSHA and HAZ-COM guidelines for infection control and management of hazardous materials. Students learn to identify dental instruments and equipment, and they cover the CDA and EFDA certification of the Dental Assisting National Boards. Prerequisite: GE100

**DA120: Dental Specialties/Procedures/Disease Processes**

*Credit Hours: 3.00 Clock Hours: 40/40/0*

This course establishes initial skills in chairside assisting. Students learn microbiology oral pathology, pharmacology, anesthesia, identification and functions of dental instruments, and the many dental specialties. Students perform fluoride application, pit and fissure sealants, and oral hygiene instructions, to include natural dentition as well as fixed and removable prosthetics and oral evacuation. Prerequisite: GE100

**DA130: Patient Care & Dental Practice Management**

*Credit Hours: 3.00 Clock Hours: 40/40/0*

This course covers the administrative duties of the Dental Assistant. It includes the use of basic office equipment, patient records, filing, inventory control, accounts payable and receivable, dental insurance, telephone techniques, appointment scheduling, dental charting, keyboarding, and basic computer operation. The course also gives students the opportunity to practice manuscript writing and giving oral presentations. Students are also trained in CPR and introduced to charting. Prerequisites: DA110, GE100

**DA140: Dental Materials & Procedures**

*Credit Hours: 3.00 Clock Hours: 40/40/0*

In this course, students cover EFDA functions, including dental dam, cements, amalgam, composite, and crown and bridge and tofflemire/matrix band placement. They also are introduced to the properties and uses of restorative materials. Prerequisites: GE100, DA110, DA120, DA130

**DA150: Diagnostic Procedures/Nutrition/Orthodontics**

*Credit Hours: 3.00 Clock Hours: 40/40/0*

This course covers diagnostic procedures including dental charting, assisting in taking the patient's medical and dental history, measuring vital signs, and conducting the oral exam. It includes preventive dentistry and nutrition. Students learn about alginate impressions, diagnostic casts, and fabrication of removable appliances, and they continue to explore psychology and communication, the needs of the special patient, and medical emergencies. At least 25 hours are devoted to orthodontics instruction. Students practice manuscript writing and giving oral presentations. They are introduced to interviewing techniques and résumé and letter writing. Prerequisite: GE100

**DA160: Dental Radiography**

*Credit Hours: 3.00 Clock Hours: 40/40/0*

This course covers the history of radiation, the production of diagnostic radiographs, protection for the dental staff and the patient, and the identification, processing, and mounting of radiographs. It includes tasks related to the techniques for exposing bitewing and periapical radiographs, producing full-mouth surveys. Prerequisite: GE100

**DA170: Externship**

*Credit Hours: 7.00 Clock Hours: 0/0/320*

This course is an integral aspect of the learning experience for the student. Each student are assigned to a dental facility to gain everyday practical and clinical experiences in the duties and functions of a Dental Assistant. Students apply their educational training in the clinical environment. There is a minimum number of weekly hours the student must meet while on externship. Prerequisites: GE100, DA110, DA120, DA130, DA140, DA150, DA160

**DH101: Dental Hygiene I**

*Credit Hours: 5.00 Clock Hours: 30/90/0*

This course is designed to develop basic introductory skills that will be used while

providing dental hygiene care in a clinical setting. These skills include infection control, medical/dental histories, vital signs, extraoral and intraoral examination, examination and charting of hard and soft tissues, preventive dentistry, ergonomics, instrumentation, polishing, and fluorides.

**DH102: Dental Hygiene II**

*Credit Hours: 5.50 Clock Hours: 30/60/80*

This course builds on the basic skills acquired in the Pre Clinic course taught in the first term. This course is also taught to aid the student in incorporating higher-order thinking skills. The skills in this course include pain and anxiety control, advanced instrumentation, power-driven scaling, air polishing, dental sealants, taking alginate impressions and trimming study models, and medical and dental emergencies. The course will also introduce the student to suture removal, placement of periodontal dressings, pulp testing, implant maintenance, hypersensitivity, and perioral piercings.

**DH103: Dental Radiography**

*Credit Hours: 3.00 Clock Hours: 30/30/0*

This course provides essential theory, techniques, and radiation basics needed in the dental practice. Focus includes equipment, film processing, mounting, interpretation, and basic techniques. The course also includes the technical aspects of radiation exposure, monitoring, and safety.

**DH104: Dental Materials**

*Credit Hours: 2.00 Clock Hours: 15/30/0*

This course introduces the Dental Hygienist to a variety of dental materials used in the dental office. It focuses on history, composition, properties, and uses of materials, as well as techniques of manipulation and how this assists the hygienist in a professional capacity. This course enhances the ability of the student to make judgments in a clinic/office regarding the use of dental materials with consideration of how they react in the oral cavity.

**DH105: Dental Anatomy/Tooth Morphology**

*Credit Hours: 4.00 Clock Hours: 60/0/0*

This course addresses the basic facts of dental anatomy and tooth morphology and offers an introduction to dental terminology. Course content includes histology of enamel, dentin, pulp, periodontal membrane, alveolar bone, oral mucosa, epithelial attachment, and salivary glands.

**DH110: Oral Embryology & Histology**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course deals with cells and tissues of the body, focusing on those tissues composing the head, neck, and oral cavity. Emphasis is placed on dental histology, embryology, general histology, and healing and repair in the oral structures.

**DH111: Dental Office Emergencies**

*Credit Hours: 1.00 Clock Hours: 15/0/0*

This course is developed for the student to obtain new information regarding assessment and management of emergencies in the dental office. CPR, BLS is also included.

**DH201: Dental Hygiene III**

*Credit Hours: 5.00 Clock Hours: 30/0/135*

This course provides the opportunity for students to continue the development of clinical skills necessary to perform the duties of a dental hygienist. Topics include principles learned in DH102 and continuance of treating the patient with special needs. Information and review for national written boards and regional and state testing and case studies are integral parts of this course as they provide insight into the complex issue of patient care and stimulate critical thinking. Upon completion of this course, the student should be deemed competent in all aspects of dental hygiene clinical care.

**DH202: Dental Hygiene IV**

*Credit Hours: 6.00 Clock Hours: 30/0/185*

Students have opportunity to refine clinical techniques and skills, address technology and current procedural practice, advance his or her skills in self evaluation, and develop confidence.

**DH203: Periodontology**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course provides information and studies periodontal anatomy, normal periodontal tissues, etiology, pathology, and clinical manifestations of periodontal disease. It addresses periodontal therapy including preventive, surgical, and nonsurgical methods. Specific topics include periodontal disease complexity, prevention of the disease, treatment, drug therapy, and osseous integration.

The student will be competent in the following objectives by attending 4.5 lecture hours per week. The student will participate in discussion, read the assigned material, and research any topics that are assigned. The student will come to class prepared having read the material assigned in the class schedule. The instructor uses visual aids as an adjunct to the lectures. The students are expected to transpose this acquired knowledge to their clinical environment. They will reach a level of competency through implementation.

**DH206: Dental Pharmacology**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Study of pharmacology as it affects the clinical practice of dental hygiene. Emphasis is on the drugs and drug groups most commonly used in dentistry. Oral manifestations of drugs prescribed for the dental patients are addressed.

**DH207: Dental Hygiene Seminar**

*Credit Hours: 2.00 Clock Hours: 30/0/0*

This course is developed for second-year students to obtain new information regarding dental hygiene procedures or practice. Focus on advanced student

presentation evaluation. Special emphasis is on presentation and discussion of such topics as case histories, treatment plans, and preventive measures.

#### **DH209: Nutrition**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Basic principles of chemistry, biochemistry, and nutrition in health and disease with emphasis on the relationship between nutrition and dental caries or periodontal disease. Focus is on nutritional counseling in preventive dentistry.

#### **DH224: Dental Public Health**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Integration of basic dental public health procedures and dental health instruction as they apply in clinical and community settings. Topics include fluoridation, dental sealants, dental screenings, planning and operation of community health programs, and dental health promotion and education activities.

#### **DH226: Dental Law/Ethics**

*Credit Hours: 2.00 Clock Hours: 30/0/0*

This course covers the fundamentals of law and ethics for healthcare careers. It concentrates on workplace liabilities and legalities, the law and court system, malpractice, medical records, and informed consented bioethics. Other components of this course will be surveyed briefly through the semester.

#### **DH227: Board Review**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course give students the necessary knowledge and practice to successfully take and pass the National Board Dental Hygiene Examination. Students attend 4.5 lecture hours per week.

Students participate in discussion, read assigned material, and research assigned topics. Students will come to class prepared, having read the material assigned in the class schedule. The instructor uses visual aids as an adjunct to the lectures.

#### **DH228: Oral Pathology**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course provides students with practical information to aid in the diagnosis of oral injury and disease. The focus is on etiology, clinical features, treatment, and prognosis.

#### **DH300: Dental Office Management**

*Credit Hours: 2.00 Clock Hours: 30/0/0*

This course introduces students to a variety of roles within a dental practice. Techniques of other personnel and professional, within the scope of practice will be introduced. This course enhances the ability of the student to make judgments in a clinic/office regarding the roles of other dental team members. Students learn to step from the traditional role of hygienist into other roles as needed by the employer/dentist.

#### **DH301: Dental Hygiene V**

*Credit Hours: 5.00 Clock Hours: 30/0/150*

Students continue to refine clinical techniques and skills. The focus is individual case studies. This class also provides an overview of dental specialties.

#### **ECO110: Personal Income Management\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Students learn how to manage individual and family income and expenditures throughout life. They examine the impact of values and goals on financial decision-making. Students consider how advertising, consumer protection laws, and individual purchasing skills affect financial decisions in such areas as credit risk protection and expenditures for housing, healthcare, food, clothing, and transportation. Students learn money management and financial planning skills such as budgeting, using institutional savings and checking services, taxes, and estate planning. Students discuss current issues as the impact of inflation and business cycles on both personal and national economic circumstances.

#### **ENG111: English Composition I\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Students apply the principles and techniques of written, expository and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

#### **ENG112: English Composition II\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course develops writing skills emphasizing instruction and practice in writing college essays and library research papers. It focuses on attention to available reference materials, use of library, note taking, critical evaluation of evidence, and conventions for documenting academic papers. Students practice organizing and writing a long expository essay based on the use of library resources.

#### **GE100: Professionalism for Allied Health Careers**

*Credit Hours: 3.50 Clock Hours: 80/0/0*

Students practice soft skills for successful employment in allied health. Students explore attitudes, behaviors, and communication skills expected by employers, coworkers and patients, then apply them in role play, journaling, and case studies. Students prepare résumés, practice interview skills, and are introduced to financial literacy concepts. Through self-examination and experiential exercises, students improve their interactions with others and become more prepared for the professional workforce.

#### **HIT110: Medical Terminology\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous,

reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It also compares and contrasts the different body systems. Students define and describe the function of each system of the body.

#### **HIT120: Introduction to Health Information Technology\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course is an introduction to the health information management profession addressing its history and structure of the national association and ethical values. The course explores the history of healthcare delivery systems and external factors that influence, impact and change the healthcare industry to include key accrediting bodies, and state and federal regulatory agencies. Introduction to health record content, structure, and origin of clinical information for various healthcare settings and providers are addressed. The legal component of the health record is discussed in detail as it relates to privacy and security in both a paper-based and electronic environment.

#### **HIT130: Health Data Systems\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course examines processes for collecting, maintaining, and disseminating healthcare related information. Students investigate healthcare documentation structure to include the filing, information storage and retention, certification, and regulatory agencies. Students compare electronic health records to paper based systems and practice electronic record keeping.

#### **HIT131: Clinical Classification Systems I\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

The course teaches students nomenclatures and use of the International Classification of Disease (ICD) system. Students learn ICD coding guidelines as they relate to body systems and procedures performed. Students develop an understanding for the need of quality information and standards of ethical coding. Students use codes as they apply to the Prospective Payment Systems and Uniform Hospital Discharge Data Set.

#### **HIT140: Healthcare Statistics\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Students analyze the pathophysiology of diseases and disorders of the principal organ systems of the human body. Students examine homeostasis and disease processes, trauma, cancer, pain management, and an overview of common diseases and disorders of each organ system.

#### **HIT141: Clinical Classification Systems II\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Students learn to code medical services and procedures using the Current Procedural Terminology (CPT) classification system and use of HCPCS coding system applicable to ambulatory settings. Students learn to validate codes, adhering to coding compliance, ethical guidelines, and utilize health information systems for data collection through coding and abstracting.

#### **HIT142: Quality Assessment\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course focuses on continuous performance improvement methods and effective use of teamwork for improving quality in healthcare settings.

#### **HIT150: Clinical Practice I\***

*Credit Hours: 3.00 Clock Hours: 0/0/136*

Students are placed in a didactic supervised learning environment related to the health information management field in both a traditional and non-traditional healthcare setting. Students are expected to perform job responsibilities from a credentialed HIT professional.

#### **HIT151: Clinical Classification Systems III\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

Students practice coding intermediate and advanced medical records. Students also apply sequencing in coding and assigning diagnostic related groups. Coding compliance, ethical coding practices, and application of procedure-based payment systems will be reinforced.

#### **HIT152: Pharmacology\***

*Credit Hours: 2.00 Clock Hours: 30/0/0*

This course introduces pharmacology as the study of drugs. The course begins with an explanation of therapeutic and adverse effects of drugs, in addition to the basic operation of the nervous system. Then, several body systems and the conditions that affect them are reviewed, with particular reference to the use of drugs to treat these conditions. Topics include muscle relaxants, anesthetics, pain medication, and nervous system and psychological disorders.

#### **HIT153: Reimbursement Methodologies\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

In this course, students analyze revenue cycle from the perspective of the HIM professional, payer, patient, and the needs of the healthcare organization. Emphasis is on clinical documentation needs for coding, reimbursement, claims management, and revenue cycle.

#### **HIT160: HIT Clinical Practice II\***

*Credit Hours: 3.00 Clock Hours: 0/0/136*

Students are placed in a didactic supervised learning environment relating to health information management field in traditional and non-traditional healthcare settings. Students are expected to practice the job responsibilities from a credentialed HIT professional.

#### **HIT161: Healthcare Organization and Supervision\***

*Credit Hours: 3.00 Clock Hours: 45/0/0*

In this course students analyze the challenges and rewards of managing personnel and processes in the healthcare setting. Students apply human resource management practices to personnel in healthcare organizations.

**HIT162: RHIT Competency Review\****Credit Hours: 3.00 Clock Hours: 45/0/0*

Students review HIT competencies, skills, and knowledge pertinent to the technology and relevant to the professional development of the student. They prepare for job seeking through résumés, mock job interviews, and professional conduct. Students take mock registration exams for self-evaluation of the domains, sub domains, and tasks.

**MA110: Fundamentals of Medical Assisting***Credit Hours 4.00 Clock Hours: 40/40/0*

Students practice basic clerical duties, supply ordering, and appointment scheduling. They learn medical terms, CPR, and positive communication skills and practice keyboarding and perform vital sign procedures. Prerequisite: GE102

**MA120: Administrative & Front Office***Credit Hours 4.00 Clock Hours: 40/40/0*

Students practice billing and collection procedures, insurance claims processing, banking procedures, and accounts payable processes. They learn elements of diagnostic and procedural coding, blood-borne pathogens, and HIV/AIDS. They perform vital sign procedures and emergency first aid procedures. Prerequisites: GE102

**MA130: Health & Disease I***Credit Hours 4.00 Clock Hours: 40/40/0*

Students learn about the structure and function of major body systems: the skeletal, muscular, digestive, urinary, endocrine, and reproductive systems. Common diseases, disorders, and medical terminology of these systems are discussed. Students perform examination room preparation, cold and heat therapy, cast removal, glucose/cholesterol analysis, and ambulation. Students practice assisting patients during examinations, taking vital sign measurements, and providing patient education. Prerequisites: GE102, MA110, MA120

**MA140: Health & Disease II***Credit Hours 4.00 Clock Hours: 40/40/0*

Students learn about the structure and function of major body systems: integumentary, nervous, circulatory, respiratory, immune, and special senses. Common diseases, disorders, and medical terminology of these systems are discussed. Students perform electrocardiograms, nebulizer treatments, suture removal, visual screening, and spirometry testing. They practice cleaning minor wounds, applying bandages, administering eye and ear medications, and irrigating eyes and ears. Prerequisites: GE102, MA110, MA120

**MA150: Clinical Laboratory I***Credit Hours 4.00 Clock Hours: 40/40/0*

Students learn about the clinical laboratory and the associated safety and regulatory guidelines. They explore basic microbiology and hematology and practice using a microscope. They learn the proper procedures for collecting, processing, and testing urine specimens. Students perform venipuncture and capillary puncture. Prerequisites: GE102–MA140

**MA160: Clinical Laboratory II***Credit Hours 4.00 Clock Hours: 40/40/0*

Students apply principles of infection control, asepsis, and sterilization. They perform intradermal, subcutaneous, and intramuscular injections, calculate medication dosages, and administer medication. Students practice assisting with minor surgical procedures. Prerequisites: GE102–MA140

**MA195: Externship***Credit Hours 4.00 Clock Hours: 0/0/180*

Students perform medical assistant functions in a medical facility. They are supervised and evaluated on skills acquired in the program content courses. Students perform phlebotomy, injections, patient record maintenance, vital sign measurement, patient exam preparation, and other medical assistant duties as assigned by the physician, on-site supervisor, or extern coordinator. Prerequisites: GE102–MA160

**MAT112: College Algebra\****Credit Hours: 3.00 Clock Hours: 45/0/0*

Students study quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

**MOA110: Medical Office Procedures***Credit Hours: 3.00 Clock Hours: 40/40/0*

Students acquire clerical and administrative skills typically expected in a medical office. This course includes discussions and activities in telecommunications, medical records management, mail processing, and general office equipment. Students will practice keyboarding to gain accuracy and speed, and learn medical terminology. Prerequisites: GE100

**MOA120: Computer Applications***Credit Hours: 3.00 Clock Hours: 40/40/0*

Students explore and practice the Microsoft Office® applications Word, Excel, and Outlook. Basic-level functions are covered for students to create typical documents used in medical practice. Students practice keyboarding to gain accuracy and speed, and learn medical terminology. Prerequisites: GE100

**MOA130: Medical Terminology & Communications***Credit Hours: 3.00 Clock Hours: 40/40/0*

Students practice appropriate written and verbal forms of professional communication, such as letter forms, grammar, punctuation, and spelling. Students practice keyboarding to gain accuracy and speed, and gain proficiency in medical terminology. Students are exposed to basic business mathematics concepts used in the office environment. Prerequisites: GE100

**MOA140: Medical Insurance Claims Processing***Credit Hours: 3.00 Clock Hours: 40/40/0*

This course provides the fundamental knowledge and skills required in completing the Universal Health Insurance Claim Form for a variety of insurance carriers. This course includes discussions and activities in the processing of claims for commercial carriers, managed care plans, and government programs such as Medicare, Medicaid, CHAMPUS/CHAMPVA, Worker's Compensation, and Disability. Prerequisites: GE100

**MOA150: Medical Insurance Coding***Credit Hours: 3.00 Clock Hours: 40/40/0*

This course provides a detailed approach to the accurate use of The Physician's Current Procedural Terminology (CPT) for procedural coding of insurance claims. Information on the International Classification of Diseases (ICD-9-CM) volumes 1 & 2 used for diagnoses coding and activities in the Healthcare Procedure Coding System (HCPCS) are also addressed. This course includes discussions on the correct and ethical coding of insurance claims. Prerequisites: GE100

**MOA160: Medical Office Applications***Credit Hours: 3.00 Clock Hours: 40/40/0*

Students learn accounts receivable and accounts payable activities using a computerized management system in a series of simulated daily office activities. They practice electronic medical record management and application of HIPAA regulations, and gain proficiency in medical terminology. Prerequisites: GE100

**MOA180: Externship***Credit Hours: 4.50 Clock Hours: 0/0/220*

This course is an integral part of the learning experience for the student. Each student is assigned to work in a medical facility in order to gain everyday practical and clinical experience in the duties and functions of a medical office employee and to apply the student's educational training in a work environment. Prerequisites: GE100, MOA110, MOA120, MOA130, MOA140, MOA150, MOA160

**NUT101: Nutrition\****Credit Hours: 3.00 Clock Hours: 45/0/0*

This course discusses the functions and food sources of proteins, carbohydrates, and fats, and identifies current recommendations for intake of each. A discussion of the changes in nutrient needs throughout the life cycle and suggestions to ensure adequate nutrition during each stage of life. Students are exposed to standard diets and modifications of diets for disease processes.

**PHI110: Critical Thinking\****Credit Hours: 3.00 Clock Hours: 45/0/0*

Students learn how to enhance and refine both their cognitive and affective performance. The course analyzes the role of the learner and the purpose of education. Students develop the systematic information processing, critical thinking, reading, and study strategies needed for success as life-long learners.

**PSY110: General Psychology\****Credit Hours: 3.00 Clock Hours: 45/0/0*

Students are introduced to the basic fundamentals of human mental processes and the scientific study of behavior. Students are taught an overview of psychological disorders, cognition, gender traits, intelligence, and contemporary issues in psychology.

**PSY120: Human Growth & Development\****Credit Hours: 3.00 Clock Hours: 45/0/0*

This course discusses all stages in the life span from infancy through late adulthood. A discussion of cultural considerations, types of families, changes affecting modern families and family patterns, and qualities of functional families will be included.

**PTA100: Introduction to Physical Therapy***Credit Hours: 3.00 Clock Hours: 45/0/0*

This course provides a basic introduction to the field of Physical Therapy. Content areas include an introduction to the profession, national organization, ethical and legal issues, communication and respect, infection control, patient preparation, vital signs, transfer techniques, wheelchairs, assistive devices, massage techniques, and documentation.

**PTA101: Introduction to Physical Therapy Lab***Credit Hours: 2.00 Clock Hours: 0/60/0*

This course provides beginning lab skills to include legal and ethical practice, practicing skills of communication and respect, infection control, patient preparation, vital signs, transfer techniques, wheelchair mobility, assistive devices, massage techniques, and documentation.

**PTA110: Functional & Applied Anatomy***Credit Hours: 3.00 Clock Hours: 45/0/0*

This course expands upon previous knowledge of musculoskeletal anatomy. Content areas include applied movement concepts, techniques, and tools to assess strength and motion, as well as posture, balance, and gait.

**PTA111: Functional & Applied Anatomy Lab***Credit Hours: 1.00 Clock Hours: 0/30/0*

This course provides hands-on experiences that complement PTA110. This course includes hands-on exploration of surface palpation of joints and muscles, joint mobility, assessment techniques of manual muscle and goniometric measurement, posture, and balance and gait sequence.

**PTA120: Pathophysiology***Credit Hours: 3.00 Clock Hours: 45/0/0*

This course presents the etiology of disease and dysfunction. Topics include heredity, musculoskeletal, neurological, immunological, and lifestyle issues. This

course explores current concepts related to wellness and prevention.

**PTA130: Fundamentals of Treatment I**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course presents skills in the management of patients with common musculoskeletal dysfunctions. This course reinforces good clinical decision-making skills by the PTA.

**PTA131: Fundamentals of Treatment I Lab**

*Credit Hours: 1.00 Clock Hours: 0/30/0*

This lab explores the procedures, protocols, and therapeutic exercise techniques that correspond to PTA130. Students learn how to integrate patient preparation and treatment parameters into an effective and safe treatment application.

**PTA140: Modalities**

*Credit Hours: 2.00 Clock Hours: 30/0/0*

This course presents the therapeutic modalities and agents that are used in physical therapy practice. These therapeutic agents are discussed as to their physiological effects, patient preparation, treatment parameters, indications, contraindications, and precautions.

**PTA141: Modalities Lab**

*Credit Hours: 1.00 Clock Hours: 0/30/0*

This lab course provides procedures, protocols, and application of therapeutic modalities and agents that correspond to PTA140.

**PTA150: Fundamentals of Treatment II**

*Credit Hours: 4.00 Clock Hours: 60/0/0*

This course covers the role of the Physical Therapist Assistant in the management of patients with common neurological dysfunctions. Students learn theoretical principles and how to integrate them in treatment.

**PTA151: Fundamentals of Treatment II Lab**

*Credit Hours: 2.00 Clock Hours: 0/60/0*

In this lab course, students practice the skills learned in PTA150.

**PTA155: Clinical Experience I**

*Credit Hours: 4.00 Clock Hours: 0/0/200*

This full-time, five-week clinical affiliation provides students with initial exposure to clinical settings. Students are under the direct supervision of a PT and/or PTA. This clinical affiliation allows students to practice patient care, document treatment techniques, and enhance communication skills with healthcare team members.

**PTA160: Fundamentals of Treatment III**

*Credit Hours: 4.00 Clock Hours: 60/0/0*

This course explores the specialty areas of physical therapy including, but not limited to, cardiovascular and pulmonary conditions, sports and industrial injuries, wound care and burn care, amputation, prosthetics, and orthotics. This course will discuss the therapeutic procedures for these conditions.

**PTA161: Fundamentals of Treatment III Lab**

*Credit Hours: 2.00 Clock Hours: 0/60/0*

This lab course allows the student to practice therapeutic skills for patients with diagnoses presented in PTA160.

**PTA170: Pharmacology**

*Credit Hours: 1.00 Clock Hours: 15/0/0*

This course presents an overview of the prescribed medications, over-the-counter, medications and herbal drugs frequently used by individuals and their effects and implications for physical therapy treatment.

**PTA180: PTA Concepts I**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course provides advanced skills in the treatment of patients with neurological dysfunctions, diagnoses of cancer, and women's health issues. The psychosocial aspects of rehabilitation will be discussed.

**PTA181: PTA Concepts I Lab**

*Credit Hours: 1.00 Clock Hours: 0/30/0*

This lab course expands the knowledge and skills used in the specialty areas of physical therapy practice.

**PTA185: Clinical Experience II**

*Credit Hours: 4.00 Clock Hours: 0/0/200*

This full-time, five-week clinical affiliation allows students to expand upon their previous clinical experience and incorporate the knowledge and skills from additional coursework. Students are under the direct supervision of a PT and/or PTA. Emphasis is placed on the student assuming a more active role with the rehabilitation team for the delivery of care.

**PTA190: Transitions Seminar**

*Credit Hours: 3.00 Clock Hours: 45/0/0*

This course provides information and guidance to the students for their transitional process of becoming a Physical Therapist Assistant. This course will reinforce the skills and concepts for licensure. Students will participate in final preparations for certification by Federation of State Board of Physical Therapy, and examine employability skills. Students will participate in the final preparation for licensure examination and employability.

**PTA195: Clinical Experience III**

*Credit Hours: 5.00 Clock Hours: 0/0/240*

At the completion of this full-time, six-week clinical affiliation, the student should be able to perform as a Physical Therapist Assistant. Students participate in this clinical experience under the supervision of a licensed Physical Therapist and/or Physical Therapist Assistant.

**PVN101J: Personal & Practical Concepts**

*Credit Hours: 2.00 Clock Hours: 30/0/0*

This course introduces the student to nursing history and trends; nursing ethics;

vocational relationships in healthcare, including the role of the practical and professional nurse; and legal aspects of nursing.

**PVN102J: Foundations of Nursing**

*Credit Hours: 2.00 Clock Hours: 45/0/0*

This course introduces the student to basic nursing concepts and principles. The student is given a broad overview of the nurse-client relationship, principles of therapeutic communication, and the cultural diversity of clients. Gerontology will be discussed through death and dying concerns. The steps of the nursing process are presented as the framework for determining and meeting client needs within the scope of practice.

**PVN103J: Foundations of Nursing Skills Laboratory**

*Credit Hours: 4.00 Clock Hours: 0/120/0*

Students practice nursing principles related to meeting the daily needs of clients. The care of the geriatric client is introduced. The nursing process is integrated, with an emphasis on assessment, nursing diagnoses and nursing interventions utilizing standardized nursing language. Nursing skills included are assessment of vital signs, bed/bath of the client, skin care, and standard precautions. Documentation is emphasized in this course and the student is introduced to computers and the Windows® environment. Basic life support (CPR) is taught to the student.

**PVN104J: College Mathematics**

*Credit Hours: 2.00 Clock Hours: 45/0/0*

This course includes whole numbers, fractions, decimals, percents, ratio, proportions, and basic algebra. The metric system, the apothecary system, and conversion between systems is presented. Allied health applications will be discussed.

**PVN105J: Fundamentals of Anatomy & Physiology**

*Credit Hours: 2.00 Clock Hours: 45/0/0*

This course introduces the student to the structure and function of the body. Cells, tissues, organs, and systems are discussed. Directions, geometric plane, and cavities of the body are presented.

**PVN106J: Fundamentals of Anatomy & Physiology**

*Credit Hours: 2.00 Clock Hours: 45/0/0*

This course focuses on dosages, applications, side effects, toxicity, and laboratory tests performed to monitor actions and effects of specific drugs. Calculation exams must be passed with a score of 85%.

**PVN121J: Introduction to Medical Surgical Nursing**

*Credit Hours: 4.50 Clock Hours: 45/45/48*

Provides the nursing student with beginning concepts in medical-surgical nursing for clients across the life span. Students apply the nursing process to provide care to clients with non-complex health conditions in various settings.

**PVN122J: Nutrition**

*Credit Hours: 2.00 Clock Hours: 45/0/0*

This course discusses the functions and food sources of proteins, carbohydrates, and fats, and identifies current recommendations for intake of each. A discussion of the changes in nutrient needs throughout the life cycle and suggestions to ensure adequate nutrition during each stage of life. Students are exposed to standard diets and modifications of diets for disease processes.

**PVN123J: Mental Health Nursing Care**

*Credit Hours: 1.00 Clock Hours: 15/0/24*

This course emphasizes nursing care of the client and family to assist them in achieving satisfactory and productive ways of coping with daily living and life-style changes. The course includes discussion of eating disorders, alcoholism, drug addiction, anxiety, defense mechanisms, and major mental disorders.

**PVN124J: Integumentary Nursing Care**

*Credit Hours: 1.50 Clock Hours: 24/0/32*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the skills and knowledge necessary to use the nursing process in caring for clients with integumentary problems.

**PVN131J: Cardiovascular Nursing Care**

*Credit Hours: 2.00 Clock Hours: 30/0/48*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the knowledge and skills necessary to use the nursing process in caring for clients with cardiovascular problems.

**PVN132J: Respiratory Nursing Care**

*Credit Hours: 2.00 Clock Hours: 30/0/48*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the knowledge and skills necessary to use the nursing process in caring for clients with respiratory problems.

**PVN133J: Human Growth & Development**

*Credit Hours: 2.00 Clock Hours: 45/0/0*

This course identifies and discusses all stages in the life span from infancy through late adulthood. A discussion of cultural considerations, types of families, changes affecting modern families, and family patterns and qualities of functional families are included.

**PVN134J: Genito-Urinary Nursing Care**

*Credit Hours: 1.50 Clock Hours: 24/0/32*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the knowledge and skills necessary to use the nursing process in caring for clients with renal/urinary problems.

**PVN135J: Musculoskeletal Nursing Care***Credit Hours: 2.00 Clock Hours: 24/0/40*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the knowledge and skills necessary to use the nursing process in caring for clients with musculoskeletal problems.

**PVN140J: Gastrointestinal Nursing Care***Credit Hours: 2.00 Clock Hours: 30/0/32*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the knowledge and skills necessary to use the nursing process in caring for clients with gastrointestinal problems.

**PVN141J: Neuro-Sensory Nursing Care***Credit Hours: 2.00 Clock Hours: 30/0/48*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the skills and knowledge necessary to use the nursing process in caring for clients with neuro-sensory problems.

**PVN142J: Endocrine Nursing Care***Credit Hours: 2.00 Clock Hours: 30/0/32*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the skills and knowledge necessary to use the nursing process in caring for clients with endocrine problems.

**PVN143J: Immune System & Oncology Nursing Care***Credit Hours: 1.50 Clock Hours: 30/0/24*

This course focuses on diseases caused by disorders of the immune system. Students are provided with the knowledge necessary to use the nursing process in caring for clients with immunodeficiency disorders. The course includes oncology, its disease process, diagnostic procedures, and treatment modalities. Psychosocial aspects of immunodeficiencies and oncology are considered. Prerequisites: PVN104

**PVN144J: Community Health Nursing Care***Credit Hours: 1.00 Clock Hours: 15/0/32*

This course explores the role of the practical nurse in community settings. Home health, hospice, and skilled nursing are discussed. Students use the nursing process to deliver comprehensive nursing care as a member of the healthcare team.

**PVN150J: Maternal & Child Health Nursing Care***Credit Hours: 4.50 Clock Hours: 30/30/96*

This course is a study of the childbearing process from pregnancy through birth and the postpartum period. Content reviews the normal pregnancy and stresses the high-risk client within each phase of pregnancy. In addition, it covers the knowledge and skills necessary to utilize the nursing process in the care of the ill child from infancy through adolescence.

**PVN151J: Leadership***Credit Hours: 1.00 Clock Hours: 15/0/24*

This course introduces management principles and prepares the practical nurse for his or her role as a member of the healthcare team.

**PVN152J: Reproductive Nursing Care***Credit Hours: 2.00 Clock Hours: 30/0/45*

This course emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the skills and knowledge necessary to use the nursing process in caring for clients with male or female reproductive problems.

**PVN154J: NCLEX Review***Credit Hours: 0.50 Clock Hours: 16/0/0*

A review of the Practical Nursing program with the emphasis on NCLEX questions and the critical thinking necessary for successful completion of the test.

**PVN155J: Professional Development***Credit Hours: 1.00 Clock Hours: 15/15/40*

This course focuses on the total aspect of seeking, procuring, and leaving a position. Résumé writing and interviewing skills are emphasized. Interpersonal communication skills are discussed.

**PVN156J: Intravenous Therapy***Credit Hours: 2.00 Clock Hours: 40/0/8*

This course prepares the student to initiate treatment peripherally; administer parenteral solutions; change I.V. tubings; administer premixed medications, and maintain the patency of peripheral and central lines. Upon satisfactory completion of this course, the student will be I.V. certified.

**RT210: Introduction to & Applied Respiratory Therapeutics***Credit Hours: 12.00 Clock Hours: 180/60/0*

Students learn applicable medical terminology and the metric conversions used in respiratory therapy. They learn applied anatomy, physiology, and mechanics of the pulmonary system and the relationship between respiration and cardiac function. Students recognize normal and abnormal arterial blood gas results. They learn the principles of gas physics and their application to oxygen, aerosol, and humidity therapies. Students begin the process of professional development and learn self-esteem and motivational skills necessary to become employed. Students learn the conditions that indicate the need for oxygen therapy. They explore the potential hazards associated with oxygen therapy, study the different oxygen delivery devices, and learn how to assemble and test equipment. They practice setting up oxygen, aerosol, and humidity therapies. They are introduced to the various pharmacological agents used in respiratory therapy and their biochemical

properties. Students learn the indications for and the potential hazards of IPPB and incentive spirometry therapies. Students practice procedures for the administration of these therapies to patients in a laboratory setting. Students learn to perform cardiopulmonary resuscitation (CPR) and chest auscultation and to administer metered dose inhalation therapy. Professional development will continue, including ethics.

**RT220: Clinical Medicine I***Credit Hours: 10.00 Clock Hours: 30/30/315*

Students learn to perform patient assessments including assessing the need for secretion removal and how to perform the appropriate procedures. Students examine the etiology of respiratory disease, learn to identify common pathogenic organisms, and explore various isolations and sterilization techniques. They learn to maintain and manage an artificial airway and will explore the physiology of blood gases and the techniques for analyzing arterial blood gas samples. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned to identify, perform, and assess the results of various diagnostic pulmonary function tests.

**RT230: Clinical Medicine II***Credit Hours: 10.00 Clock Hours: 30/30/315*

Students examine the pathologies of the cardiopulmonary symptoms and recognize the manifestations and systems of restrictive and obstructive pulmonary disease. Students study the various types of mechanical ventilators to identify the modalities of continuous mechanical ventilation. They learn how to set up ventilators and monitor a ventilator patient. Students learn how to apply PEEP/CPAP and intermittent mandatory ventilation. They learn the special considerations for continuous mechanical ventilation and long-term life support. They learn the advanced techniques and proper maintenance procedures associated with continuous mechanical ventilation, as well as the indications for and techniques applicable to, the discontinuation of ventilation. They learn to recognize the various pulmonary disease states associated with ventilator patients and how to evaluate the patient's status and response to therapy. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory.

**RT240: Clinical Specialty Areas/Comprehensive Review***Credit Hours: 10.00 Clock Hours: 75/30/180*

Students learn anatomy, physiology, and respiratory care considerations of the pediatric and neonatal patient. They learn to identify/administer the pharmacological agents used in critical care and explore the goals and objectives of pulmonary rehabilitation and patient education. Students work on case studies related to these topics. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory. Prerequisites: Successful completion of RT230

**RT250: Advanced Clinical Practice***Credit Hours: 10.00 Clock Hours: 100/40/90*

This course offers a comprehensive overview of the math used for respiratory therapy calculations and provides an opportunity for the student to learn advanced skills related to respiratory patient care. The course offers a comprehensive study of current standardized pulmonary function modalities and the interpretation of test data. It also includes a comprehensive review of critical thinking skills and therapist-driven protocols as applied to the successful completion of the certification examinations offered by the National Board for Respiratory Care (NBRC). Prerequisites: Successful completion of RT240

**SOC101: Introduction to Sociology\****Credit Hours: 3.00 Clock Hours: 45/0/0*

This course is a general introduction to the study of sociology, which is the systematic study of human society and the social forces that shape human social life. The goal of this course is to provide students with an overview of how sociology helps us understand human societies, human relationships, group aspects of behavior, and social institutions.



## Table of Contents

|                                    |      |
|------------------------------------|------|
| Administrative Staff/Faculty ..... | 2-4  |
| Student Holidays .....             | 5    |
| Class Start Dates .....            | 5-6  |
| Educational Expenses .....         | 7    |
| Catalog Revisions.....             | 8-24 |

### Corporate Officers

Patrick Albert • President & CEO  
Ryan Snyder • Chief Financial Officer  
Ron Kern • Chief Academic Officer  
Harry Dotson • Vice President of Regulatory Compliance & Quality Assurance  
Sherrie Martin • Vice President of Advertising & Marketing  
Janice Pinson • Vice President of Human Resources  
Darcy Richardson • Vice President On-line  
Jim Thompson • Vice President of Program Development & Accreditation  
Mike Wimer • Vice President of Admissions  
Lisa Henak • Assistant Treasurer/Executive Assistant

Addendum Published July 16, 2013

# Administration

## ADMINISTRATION

Jami Frazier ..... Campus President  
Sean McNair ..... Director of Operations  
Sandra Crowley ..... Administrative Assistant

## ADMISSIONS DEPARTMENT

Aaron Gray ..... Director  
Clarissa McMillan ..... Coordinator  
Autumn Martin ..... Day Receptionist  
Jeanette Jordan ..... Evening Receptionist  
Kathy Anthony ..... Representative  
Chris Davis-Swift, B.A. .... Representative  
Carolyn Hawkins ..... Representative  
Rebecca Houghland ..... Representative  
Darren Strickler, B.S. .... Representative  
Rachel Whitmire, B.S. .... Representative  
Rolando Sawyer, B.S. .... Representative  
Kathy Hendricks, A.A. .... Representative

## BUSINESS OFFICE

January Rogers, M.B.A. .... Business Office Manager  
Darren Gray ..... General Office Assistant

## FINANCIAL AID

Sharon Baldwin ..... Director  
Samoa Le'Au, A.S. .... Assistant Director  
Deborah Livingston ..... Officer  
Cindy Phillips ..... Officer  
Jane Kirkbridge ..... Officer  
Tina Robinson ..... Senior Officer

## GRADUATE EMPLOYMENT

Karen Blanks, B.S. .... Graduate Employment Specialist  
Woodie Wilson ..... Graduate Employment Specialist

## EDUCATION

James Kralicek, M.A.T. .... Academic Dean  
Bruce DeMoss, B.S. .... Associate Academic Dean  
Felisha Caldeira, B.A. .... Registrar  
Kyia Sonnier, B.A. .... Registrar Clerk  
Tianna Taylor-Albin, B.A. .... Learning Resource Center Coordinator  
Anita Able, M.A., B.S. .... Librarian  
Dan Gurule ..... MA Extern Coordinator  
Nicole Snyder ..... DA Extern Coordinator  
Kristen Luney ..... DH Clinical Coordinator  
Carolina Duin, M.B.A. .... Dental Assistant Program Director  
Fernando McGregor, M.S., R.R.T. .... Respiratory Therapy Program Director  
Peggy Smalley ..... RT Program Clinical Director  
Becky Stafford ..... Nursing Administrative Assistant  
Kathleen Ewing, EMT-P, C.M.A. .... Medical Assistant Program Director  
Wanda Peresic, P.T., D.P.T., M.S. .... PTA Program Director  
Linda Clarkson, B.S., A.A., A.A.S. .... PTA Program Clinical Director

## Student Affairs

Pamela Anderson, B.S. Re-Entry Advisor

# Faculty

## DENTAL ASSISTANT PROGRAM

### Carolina Duin, M.B.A., B.A., Dental Assistant Program Director

Carolina Duin holds a MBA in Business Administration, concentration on Health Care Management from the University of St. Mary, Overland Park, KS and also holds a Bachelor of General Studies in Psychology from the University of Kansas, Lawrence, KS. Ms. Duin has over 4 years of progressive experience in Practice Management and most recently was an Assistant Manager in a dental clinic before joining the staff at Concorde in September 2012.

### Elizabeth Gaines, Dental Assistant Instructor

Elizabeth Gaines earned her Dental Assistant Certificate from CCC, Kansas City, MO and a Bachelors in Communications from DeVry Institute, Kansas City, MO. Ms. Gaines brings to the classroom over 8 years of experience as a Dental Assistant and joined the staff at Concorde in September 2011.

### Teri Campbell, C.D.A, Dental Assistant Instructor

Teri Campbell received her certificate in Dental Assisting from Kansas City College of Medical and Dental Careers, Kansas City, MO. Teri is a highly motivated energetic, self-starter, with excellent analytical, organizational, and creative skills. She has years of experience in assisting in all orthodontic procedures, chair-side assisting, and in supervising and handling a complete operation of dental clinic. Teri joined the staff at Concorde in May 2009.

### Maria Bidondo, C.D.A., Dental Assistant Instructor

Maria received her Dental Assistant Certificate from LC College of Medical and Dental Careers and her Supragingival Scaling Certificate from Flint Hills Tech. Maria has worked for several dentists in the Kansas City area and joined the staff at Concorde in November 2008.

### Patty Ibarra, C.D.A., Dental Assistant Instructor

Patty Ibarra brings to the classroom years of experience as a Dental Assistant working with dentists throughout the Kansas City area. She also has a number of years of experience as a Periodontics Surgical Assistant. Patty joined the staff at Concorde in March 2009.

### Connie Moore, C.D.A., Dental Assistant Instructor

Connie Moore received her Associate Degree in Dental Assisting from Mott Community College, Flint, MI, in 1993. She has over fifteen years of experience in the dental field working as a Dental Assistant Supervisor/front desk management and as a Dental Assistant Instructor at a community college. Connie joined the Concorde staff in September 2009.

### Catasha Diaz, Dental Assistant Instructor

Catasha Diaz graduated from Olathe East High School in 1997. Ms. Diaz has worked for several dentists in the Kansas City area since 2006 and joined the staff at Concorde in November 2012.

## DENTAL HYGIENE PROGRAM

### Lisa Thurlow, B.A., D.D.S., Dental Hygiene Staff Dentist

Dr. Thurlow is a graduate of the University of Missouri-Kansas City School of Dentistry, Kansas City, MO, with a Doctor of Dental Surgery Degree. She graduated from the University of Kansas, Lawrence, KS with a degree in Human Development. She maintained a private dental practice in Johnson County, KS, for over 16 years. Dr. Thurlow was an adjunct faculty and clinical instructor in the Department of Oral Surgery at the University of Missouri-Kansas City School of Dentistry and didactic, laboratory and clinical instructor for the Dental Hygiene Program at Johnson County Community College in Overland Park, KS. Dr. Thurlow joined the staff at Concorde in July 2010.

### Alissa Beckerle, R.D.H., B.S., Dental Hygiene Program Director

Alissa Beckerle is a graduate of the University of Missouri-Kansas City, School of Dentistry, Kansas City, MO, with a Bachelor of Science Degree in Dental Hygiene. Alissa is a native of southeast Kansas, where she received her Associates of Applied Science from Coffeyville Community College. She brings with her sixteen years of experience. During that time, Ms. Beckerle provided preventive and therapeutic care to both public health and general practice patients. Alissa joined the Concorde staff in August 2010.

### Eileen Trainor, R.D.S., B.S., M.A., Dental Hygiene Instructor

Eileen Trainor is a native of Kansas City who is a registered Dental Hygienist with licenses in both Missouri and Kansas. Eileen is a graduate of the Ashford University in Ohio with a Master's of Art in Organization Management with a specialty in Human Resources. She also holds degrees with a Bachelor of Science Degree in Dental Hygiene from the University of Missouri-Kansas City, School of Dentistry, Kansas City, MO and an Associate of Art Degree in Applied Science in Dental Technology from Penn Valley Community College. With over 34 years of experience in dentistry, 23 years as a dental hygienist working 12 years in a general practice and 12 years in periodontal specialty practice setting. Eileen has owned and managed a consulting dental practice management company for three years prior to joining Concorde in August 2010.

### Andrea Buls, B.S., Dental Hygiene Instructor

Andrea Buls holds a BS in Dental Hygiene from the School of Dentistry, University of Missouri, Kansas City, MO. Ms. Buls is a healthcare professional that has worked in the dental field for many years providing quality care and building lasting patient rapport. Ms. Buls understands the importance of teamwork within the office and has always strived to contribute to the efficiency and success of the office. Andrea Buls joined the staff at Concorde in January 2012.

### Jeanne L. Ramos, R.D.H., B.S., Dental Hygiene Instructor

Jeanne Ramos received her Bachelor and Associate of Science Degrees in Dental Hygiene from Wichita State University, Wichita, KS. Ms. Ramos is a patient-oriented hygienist who knows how to combine important technical skills with interpersonal skills that are critical to the success of the practice and trust from the patient. In addition to joining the staff at Concorde in August 2010, Jeanne Ramos also works part-time in a private practice.

## MEDICAL ASSISTANT PROGRAM

### Kathleen "Johnnie" Ewing, EMT-P, C.M.A., Medical Assistant Program Director

Kathleen Ewing is a National Registered Paramedic and a Certified Medical Assistant with over 18 years experience in the medical office environment. Ms. Ewing has been employed at Concorde since August 1999.

### Marilyn Moppin, N.R.C.M.A., Medical Assistant Instructor

Marilyn Moppin is a graduate of the Career Academy of Medical Assistants and is a National Registered Medical Assistant. She has been employed as a Medical Assistant for over 35 years. She joined Concorde in February 2004.

### Robbie Tillman, C.M.A., Medical Assistant Instructor

Robbie Tillman is a graduate of Southern Vocational Technical in Ardmore, Oklahoma and attended Murray State in Tishmingo, Oklahoma. Robbie has worked in the medical field over 20 years. She joined Concorde in June 2004.

### Brenda Masoner, C.M.A., Medical Assistant Instructor

Brenda Masoner received her Medical Assistant Certificate from KC College of Medical

and Dental in 1981. She brings to the classroom years of experience in the healthcare industry as a Medical Assistant and Med Technician. Brenda Masoner joined the staff at Concorde in July 2010.

**Angela Hollett, C.M.A., Medical Assistant Instructor**

Angela Hollett received her MA Certificate from Concorde in 2000. Since then Ms. Hollett has worked as a Medical Assistant in the Kansas City area. Prior to joining the staff at Concorde in December 2012, Angela Hollett had been with St. Joseph Hospital, KC, MO, for nine years.

**Nancy Perkins, C.M.A., Medical Assistant Instructor**

Nancy Perkins received her Certificate of Medical Assisting from Concorde Career College in 2006. Ms. Perkins has five plus years training and development in the corporate sector and seven years as a Medical Assistant in a busy Internal Medicine and Endocrinology office. Prior to joining the staff at Concorde in September 2011 Nancy Perkins had mentored and evaluated graduates of the Concorde MA Program completing their extern periods in the medical office.

**Heather Cunningham C.M.A., A.A.S., Medical Assistant Instructor**

Heather Cunningham received her Diploma in Medical Assisting from Sanford-Brown College in 2004 and her AAS in Medical Assisting from Colorado Technical University in 2005. Prior to joining the Concorde staff in May 2012 Heather Cunningham had taught Medical Assistant Programs at other colleges in the Kansas City area.

**MEDICAL OFFICE ADMINISTRATION PROGRAM**

**Deborah Bullock-Saunders, M.O.A., Medical Office Administration Instructor**

Deborah Saunders received her Medical Office Assistant Certification in 2004 from Vatterott College. Ms. Saunders skills include Medical Assistant, Certified Medication Technician, Certified Nurse's Assistant and Medical Office Specialist. Ms. Saunders joined the staff at Concorde in February 2012.

**HEALTH INFORMATION MANAGEMENT PROGRAM**

**Patricia Elliott, M.Ed., R.H.I.T., Health Information Management Program Director**

Patricia Elliott is a graduate of Northern Arizona University, with a M.Ed. in Educational Leadership, a graduate of University of Phoenix, with a B.A. in Management, and a graduate of Penn Valley Community College, with an AAS in Medical Record Technology. Ms. Elliott has over thirty years of experience in Health Information Management, Compliance, Risk Management, Performance Improvement, Project Management, and teaching in HIT programs as a Registered Health Information Technician. Ms. Elliott joined the staff at Concorde in December 2010.

**Dawn Conway, RHIT, Health Information Management Instructor**

Ms. Conway is a Registered Health Information Technology credentialed professional with years of management experience in HIM. Ms. Conway's areas of expertise includes Medical Billing and Coding, Risk Management, HIM Department Management and Techniques, Human Resources and Quality Management. Ms. Conway joined the staff at Concorde in January 2013.

**NURSING PROGRAMS**

**Teresa Jester-Foster, R.N., M.S.N., Assistant Director of Nursing**

Teresa Jester-Foster holds a B.S.N. and a M.S.N. from the University of NC, Greensboro, NC. She brings to the classroom years of experience as a staff nurse and education coordinator. Teresa joined the Concorde staff in August 2008.

**Jonathon Tolman, B.S.N., R.N., Assistant Director of Practical Nursing**

Jonathan Tolman holds a BA in Communications from Brigham Young University, Provo, UT, and a BS in Nursing from Research College of Nursing, Kansas City, MO. Prior to joining Concorde in March 2013, Mr. Tolman had been a Nursing Instructor and Program Chair for Colorado Technical University, NKC, MO.

**Tanner Funk, M.S.N., R.N., Nursing Instructor**

Tanner Funk graduated from the University of Kansas School of Nursing with a Bachelor of Science in Nursing degree and graduated from the Research College of Nursing with a Master of Science in Nursing degree in the Executive Nurse Practice: Health Care Leadership Track. Prior to joining the staff at Concorde in July 2011, Mr. Funk had been the clinical manager/MDS Coordinator at Evergreen Community in Olathe, KS.

**Rachael Chaney, B.S.N., Nursing Instructor**

Rachael Chaney received her B.S.N. from Central Missouri State University in 1997. Since then she has worked in the health care industry as a staff RN in various hospitals throughout the area with experience in the emergency department, maternity, and the geriatric psychiatric unit. She also spent several years as a traveling nurse in San Diego and Florida. Rachel joined the staff at Concorde in October 2009.

**Joan Dale, B.S.N., Practical Nursing Instructor**

Joan Dale holds a B.S. in Nursing from Graceland University, Lamoni, Iowa, and has been working in the healthcare industry for over 30 years. She has worked in various hospitals in the Kansas City area with experience as a Director of Clinical Services, Director of Critical Care Services Education, and most recently as Director of Education at Kindred Hospital in Kansas City. Joan joined the staff at Concorde in February 2009.

**Donna Uribe, R.N., B.S.N., Nursing Instructor**

Donna Uribe earned her degrees in Nursing from the University of Central Missouri in 2004. Since 2005 Donna has been the Director of Nursing at Expanding Horizons Community Services which is an independent living facility for individuals with dual diagnosis of Mental Illness and Physical Disabilities. In addition to having 25 patients that require 24 hour care Donna also supervises and manages 100 employees. Donna joined the staff at Concorde in May 2013.

**Mary Echelmeyer, MSN, BSN, Nursing Instructor**

Mary Echelmeyer earned her M.S.N. from UNKC School of Nursing in 1997 and her B.S.N. from Avila University in 1981. She has worked in the health care industry for a number of years as a LPN and RN in the Medical-Surgical Unit taking on the responsibilities of a team leader and charge nurse, and worked for Children's Mercy Hospital and Clinics

for thirty-five years. Mary joined the staff at Concorde in March 2010.

**Len Harvey, B.S.N., Practical Nursing Instructor**

Len Harvey holds a B. S. in Nursing from The University of Kansas. Len brings to the classroom a very strong nursing background with experience as a Critical Care Lab Technician, level 3 RN in Neonatal Intensive Care, and as a Charge RN in a psychiatric unit. Len joined the staff at Concorde in March 2009.

**Earnest Kendall, B.S.N., M.S.N., Nursing Instructor**

Earnest Kendall holds a B.S.N. and a M.S.N. from the University of Missouri-Kansas City, Mr. Kendall has over 36 years of nursing experience with expertise in Psychiatric, Chemical Dependence, and Clinical Nursing. In addition to joining the staff at Concorde in November 2010, Mr. Kendall currently supervises a mandatory education program for the Air Force Reserve in Suicide Prevention and Violence Awareness targeting approximately 1000 troops.

**Tara Rexroat, M.S.N, Nursing Instructor**

Tara Rexroat holds a MS in Nursing from Walden University. Ms. Rexroat has over 4 years of nursing experience in the areas of being a hospital Unit Coordinator and a Patient Care Technician. Tara Rexroat joined the staff at Concorde in March 2012.

**Marita Spoor, B.S.N., Nursing Instructor**

Marita Spoor received her B.S.N. from St. Luke's College of Nursing in 1993. Since then she was worked in the health care industry with experience as a case manager for terminally ill patients, as a clinical and theory instructor for Concorde's Nursing Program and then later becoming the Practical Nursing program Director. Marita is currently the Director of Clinical Services for Nemecheck Health Renewal and rejoined the staff at Concorde in July 2009.

**Nancy Inderwiesen, B.S.N, Nursing Instructor**

Nancy Inderwiesen holds a BSN from the University of Kansas. Ms. Inderwiesen brings to the classroom a very strong nursing background in clinical and managerial nursing areas. Nancy joined the staff at Concorde in February 2012.

**Kev Wilcoxson, B.S.N., M.S.N., Nursing Instructor**

Kev Wilcoxson holds a BSN from William Jewell College, Liberty, MO and a MSN from the University of Phoenix. Kev is a highly skilled, talented and qualified registered nurse with more than ten years of experience in operation room nursing including an in-depth knowledge of the working of the operation room's equipment and devices. Kev joined the staff at Concorde in January 2011.

**Nancy Couch, B.S.N., Nursing Instructor**

Nancy Couch received her B.S.N. in 1980 from Fort Hays State University, Hays, Kansas. Nancy brings to the classroom years of experience as a nursing instructor, director of nursing services, staff/charge nurse, and as a nurses aide. Nancy joined the staff at Concorde in April 2011.

**Joseph Marcille, A.P.R.N., Nursing Instructor**

Joe Marcille holds a MS in Nursing from University of Kansas and a BS in Nursing from University of Missouri-Kansas City. Joe brings to the classroom over 10 years of experience in working as a Nurse Assistant, a Registered Nurse in the operating room, GI Clinic, and Emergency Department, and as a Clinical Supervisor for Kansas City's largest physicians group. Mr. Marcille joined the staff at Concorde in July 2012.

**Biftu Ali, B.S.N., Nursing Instructor**

Biftu Ali holds a BS in Nursing from MidAmerica Nazarene University, Olathe, KS. Ms. Ali brings to the classroom 3 years of direct and indirect patient care experience at Truman Medical Center and 2 years of experience working as a Certified Nursing Assistant in a rehabilitation center. Biftu Ali joined the staff at Concorde in August 2012.

**Carol Tieman, M.S.N., R.N., Nursing Instructor**

Carol Tieman holds a MSN from the University of Phoenix, Phoenix, AR. Ms. Tieman has over 30 years of nursing experience and supports a passion for nursing and life long learning. Ms Tieman has experience in numerous fields of nursing but her main focus is in Nursing Education. Carol Tieman joined the staff at Concorde in January, 2010.

**Karey Pollard, B.S., Nursing Instructor**

Karey Pollard holds a BS in Nursing from St. Luke's College of Nursing. Ms. Pollard brings to the classroom years of experience in working as a Registered Nurse at several different hospitals and clinics throughout the State of Missouri. Karey Pollard joined the staff at Concorde in January 2013.

**Brenda Straley, M.S.N., B.S.N., Nursing Instructor**

Brenda Straley holds a BSN from Avila College, Kansas City, MO, and a MSN from the University of Missouri-Kansas City. Ms. Straley has been in the health care industry for over eighteen years and has also been part of the Adjunct Faculty at Central Missouri in Warrensburg, MO. Ms. Straley joined the staff at Concorde in July 2011.

**PHARMACY TECHNICIAN PROGRAM**

**Gordon Watkins, CPH. T. AA, BS, MED, Pharmacy Technician Program Director**

Gordon Watkins holds a Master's degree in Education from the University of Arkansas and a Bachelor's degree in Education from the Stephen F Austin State University. He has worked in the Pharmaceutical field for over 20 years, and has been involved in Pharmacy Technician education since 2007.

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Wanda Peresic, P.T., D.P.T., M.S., Physical Therapist Assistant Program Director**

Dr. Wanda Peresic is a graduate from Des Moines University with a Doctorate of Physical Therapy and a Masters of Physical Therapy. She graduated from Kansas State University with a Bachelor of Science in Life Science and Colby Community College with an Associates of Applied Science in Physical Therapy. She has over 23 years of experience in the field of physical therapy and over 10 years in education. Dr. Peresic joined the Concorde staff in February 2010.

**Linda Clarkson, Physical Therapist Assistant Program Clinical Director**

Linda Clarkson received her Associate of Applied Science in Physical Therapy from Penn Valley Community college in Kansas City, MO and her Bachelor of Arts in Business Management from Park College in Parkville, MO. Linda has over 35 years experience in

the field of physical therapy including orthopedics, pain management, aquatics, geriatrics and worker's comp rehabilitation. Linda was ACCE for a local community college for over 12 years and joined Concorde as Director of Clinical Education in December 2009.

**Kenneth Mars, A.A.S., Physical Therapist Assistant Instructor**

Kenneth Mars has a AAS in Physical Therapist Assistant from Penn Valley Community College. Mr. Mars has over 12 years of experience in the health care industry and has been employed as a Physical Therapist Assistant, a Director of Facility Operations, a Rehab Program Coordinator, and most recently as the Director of Rehabilitation for Tara Therapies in Riverside, MO. Mr. Mars joined the staff at Concorde in September 2012.

**RESPIRATORY THERAPY PROGRAM**

**Fernando McGregor, M.S., R.R.T., Respiratory Therapy Program Director**

Fernando McGregor is a graduate of San Bernardino College, San Bernardino, CA with a Respiratory Therapy diploma, a graduate of Avila College, Kansas City, MO with a Bachelor of Science in Business Management, and a graduate of Kansas State University with a Master's Degree in Adult Education. He is a Registered Respiratory Therapist with over thirty years experience in respiratory therapy and over fifteen years as a classroom instructor. Mr. McGregor has been employed at Concorde since June 1995.

**Peggy Smalley, B.A., RRT-NPS, CPFT, Respiratory Therapy Clinical Director**

Peggy Smalley is a graduate of State Fair Community College, Sedalia, MO with a Diploma in Respiratory Therapy, a graduate of California College of Health Sciences, National City, Ca with a Diploma for Registered Respiratory Therapy, a graduate of Metropolitan Community College of Kansas City, MO with an Associates Degree, and a graduate of Webster University, St. Louis, MO, with a Bachelor of Arts degree in Management. He is a registered Respiratory Therapist with over twenty-five years experience in respiratory therapy and over thirteen years as a classroom instructor. Ms. Smalley began working for Concorde in November 1996, left for a brief period of time and rejoined the Concorde staff in February 2013 as the Clinical Director for the Respiratory Therapy Program.

**Pam Hettinger, A.A.S., R.R.T., Respiratory Therapy Instructor**

Pam Hettinger has a A.A.S. in Respiratory Therapy from Washburn University, Topeka, KS. She is a Registered Respiratory Therapist with over sixteen years of experience in respiratory therapy care. Ms. Hettinger joined the staff at Concorde in February 2009.

**Katrina McClain, B.A., A.A.S., Respiratory Therapy Instructor**

Katrina McClain has a B.A. in Sociology from the University of Missouri-Kansas City and a AAS in Respiratory Therapy from Concorde Career College, Kansas City, MO. She is a Registered Respiratory Therapist with seven years of experience in respiratory therapy care. Ms. McClain originally joined the staff at Concorde in December 2007 as a part time instructor for our Respiratory Therapy Program while working full time at Truman Medical Center, Kansas City, MO. She joined the staff at Concorde full time in August 2010. respiratory therapy care. Ms. Spears joined the staff at Concorde in March 2010.

**Stephen Basinger, R.R.T., Respiratory Therapy Instructor**

Stephen Basinger graduated from Saint John's Regional Health Center School of Respiratory Therapy in July 1981 and completed his BS in Business Administration in May 2003. Mr. Basinger brings to the classroom may years of experience in working in the Respiratory Therapy Departments at several different hospitals throughout the Kansas City area. Stephen Basinger joined the staff at Concorde in May 2013.

**GENERAL EDUCATION**

**Gary Glunt, M.B.A., B.S., Adjunct Instructor**

Gary Glunt has a B.S. in Psychology from Missouri Western State University, and a M.B.A. in Business Administration from Benedictine College. Mr. Glunt currently teaches business courses in Introduction to Business, Introduction to Psychology, Group Dynamics, Contemporary Cultures and Principles of Management at a couple of other colleges in the Kansas City area and joined the staff at Concorde in December 2010.

**Jason Otis, D.C., Adjunct Instructor**

Jason Otis received his B.S. in Biology from University of Nebraska in 2004 and his D.C. from Cleveland Chiropractic College in 2008. Jason is the President, Office Manager, and Chiropractic Physician for Otis Family Chiropractic P.C. in Kansas City and just recently joined the staff at Concorde in February 2010.

**Scott Webb, M.B.S., B.S., Adjunct Instructor**

Scott Webb holds a M.B.A. and a B.S. in Business Administration from Rockhurst University. Scott has a successful 20 year track record with strong sales experience as well as direct client contact. He as worked as an Operations Manager, Loan Officer and was the President of the Diamond Mortgage Group. Scott has been a full time instructor at ITT Technical Institute since 2006 and joined the staff at Concorde in March 2010.

**Tom Ventresca, M.A., B.A., Adjunct Instructor**

Tom Ventresca holds a BA in English from Rockhurst University and a MA in English from Pittsburg State University. Mr. Ventresca is a college/university English teacher with over 20 years of experience. In addition to teaching writing and literature classes at Park University he joined the staff at Concorde in January 2012.

**Christina Guest, M.A., B.A., Adjunct Instructor**

Christina Guest holds a MA in Communication Studies from University of Central Missouri and a BA in Communication Studies from the University of MO. Ms. Guest has experience in teaching globally as well as to a diverse classroom population. Ms. Guest joined the staff at Concorde in February 2012.

**Rachel Olsen, B.A., Adjunct Instructor**

Rachel Olsen holds a BA in Biological Sciences from Monmouth College, Monmouth, IL. Ms. Olsen is currently a Graduate Research Assistant/Student at Kansas University Medical Center, Kansas City, KS., and will soon earn her Master's of Arts Degree. Rachel joined the staff at Concorde in December 2012.

**Meredith Barr, M.A., B.S., Adjunct Instructor**

Meredith Barr holds a BS in Business Administration from the University of MO and a MA

in teaching from Park University, Parkville, MO. Prior to joining the staff at Concorde in January 2013, Ms. Barr was employed by the Liberty Public School District teaching Algebra 1, Algebra 2, and Geometry.

**Darioush Dadgar, P.H.D., Adjunct Instructor**

Darioush Dadgar holds a Ph.D. in Analytical Chemistry from The Queen's University of Belfast. Mr. Dadgar is an academic minded professional whose career spans from academic teaching and research to management and science in the pharmaceutical industry. Darioush Dadgar joined the staff at Concorde in March 2013.

**Jennifer Thompson, M.A., B.A., Adjunct Instructor**

Jennifer Thompson holds a MA in English Language and Literature from University of Missouri Kansas City and a BA in English from Park University. Ms. Thompson is a respected Associate Professor of English and embraces both traditional and inventive teaching methods, striving to be of service and to fulfill a purpose. Jennifer Thompson joined the staff at Concorde in March 2013.

**Rhonda Smith, D.C., B.S., Adjunct Instructor**

Rhonda Smith earned her Doctor of Chiropractic from Cleveland Chiropractic College, KC, MO and her BS in Nutrition from Park College. Ms. Smith is a Doctor of Chiropractic with a variety of skills ranging from a prolific background in Genetics and Human Anatomy to an in-depth knowledge of Medical Transcription and Human Relations. Rhonda Smith joined the staff at Concorde in March 2013.

**Victor Ammons, M.A., B.S., Adjunct Instructor**

Victor Ammons holds a MA in Psychology from the University of Saint Mary, Leavenworth, KS and a BS in Psychology from Cuttington University, Liberia, West Africa. Mr. Ammons brings to the classroom years of experience in teaching psychology and sociology in several different universities throughout the Kansas City area. Mr. Ammons has been with Park University for a number of years and joined the staff at Concorde in April 2013.

**Dianne Maddix, M.A., B.A., Career Success Instructor**

Dianne Maddix holds a BA in Human Development/Psychology from the University of St. Mary, Leavenworth, KS, and a MA in Education, Curriculum and Instruction from the University of Missouri-Kansas City. Prior to joining the staff at Concorde in January, 2013, she was working as a Career Readiness Executive/Instructor for the Full Employment Council in Kansas City.

**Cokethea Hill, M.S., B.A., Career Success Instructor**

Cokethea Hill holds a MS in Counseling Psychology from Avila University, Kansas City, MO, and a BA in Psychology from Central Missouri State University. Ms. Hill has years of experience in individual counseling, group counseling and career assessments. Cokethea Hill joined the staff at Concorde in January 2013.

**Natalia Plotnikov, M.A., Career Success Instructor**

Natalia Plotnikov holds a MA in Linguistics from The University of Kansas, Lawrence, KS. Ms. Plotnikov has over five years of experience teaching career development courses in a university setting and over eight years of experience advising students and graduates on a variety of career development topics including career exploration, job search, and career management. Natalia Plotnikov joined the staff at Concorde in March 2013.

**FACULTY**

**Gordon Watkins, CPh.T, A.A., B.S., Med**

Gordon Watkins holds a Bachelor's Degree from Stephen F. Austin St. University, Nacogdoches, TX, and a Master's Degree from University of Arkansas, Fayetteville, AR. Mr. Watkins has ten plus years in the pharmaceutical industry, five years in hospital sales, thirteen years in oncology sales, and over five years of experience as the Director of the Pharmacy Technician Program at National American University. Gordon Watkins joined the staff at Concorde in April 2013.

## STUDENT HOLIDAYS

|                        |                            |
|------------------------|----------------------------|
| January 1, 2013.....   | New Year's Day             |
| January 21, 2013.....  | Martin Luther King Jr. Day |
| May 27, 2013.....      | Memorial Day               |
| July 4, 2013.....      | Independence Day           |
| September 2, 2013..... | Labor Day                  |
| November 28, 2013..... | Thanksgiving Day           |
| November 29, 2013..... | Day After Thanksgiving     |
| December 25, 2013..... | Christmas Day              |

## CLASSROOM BREAK SCHEDULES

Physical Therapist Assistant, Dental Assistant, and Medical Office Assistant, Morning, Afternoon and Evening Classes:

Break time from \_:00 to \_:10 each hour

Practical Nursing, Nursing, Medical Assistant, Respiratory Therapy, Health Information Technology and Dental Hygiene Programs:

Break time from \_:50 to \_:00 each hour

Practical Nursing and Nursing break from 12:00 to 12:30 for lunch  
Dental Hygiene lunch breaks - varied schedule depending on class schedules.

## Clinical Schedules

Clinical rotations may consist of 6 - 12 hour shifts during the daytime or evening hours. Weekend clinicals may also be offered.

## Externship Schedules

Externship schedules may consist of 6 - 8 hour shifts during the daytime.

## Hours of Operation

Classrooms open at least 15 minutes before/after each scheduled class.

Administration - 8 a.m. - 8 p.m.; Monday - Thursday and  
8 a.m. - 5 p.m.; Friday

LRC - 7 a.m. - 10 p.m.; Monday - Friday unless posted.

## CLASS BREAKS

(No Classes Offered)

Each program schedules class breaks throughout the calendar year for faculty in-services. Class breaks are subject to change based on program needs and/or inclement weather. See your Program Director for a current class break schedule.

## INCIDENTAL COSTS

|                             |                |
|-----------------------------|----------------|
| High School Transcript Fee  | \$4.00         |
| Transcript Fee              | \$6.50         |
| Additional Diploma          | \$10.00        |
| Copies                      | \$.05 per page |
| NTHS Membership Dues        | \$25.00        |
| NTHS Graduation Honor Cords | \$7.00         |
| Graduation Fees*            | \$40.00        |
| Returned Check Fee          | \$15.00        |

## REPLACEMENT OF DAMAGED GOODS:

|                                    |              |
|------------------------------------|--------------|
| Textbooks                          | Current Cost |
| Learning Resource Center Materials | Current Cost |
| Name Tag                           | \$5.00       |
| Student ID Card                    | \$5.00       |
| Parking Pass                       | \$5.00       |
| CPR Card                           | \$5.00       |

\*Graduation fees apply to all students who participate in the graduation ceremony. Fees must be paid when ordering cap and gown.

**ALL INCIDENTAL COSTS ARE THE RESPONSIBILITY OF THE STUDENT AND MUST BE PAID PRIOR TO OBTAINING ANY ITEM.**

# Class Schedules

## Dental Assistant

| Morning Classes<br>Monday - Friday |          | Afternoon Classes<br>Monday - Friday |          | Evening Classes<br>Monday - Friday |          |
|------------------------------------|----------|--------------------------------------|----------|------------------------------------|----------|
| Start                              | Graduate | Start                                | Graduate | Start                              | Graduate |
| 02/20/13                           | 11/20/13 | 01/22/13                             | 10/21/13 | *03/21/13                          | 12/19/13 |
| 05/20/13                           | 02/19/14 | 04/19/13                             | 01/17/14 | 06/19/13                           | 04/02/14 |
| 08/19/13                           | 04/24/14 | 07/19/13                             | 03/26/14 | 09/18/13                           | 05/23/14 |
| 11/15/13                           | 07/23/14 | 10/17/13                             | 06/23/14 | 12/18/13                           | 08/21/14 |

## Medical Assistant

| Morning Classes<br>Monday - Friday<br>8:00 a.m. - 12:00 p.m. |          | Afternoon Classes<br>Monday - Friday<br>1:00 p.m. - 5:00 p.m. |          | Evening Classes<br>Monday - Friday<br>6:00 p.m. - 10:00 p.m. |          |
|--|----------|---|----------|--|----------|
| Start  | Graduate | Start   | Graduate | Start  | Graduate |
| 01/22/13   | 10/07/13 | 01/22/13  | 10/07/13 | 01/22/13   | 10/07/13 |
| 02/20/13   | 11/06/13 | 02/20/13  | 11/06/13 | 02/20/13   | 11/06/13 |
| 03/21/13   | 12/05/13 | 03/21/13  | 12/05/13 | 03/21/13   | 12/05/13 |
| 04/19/13   | 01/03/14 | 04/19/13  | 01/03/14 | 04/19/13   | 01/03/14 |
| 05/20/13   | 02/05/14 | 05/20/13  | 02/05/14 | 05/20/13   | 02/05/14 |
| 06/19/13   | 03/19/14 | 06/19/13  | 03/19/14 | 06/19/13   | 03/19/14 |
| 07/19/13   | 03/26/14 | 07/19/13  | 03/26/14 | 07/19/13   | 03/26/14 |
| 08/19/13   | 04/24/14 | 08/19/13  | 04/24/14 | 08/19/13   | 04/24/14 |
| 09/18/13   | 05/23/14 | 09/18/13  | 05/23/14 | 09/18/13   | 05/23/14 |
| 10/17/13   | 06/23/14 | 10/17/13  | 06/23/14 | 10/17/13   | 06/23/14 |
| 11/15/13   | 07/23/14 | 11/15/13  | 07/23/14 | 11/15/13   | 07/23/14 |
| 12/18/13   | 08/21/14 | 12/18/13  | 08/21/14 | 12/18/13   | 08/21/14 |

## Medical Office Administration

| Morning Classes<br>Monday - Friday |          | Afternoon Classes<br>Monday - Friday |          |
|------------------------------------|----------|--------------------------------------|----------|
| Start                              | Graduate | Start                                | Graduate |
| 01/22/13                           | 09/30/13 | 01/22/13                             | 09/30/13 |
| 02/20/13                           | 10/30/13 | 02/20/13                             | 10/30/13 |
| 03/21/13                           | 11/27/13 | 03/21/13                             | 11/27/13 |
| 04/19/13                           | 12/27/13 | 04/19/13                             | 12/27/13 |
| 05/20/13                           | 01/31/14 | 05/20/13                             | 01/31/14 |
| 06/19/13                           | 03/12/14 | 06/19/13                             | 03/12/14 |
| 07/19/13                           | 03/26/14 | 07/19/13                             | 03/26/14 |
| 08/19/13                           | 04/24/14 | 08/19/13                             | 04/24/14 |
| 09/18/13                           | 05/23/14 | 09/18/13                             | 05/23/14 |
| 10/17/13                           | 06/23/14 | 10/17/13                             | 06/23/14 |
| 11/15/13                           | 07/23/14 | 11/15/13                             | 07/23/14 |
| 12/18/13                           | 08/21/14 | 12/18/13                             | 08/21/14 |

## Health Information Management

| Online   |                      |                      |
|----------|----------------------|----------------------|
| Start    | Graduate (Full-Time) | Graduate (Part-Time) |
| 07/01/13 |                      | 11/15/15             |
| 08/12/13 | 05/10/15             | 01/17/16             |
| 09/16/13 | 06/14/15             | 02/21/16             |
| 10/28/13 | 07/26/15             | 04/03/16             |
| 12/02/13 | 08/30/15             | 05/08/16             |

## Healthcare Administration

| Online   |                      |                      |
|----------|----------------------|----------------------|
| Start    | Graduate (Full-Time) | Graduate (Part-Time) |
| 08/12/13 | 02/15/15             | 10/18/15             |
| 09/16/13 | 03/22/15             | 11/15/15             |
| 10/28/13 | 05/10/15             | 01/17/16             |
| 12/02/13 | 06/14/15             | 02/21/16             |

## Practical Nursing

| Day Classes<br>Monday – Friday<br>8:00 a.m. – 5:00 p.m.<br>Class & Clinical Hours May Vary Due to<br>Subject of Instruction |          | Evening/Weekend Classes Tuesday<br>and Thursday 4:00 p.m. – 10:00 p.m.<br>Saturday 8:00 a.m. – 5:00 p.m.<br>Standard Clinical Hours are<br>6:45 a.m. – 3:15 p.m. on Saturday, but<br>May Vary with Schedules |          |
|---|----------|--|----------|
| Start   | Graduate | Start  | Graduate |
| 03/18/13  | 04/10/14 | 12/03/13   | 09/08/15 |
| 09/16/13  | 10/09/14 |  |          |

Projected graduation dates refer to the expected date students should finish all academic requirements, to include externship and clinical hours. A student's actual graduation date is based on when they complete all academic hours. This is not the date of the actual graduation ceremony. Ceremony details will be mailed to each prospective participant.

## Dental Assisting

| Monday-Friday<br>1:00 p.m. - 5:30 p.m. |          |
|--|----------|
| Start                                  | Graduate |
| TBD                                    | TBD      |

Upon completion of the Dental Assistant diploma program, a student may enroll in general education classes to complete the requirements for an Associate of Applied Science degree. Ten general education classes are required to complete the degree. The length of time to complete the degree will depend on how many classes the student takes each term.

## Dental Hygiene

| Monday-Friday<br>8:00 a.m. - 5:00 p.m. |          |
|--|----------|
| Start                                  | Graduate |
| 08/12/13                               | 02/18/15 |

The Dental Hygiene Program is a 70 week program consisting of seven (7) ten (10) week terms. Classes are Monday through Friday and at this time are only offered as day classes; however, in Terms VI and VII clinical hours will be longer. Graduating students will receive an Associate of Applied Science Degree.

## Medical Assisting

| Monday – Thursday<br>1:00 p.m. – 5:30 p.m. |          |
|--|----------|
| Start                                      | Graduate |
| TBD  | TBD      |

Upon completion of the Medical Assistant diploma program a student may enroll in general education classes to complete the requirements for an Associate of Applied Science degree. Eleven general education classes are required to complete the degree. The length of time to complete the degree will depend upon how many classes the student takes each term.

## Nursing

| Monday – Friday<br>8:00 a.m. – 5:00 p.m.<br>Class & Clinical Hours May Vary Due to Subject of Instruction |          |
|---|----------|
| Start   | Graduate |
| 03/04/13  | 06/23/14 |
| 10/28/13  | 02/18/15 |

## Occupational Therapy Assistant

| Monday – Friday<br>8:00 a.m. – 5:00 p.m.<br>Class & Clinical Hours May Vary Due to Subject of Instruction |          |
|---|----------|
| Start   | Graduate |
| TBD   | TBD      |

Not currently enrolling in the Occupational Therapy Assistant Program.

## Pharmacy Technician

| Monday – Friday<br>8:00 a.m. – 12:00 p.m.<br>Class & Clinical Hours May Vary Due to Subject of Instruction |          |
|--|----------|
| Start  | Graduate |
| 07/19/13   | 03/19/14 |

## Physical Therapist Assistant

| Monday – Friday<br>8:00 a.m. – 5:00 p.m.<br>Class & Clinical Hours May Vary Due to Subject of Instruction |          |
|---|----------|
| Start   | Graduate |
| 03/04/13  | 11/21/14 |

## Respiratory Therapy

| Monday – Friday<br>8:00 a.m. – 5:00 p.m. |          |
|--|----------|
| Start                                    | Graduate |
| 03/04/13                                 | 09/09/14 |
| 05/20/13                                 | 11/20/14 |
| 08/12/13                                 | 02/18/15 |
| 10/28/13                                 | 05/07/15 |

Projected graduation dates refer to the expected date students should finish all academic requirements, to include externship and clinical hours. A student's actual graduation date is based on when the student completes all academic hours. This is not the date of the actual graduation ceremony. Graduation ceremony details will be mailed to each prospective participant.

## Supragingival Scaling/Dental Assistant

| Friday<br>8:00 a.m. – 6:00 p.m. |          |
|---------------------------------|----------|
| Start                           | Graduate |
| TBD                             | TBD      |

**Note:** The degree programs schedule will vary. The Program Director will give instructions on the schedule.

# Educational Expenses

| Program  | Registration Fee | Tuition     | Textbooks  | Textbook Handling Fee*** | Total Textbooks | Uniforms | Health Screen | Sales Tax | Grand Total  |
|--|------------------|-------------|------------|--------------------------|-----------------|----------|---------------|-----------|--------------|
| Medical Assistant                              | \$50.00          | \$14,710.00 | \$671.00   | \$67.10                  | \$738.10        | \$133.94 | \$325.46      | \$38.86   | \$15,996.36  |
| Dental Assistant                               | \$50.00          | \$14,680.00 | \$847.00   | \$84.70                  | \$931.70        | \$133.94 | \$325.46      | \$46.12   | \$16,167.22  |
| Supragingival Scaling for the Dental Assistant |                  | \$2,315.00  | \$125.00   | \$12.50                  | \$137.50        | \$133.94 | \$0.00        | \$16.34   | \$2,602.78   |
| Medical Office Administration                  | \$50.00          | \$14,115.00 | \$1,657.00 | \$165.70                 | \$1,822.70      | \$133.94 | \$0.00        | \$79.53   | \$16,201.17  |
| Practical Nursing (Day)                        | \$100.00         | \$16,191.00 | \$2,024.00 | \$101.20                 | \$2,125.20      | \$191.34 | \$683.59      | \$99.47   |              |
|  |                  | \$10,794.00 |            |                          |                 |          |               |           | \$30,184.60* |
| Practical Nursing (Evening/Weekend)            | \$100.00         | \$16,992.00 | \$2,024.00 | \$101.20                 | \$2,125.20      | \$191.34 | \$683.59      | \$99.47   |              |
|  |                  | \$11,328.00 |            |                          |                 |          |               |           | \$31,519.60* |
| Medical Assisting (AAS)                        | \$100.00         | \$14,485.00 | \$671.00   | \$67.10                  | \$738.10        | \$133.94 | \$325.46      | \$38.86   |              |
|  |                  | \$14,485.00 | \$1,386.00 | \$138.60                 | \$1,524.60      |          |               | \$57.17   | \$31,888.13  |
| Dental Assisting (AAS)                         | \$100.00         | \$14,564.92 | \$847.00   | \$84.70                  | \$931.70        | \$133.94 | \$325.46      | \$46.12   |              |
|  |                  | \$9,103.08  | \$1,593.00 | \$159.30                 | \$1,752.30      |          |               | \$65.71   | \$27,023.23  |
| Respiratory Therapy (AAS)                      | \$100.00         | \$14,391.00 | \$2,877.00 | \$143.85                 | \$3,020.85      | \$191.34 | \$548.08      | \$134.66  |              |
|  |                  | \$14,391.00 |            |                          |                 |          |               |           |              |
|  |                  | \$4,797.00  |            |                          |                 |          |               |           | \$37,573.93  |
| Nursing (AAS)                                  | \$100.00         | \$20,203.17 | \$3,436.00 | \$171.80                 | \$3,607.80      | \$191.34 | \$683.59      | \$157.72  |              |
|  |                  | \$20,203.16 |            |                          |                 |          |               |           | \$45,146.78  |
| Dental Hygiene (AAS)                           | \$100.00         | \$23,314.39 | \$4,964.00 | \$248.20                 | \$5,212.20      | \$191.34 | \$334.69      | \$220.75  |              |
|  |                  | \$23,314.39 |            |                          |                 |          |               |           |              |
|  |                  | \$7,771.46  |            |                          |                 |          |               |           | \$60,459.22  |
| Physical Therapist Assistant (AAS)             | \$100.00         | \$11,512.50 | \$2,893.00 | \$144.65                 | \$3,037.65      | \$191.34 | \$683.59      | \$135.32  |              |
|  |                  | \$11,512.50 |            |                          |                 |          |               |           |              |
|  |                  | \$7,675.00  |            |                          |                 |          |               |           | \$34,847.90  |
| Health Information Management (AAS)            | \$100.00         | \$35,145.00 |            |                          |                 |          |               |           | \$35,245.00  |
| Occupational Therapy Assistant (AAS)           | \$100.00         | \$11,250.00 | \$2,640.00 | \$132.00                 | \$2,772.00      | \$191.34 | \$615.02      | \$124.88  |              |
|  |                  | \$11,250.00 |            |                          |                 |          |               |           |              |
|  |                  | \$7,500.00  |            |                          |                 |          |               |           | \$33,803.24  |
| Pharmacy Technician                            | \$50.00          | \$8,494.71  | \$653.00   | \$65.36                  | \$718.36        | \$133.94 | \$615.02      | \$38.12   | \$10,050.15  |
| Healthcare Administration (BS)                 | \$100.00         | \$29,700.00 | \$0.00     | \$0.00                   | \$0.00          | \$0.00   | \$0.00        | \$0.00    | \$29,800.00  |

\*Effective for all enrollments on or after 07/16/13 for all start dates on or after 07/16/13.

\*\* \*This is a fee to defray costs at the campus level associated with the administration and distribution of textbooks.



- 5-1-13 **The following is a revision to Student Complaint and Grievance Procedure:  
Dental Hygiene Procedure** ✓  
A student in the Dental Hygiene program may direct an unresolved complaint to:  
**Commission on Dental Accreditation**  
211 East Chicago Avenue  
Chicago, IL 60611  
(312) 440-4653  
www.ada.org
- 5-7-13 **The following is an addition to Accreditations, Approvals and Memberships:  
Institutional** ✓  
• Approved by the Wyoming Department of Education.
- 5-7-13 **The following is a revision to Student Complaint and Grievance Procedure:  
State of Georgia Procedure** ✓  
Georgia residents enrolled in distance education programs or courses should follow the Student Complaint Process posted by the Nonpublic Postsecondary Education Commission (NPEC) on its website. This Student Complaint Process may be found at: <http://www.npec.org/forms/pdf%20files/ComplaintProcess.pdf>. Note that the NPEC provides that a student must go through the process published by the institution before filing a complaint with the NPEC.
- 5-7-13 **The following is a revision to Health Information Technology Program:  
Total Instructional Weeks: 80** ✓
- 5-14-13 **The following is a revision to Entrance Test Requirements:** ✓  
Health Information Technology will only use the Wonderlic scores for Entrance Test Requirements, not the HOBET.
- |                               | Wonderlic | CPAt |  |
|-------------------------------|-----------|------|--|
| Health Information Technology | 15        | 160  |  |
- 5-14-13 **The following is a revision to Attendance Policy:  
Respiratory Therapy Program** ✓  
Students may miss no more than 10% of the total scheduled class time per term, including classroom, lab and clinical hours. Any student whose absences reaches 10% of scheduled time (class, lab, and clinical) will immediately be placed on Attendance Probation for the current term and will remain on probation the following term. If while on attendance probation, the student misses cumulative one hour in that term, they will be withdrawn. A student who misses in excess of 10% of the scheduled time in the following term will be immediately withdrawn from the RT program.  
In RT250 a student missing 10% of the classroom, laboratory, and clinic will be withdrawn from the program.  
A student withdrawn from the RT program may file a Grievance with the Grievance Committee. A student may be on Attendance Probation no more than two times.  
Respiratory Therapy program policy requires students to call into the school and the clinical site when they will be late or absent. For CLASS days, it is necessary for you to contact the Program Director by calling the school and asking to speak with him or her. For CLINICAL days, it is necessary for the student to contact the clinical site and then the Director of Clinical Education (DCE). The student is to call the school at least an hour before their scheduled shift and leave a message on the DCE's voicemail that the student will not be at site. **NOTE: If the DCE has a Concorde Cell Phone, the student is to call the DCE's cell phone. If after either speaking with the DCE or leaving a voice message for the DCE, the student may also choose to send an email. NOTE: An email is not an acceptable primary route of communication and will result in a no call/no show absence.**  
For the clinical site, a student must contact the department supervisor (or his/her designee in the department) at least one hour before the scheduled shift. A student should not leave a voice mail message at the clinical site; they need to speak to a "real" person. If after speaking to an individual at the clinical site, the student may also choose to send an email. NOTE: An email is not an acceptable primary route of communication and will result in a no call/no show absence.  
When a student is removed from clinical for disciplinary action, the student may be withdrawn from the RT program. If the student is allowed to continue in the RT program, the time missed, as a result of being removed from the clinical rotation, will be taken as time missed per the attendance policy, and will be documented as missed hours.
- 5-30-13 **The following is an addition to Facilities:** ✓  
A pharmacy lab equipped with compounding materials and equipment.
- 5-30-13 **The following is an addition to Equipment:  
Pharmacy Technician** ✓  
Students in this program have access to two completely equipped, functional laboratories. The laboratories include three horizontal laminar flow hoods along with a complete array of extemporaneous compounding equipment. There is a gowning area where students may scrub and dress in appropriate attire. One of the laboratories also includes a mock retail pharmacy setting where students learn necessary skills needed to perform in the retail environment. There is a separate computer classroom in which students learn necessary pharmacy computer skills while learning computer based pharmacy specific research capabilities.



5-30-13

**The following is a new program:  
Pharmacy Technician**

| Course #                               | Course Title*                       | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|-------------------------------------|--------------|-----------|----------------|-----------------------|
| PT101                                  | Introduction to Pharmacy Technician | 76.5         | 43.5      |                | 6.50                  |
| PT102                                  | Pharmacy Calculations               | 120          |           |                | 8.00                  |
| PT201                                  | Pharmacology                        | 120          |           |                | 8.00                  |
| PT202                                  | Pharmacy Practice                   | 21           | 99        |                | 4.50                  |
| PT301                                  | Ambulatory Externship               |              |           | 160            | 3.50                  |
| PT302                                  | Institutional Externship            |              |           | 160            | 3.50                  |
| Subtotals                              |                                     | 337.5        | 142.5     | 320            | 34.0                  |
| Total Hours (Theory/Lab/Clinical): 800 |                                     |              |           |                |                       |
| Total Instructional Weeks: 32          |                                     |              |           |                |                       |
| Credential Earned: Diploma             |                                     |              |           |                |                       |

**Program Overview**

A properly trained Pharmacy Technician is a valuable asset in hospital, home healthcare and retail environments. The pharmacy technician quite often assumes a central role in the compounding and delivery of drug products and in maintaining records. In addition, the pharmacy technician acts as an intermediary between the doctor and the pharmacist and between the pharmacist and the patient. Pharmacy technicians play an important role in an area where accuracy and responsibility combined with compassion and empathy are of paramount importance and they can be proud of their special abilities and knowledge.

**Program Mission**

The mission of the Pharmacy Technician program is to equip students with the necessary practical skills and theoretical knowledge to be successful in an entry level position as a pharmacy technician. In addition, the program will prepare the graduate to sit for the Pharmacy Technician Certification Examination.

5-30-13

**The following is n addition to Criminal Background Check:  
Pharmacy Technician**

5-30-13

**The following is an addition to Entrance Test Requirements:**

|                     | Wonderlic | CPA+ |  |
|---------------------|-----------|------|--|
| Pharmacy Technician | 15        | 135  |  |

5-30-13

**The following is an addition to Course Descriptions:****PT101: Introduction to Pharmacy Technician**

Credit Hours: 6.50 Clock Hours: 76.5/43.5/0

Introduces students to the practice of pharmacy and the activities/duties of a pharmacy technician and provides an understanding of various organizations that provide health care services. Emphasis on the provision of pharmaceutical care in each organization. The impact of third-party payers and Medicare/Medicaid and the increasing emphasis on quality care will be explored. Students are introduced to terminology and abbreviations, as well as provides an introduction to pharmacy-based computer technology and other technologies used in the pharmacy setting, including facsimile machines, pneumatic tube systems, robotic prescription preparation, and electronic mail. Students use a representative ambulatory care system and institutional system to enter doctor orders/prescriptions, update patient information, and manage medication inventory. Students are also introduced to law and general identification and overview of laws and ethical principles with application to pharmacy practice. Of key importance is a discussion on the laws/ethical principles that delineate activities performed by pharmacists and activities performed by technicians.

**PT102: Pharmacy Calculations**

Credit Hours: 8.00 Clock Hours: 120/0/0

Students review basic mathematics and pharmacy math. Students learn how to perform calculations specific to the preparation and distribution of medications. Students learn to solve various pharmacy math problems: decimals, roman numerals, fractions, metric system, apothecary system, conversions, ratio and proportions, dosage calculations, concentration and dilution, alligations, flow rates, milli-equivalents, TPN preparations, and basic accounting operations

**PT201: Pharmacology**

Credit Hours: 8.00 Clock Hours: 120/0/0

Provides an introduction to general pharmacokinetic and pharmacodynamics principles and describes the basic principles of drug distribution and metabolism. Students are introduced to drug classifications. This course provides a working knowledge of the general therapeutic classes of medications and interactions with the human body. It details the anatomy and physiology of various body systems, such as the integumentary gastrointestinal, musculoskeletal, respiratory, cardio, circulatory, lymph, immune, renal, endocrine, reproductive and the nervous systems. It focuses on hormones, topicals, muscle relaxants, and NSAIDs. There is a further look into antineoplastics, immunizing, and immunosuppressive agents. The final portion focuses on medications common to geriatric patients, home health-care, and drug and alcohol abuse.

**PT202: Pharmacy Practice**

Credit Hours: 4.50 Clock Hours: 21/99/0

This course gives students a working knowledge of the general and physical properties of medications, and provides an understanding of the fundamentals of sterile product preparation. Emphasis is placed on the understanding of laminar airflow technique technology and aseptic technique with parenteral solutions. Quality assurance and control measures used in the production of sterile products is addressed. It reviews pharmaceutical practices as seen in a variety of institutional settings and describes medication distribution and provision of pharmaceutical care within these settings. This course reviews pharmaceutical practice as seen in ambulatory-care settings, and describes medication distribution and provisions of pharmaceutical care within these settings.

**PT301: Ambulatory Externship**

Credit Hours: 3.50 Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the ambulatory care knowledge acquired from classroom training.

**PT302: Institutional Externship**

Credit Hours: 3.50 Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the institutional care knowledge acquired from classroom training.

6-11-13

**The following is a revision to Dental Assistant Program (Effective for all enrollments for start dates after June 19, 2013):**

| Course #                               | Course Title*                                   | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|---|--------------|-----------|----------------|-----------------------|
| GE100                                  | Professionalism for Allied Health Careers       | 80           |           |                | 3.50                  |
| DA110                                  | Introduction to Dental Assisting                | 40           | 48        |                | 3.00                  |
| DA120                                  | Dental Specialties/Procedures/Disease Processes | 40           | 48        |                | 3.00                  |
| DA130                                  | Patient Care & Dental Practice Management       | 40           | 48        |                | 3.00                  |
| DA140                                  | Dental Materials & Procedures                   | 40           | 48        |                | 3.00                  |
| DA150                                  | Diagnostic Procedures/Nutrition/Orthodontics    | 40           | 48        |                | 3.00                  |
| DA160                                  | Dental Radiography                              | 40           | 48        |                | 3.00                  |
| DA170                                  | Externship                                      | 20           |           | 140            | 4.00                  |
| Subtotals                              |   | 340          | 288       | 140            | 25.5                  |
| Total Hours (Theory/Lab/Clinical): 768 |   |              |           |                |                       |
| Total Instructional Weeks: 32          |   |              |           |                |                       |
| Credential Earned: Diploma             |   |              |           |                |                       |

6-11-13

**The following is a revision to Medical Office Administration Program (Effective for all enrollments for start dates after June 19, 2013):**

| Course #                               | Course Title*                             | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|---|--------------|-----------|----------------|-----------------------|
| GE100                                  | Professionalism for Allied Health Careers | 80           |           |                | 3.50                  |
| MOA110                                 | Medical Office Procedures                 | 40           | 48        |                | 3.50                  |
| MOA120                                 | Computer Applications                     | 40           | 48        |                | 3.50                  |
| MOA130                                 | Medical Terminology & Communications      | 40           | 48        |                | 3.50                  |
| MOA140                                 | Medical Insurance Claims Processing       | 40           | 48        |                | 3.50                  |
| MOA150                                 | Medical Insurance Coding                  | 40           | 48        |                | 3.50                  |
| MOA160                                 | Medical Office Applications               | 40           | 48        |                | 3.50                  |
| MOA180                                 | Externship                                | 20           |           | 140            | 4.00                  |
| Subtotals                              |   | 340          | 288       | 140            | 28.5                  |
| Total Hours (Theory/Lab/Clinical): 768 |   |              |           |                |                       |
| Total Instructional Weeks: 32          |   |              |           |                |                       |
| Credential Earned: Diploma             |   |              |           |                |                       |

6-11-13

**The following is a revision to Course Descriptions (Effective for all enrollments for start dates after June 19, 2013):**

DA110: Introduction to Dental Assisting  
Credit Hours: 3.00 Clock Hours: 40/48/0

DA120: Dental Specialties/Procedures/Disease Processes  
Credit Hours: 3.00 Clock Hours: 40/48/0

DA130: Patient Care & Dental Practice Management  
Credit Hours: 3.00 Clock Hours: 40/48/0

DA140: Dental Materials & Procedures  
Credit Hours: 3.00 Clock Hours: 40/48/0

DA150: Diagnostic Procedures/Nutrition/Orthodontics  
Credit Hours: 3.00 Clock Hours: 40/48/0

DA160: Dental Radiography  
Credit Hours: 3.00 Clock Hours: 40/48/0

DA170: Externship  
Credit Hours: 4.00 Clock Hours: 20/0/140



MOA110: Medical Office Procedures  
Credit Hours 3.50 Clock Hours: 40/48/0

MOA120: Computer Applications  
Credit Hours 3.50 Clock Hours: 40/48/0

MOA130: Medical Terminology & Communications  
Credit Hours 3.50 Clock Hours: 40/48/0

MOA140: Medical Insurance Claims Processing  
Credit Hours 3.50 Clock Hours: 40/48/0

MOA150: Medical Insurance Coding  
Credit Hours 3.50 Clock Hours: 40/48/0

MOA160: Medical Office Applications  
Credit Hours 3.50 Clock Hours: 40/48/0

MOA180: Externship  
Credit Hours: 4.00 Clock Hours: 20/0/140

6-17-13 **The following is a revision to Student Complaint and Grievance Procedure:  
State of Missouri Procedure**

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at: <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINIRESOLUTION-reviseddraft.pdf>.

This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

6-17-13 **The following is a revision to Course Descriptions:  
DH102: Dental Hygiene II**

Credit Hours: 5.50 Clock Hours: 30/60/80

This course is designed to build on the basic skills acquired in the Pre Clinic course taught in the 1st term. This course is also taught to aid the student in incorporating higher order thinking skills. The skills in this course include pain and anxiety control, nitrous safety and protocol, advanced instrumentation, power-driven scaling, ultrasonic fundamentals and implant maintenance.

**DH111: Dental Office Emergencies**

Credit Hours: 1.00 Clock Hours: 15/0/0

This course is developed for the student to obtain new information regarding assessment and management of emergencies in a dental office.

**DH201: Dental Hygiene III**

Credit Hours: 5.00 Clock Hours: 30/0/135

This course will provide the opportunity for the student to continue the development of clinical skills necessary to perform the duties of a dental hygienist. Topics will include principles learned in DH 101 and 102, continuance of treating the patients with special needs.

**DH202: Dental Hygiene IV**

Credit Hours: 6.00 Clock Hours: 30/0/185

In this course the student continues to practice and refine clinical skills and techniques. The lecture series within DH202 will emphasize the evidence based process as it relates to dental hygiene theory and practice. The student will be exposed to the basic process of critical evaluation of research articles and the writing of specific components of a research project. Assignments are designed to challenge the student to develop basic research skills and techniques.

**DH203: Periodontology**

Credit Hours: 3.00 Clock Hours: 45/0/0

This course will provide information and will study periodontal anatomy, normal periodontal tissues, etiology, pathology, and clinical manifestations of periodontal disease. It will address periodontal therapy including preventive, surgical and non-surgical methods. Specific topics will include periodontal disease complexity, prevention of the disease, treatment, drug therapy and osseous integration.

**DH227: Board Review**

Credit Hours: 3.00 Clock Hours: 45/0/0

This course is designed to give students the necessary knowledge and practice to successfully take and pass the National Board Dental Hygiene Examination.

**DH301: Dental Hygiene V**

Credit Hours: 5.00 Clock Hours: 30/0/150

In this course the student continues to refine clinical techniques and skills. The focus of this class is individual case studies. This class will also provide an overview of dental specialties. Upon completion of this course, the student should be deemed competent in all aspect of dental hygiene clinical care.

6-18-13 **The following is an addition to Accreditations, Approvals and Memberships page 2:**

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board.



- 6-18-13 **The following is an addition to Accreditations, Approvals and Memberships page 2:**  
Colorado residents enrolled in distance education programs or courses should seek resolution from appropriate licensing / regulatory agencies that the training received through program of study at Concorde Career College, Kansas City will satisfy initial and/or renewal requirements of that agency.
- 6-18-13 **The following is an addition to Student Complaint and Grievance Procedure page 21:**  
**Colorado Residents Enrolled in Distance Education**  
Complaints may be filed online with the Colorado Division of Private Occupational Schools at <http://higher.ed.colorado.gov/dpos>. There is a two-year statute of limitations for the Division taking action on student complaints.
- 6-18-13 **The following is an addition to the Cancellation and Refund Polices - Refund Policy page 17:**  
The policy for the granting of credit for previous educational training shall not impact the refund policy.
- 6-27-13 **The following is a revision to Health Information Technology Program:**  
**Total Instructional Weeks: 80 Weeks Full-Time Enrollment; 110 Weeks for Part-Time Enrollment**
- 6-27-13 **The following is an addition to Student Complaint and Grievance Procedure page 21:**  
Mississippi residents enrolled in distance education programs or courses should direct unresolved complaints to the Commission on Proprietary Schools and College Registration, 3725 Ridgewood Road, Jackson, MS 39211, (601) 432-6185.
- 6-27-13 **The following is an addition to Accreditations, Approvals and Memberships:**  
**Institutional**  
Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. (C-662).
- 6-27-13 **The following is a revision to Conduct (first paragraph):** ✓  
Students must adhere to high standards of scholarship and to conduct, in the classroom, on the campus, and at extern/clinical sites that will not interfere with the learning process of other students, the classroom teacher, the progress of the class in general or other processes and policies that are in place to support a safe and productive learning and professional environment for all. Those students whose conduct reflects discredit upon themselves or the school will be subject to suspension and/or termination.
- 6-27-13 **The following is a revision to Practical Nursing Grading Scale:** ✓
- | Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 75–79       | Competent                                     | 2.00 |
| D***         | 70–74       | Unsatisfactory                                | 1.00 |
| F*           | 0–69        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |
- KEY:**  
N/E No effect on grade point average.  
\* This course does not count toward graduation and must be repeated for credit.  
\*\* A permanent grade must be assigned.  
\*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.
- 6-27-13 **The following is a revision to Nursing Grading Scale:** ✓  
**Nursing Program**  
Students in the Nursing program must maintain a GPA of at least 2.00 (75%) and must achieve a grade of 2.00 (75%) or better in each course to demonstrate satisfactory academic progress. Clinical Practice is a Pass/Fail option. The student must receive a PASS in clinical course work to progress.  
A student who fails a course or receives an "F" in a Pass/Fail course is immediately withdrawn from the program. Based on class availability and space, the student may elect to apply for re-entry and re-take the course.  
Any Nursing student who:  
  - fails the same course twice or
  - violates the attendance policy; or
  - whose cumulative grade point average is below 2.00 ("C")
will be withdrawn for unsatisfactory academic progress. Withdrawal from the program will occur on the day of any of the above situations.  
The official letter grading scale for the Nursing program (technical courses only) is as follows:



| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 75–79       | Competent                                     | 2.00 |
| D***         | 70–74       | Unsatisfactory                                | 1.00 |
| F*           | 0–69        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

**KEY:**

N/E No effect on grade point average.

\* This course does not count toward graduation and must be repeated for credit.

\*\* A permanent grade must be assigned.

\*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

6-28-13

**The following is a new program:****Bachelor of Science in Healthcare Administration - Respiratory Therapy Emphasis**

| Course #                               | Course Title*                                  | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|--|--------------|-----------|----------------|-----------------------|
| BIO320                                 | Pathophysiology                                | 45           |           |                | 3.00                  |
| BIO400                                 | Principles of Epidemiology                     | 45           |           |                | 3.00                  |
| BIO410                                 | Disease Management                             | 45           |           |                | 3.00                  |
| ENG300                                 | Technical Writing for the Medical Professional | 45           |           |                | 3.00                  |
| PHAR300                                | Pharmacology                                   | 45           |           |                | 3.00                  |
| SOC300                                 | Cultural Diversity                             | 45           |           |                | 3.00                  |
| HCA300                                 | Healthcare Ethics                              | 45           |           |                | 3.00                  |
| HCA310                                 | Healthcare Organization and Supervision        | 45           |           |                | 3.00                  |
| HCA330                                 | Healthcare Statistics                          | 45           |           |                | 3.00                  |
| HCA350                                 | Healthcare Behavior Theories                   | 45           |           |                | 3.00                  |
| HCA400                                 | Healthcare Informatics                         | 45           |           |                | 3.00                  |
| HCA410                                 | Legal Aspects of Healthcare                    | 45           |           |                | 3.00                  |
| HCA420                                 | Healthcare Economics                           | 45           |           |                | 3.00                  |
| HCA430                                 | Healthcare Management                          | 45           |           |                | 3.00                  |
| HCA440                                 | Healthcare Quality Management                  | 45           |           |                | 3.00                  |
| HCA450                                 | Healthcare Research                            | 45           |           |                | 3.00                  |
| RRT400                                 | Polysomnography                                | 45           |           |                | 3.00                  |
| RRT410                                 | Current Topics in Respiratory Care             | 45           |           |                | 3.00                  |
| RRT450                                 | Capstone Research Project                      | 90           |           |                | 6.00                  |
| Subtotals                              |  | 900          | 0         | 0              | 60.0                  |
| Total Hours (Theory/Lab/Clinical): 900 |  |              |           |                |                       |
| Total Instructional Weeks: 60          |  |              |           |                |                       |
| Credential Earned: Bachelor of Science |  |              |           |                |                       |

**Program Overview**

The Bachelor of Science degree in Health Care Administration is a completion program for graduates of associate of science programs in allied health fields. The program consists of 16 core courses plus additional emphasis courses in the field in which the student possesses their associate degree. The curriculum is designed to help students gain a strong foundation in the core disciplines of health care administration.

The program prepares graduates to take an expanded professional leadership role, enhances interdisciplinary understanding and collaboration, and provides a base for continuing education at the graduate level. Students gain foundational knowledge and skills as well as learn overall concepts, values, research methods, and applications.

This program is delivered completely thru distance education.

**Program Goal and Outcomes**

The goal of the program is to enhance students' leadership abilities in the healthcare field and to prepare them to pursue entry-level supervisory roles in health care organizations. Upon completion, graduates will be prepared to:

- Demonstrate an understanding of principles and practice in health care regarding administration, management, law, economics, and policy.
- Demonstrate competency in research methods, critical thinking, and problem solving in health care settings.
- Apply principles of management needed to build and work in cross-functional teams and facilitate collaborative decision making.
- Demonstrate an understanding of the forces impacting health delivery systems and the effective and efficient management of health care.
- Analyze the professional, ethical, and legal standards of health care administrative practice.



6-28-13

**The following is an addition to Course Descriptions:**

BIO320 Pathophysiology

Credit Hours: 3.00

This course introduces students to human diseases and the mechanisms that govern them. The course focuses on the dynamic aspects of disease processes and disorders of the principal human organs and body systems. Students will examine homeostasis and the fundamentals of the nature of common diseases and disorders of each organ system, including body response to stress and the natural progression of disease and other relevant diseases of physical injury, skin and the musculoskeletal systems.

BIO400 Principles of Epidemiology

Credit Hours: 3.00

This course introduces students to the principle concepts of epidemiology and biostatistics as applied to public health problems and the investigation of infectious and noninfectious diseases. The course focuses on the principles and methods of epidemiologic investigation, appropriate summaries and displays of epidemiological data, and the use of classical statistical approaches to describe the health of populations. Emphasis is on the use of epidemiology in the understanding of etiologic factors, modes of transmission, and pathogenesis. Topics include application of these disciplines in the areas of health services, screening, genetics, and environment policy. The influences of epidemiology and biostatistics on legal and ethical issues and the epidemiological approach to health services evaluation are also discussed.

BIO410 Disease Management

Credit Hours: 3.00

This course focuses on the core knowledge and competencies necessary to design and provide care for patients with illness and disease. Students focus on providing individualized, evidence-based healthcare directed toward achieving quality outcomes.

ENG300 Technical Writing for the Medical Professional

Credit Hours: 3.00

This course prepares students to develop writing strategies and tactics that healthcare professionals need in order to write in a clear and concise style. Emphasis is placed on using rhetorical analysis and computer applications to organize information, make subjects clear to readers, and communicate effectively with different audiences in the healthcare profession.

PHAR300 Pharmacology

Credit Hours: 3.00

This course introduces pharmacology as the study of drugs and a review of several body systems and the conditions that affect them, with particular reference to the use of drugs to treat these conditions. Topics covered, include muscle relaxants, anesthetics, pain medication, and nervous system and psychological disorders. An explanation of therapeutic and adverse effects of drugs is covered in addition to the basic operations of the nervous system.

SOC300 Cultural Diversity

Credit Hours: 3.00

This course provides an understanding of cultural diversity in the U.S. workforce. Emphasis is on practical guidelines for incorporating cultural understanding in public health settings with respect to issues of health disparities in the U.S. Topics include cultural differences in the healthcare workplace, valuing and managing diversity and the development and implementation of culturally appropriate programs.

HCA300 Healthcare Ethics

Credit Hours: 3.00

This course is designed to explore ethical theories in the context of moral and conceptual issues prevalent in the practice of health care professionals. The course provides students with a background in value development and dealing with ethical issues, including numerous real-life healthcare situations that generate moral concerns and ethical dilemmas. A variety of areas in medical ethics will be discussed include topics involving ethical controversies such as confidentiality and truth-telling in the patient relationship, medical experimentation and informed consent, abortion, treatment decisions for seriously ill patients, physician assisted suicide, and health care reform.

HCA310 Healthcare Organization and Supervision

Credit Hours: 3.00

This course covers the principles of organization and supervision of human, fiscal, and capital resources in the healthcare setting. The course allows students to apply basic principles of personnel supervision including developments and considerations vital to the performances of supervisors in today's health care environment.

HCA330 Healthcare Statistics

Credit Hours: 3.00

This course focuses on health care statistics and the collection, interpretation, and dissemination of healthcare data using the appropriate statistical methods. Topics include the fundamentals of statistics and the use of statistical analysis and computation of health data. Emphasis is on practical application of statistical concepts and methods to real world problems and issues in health care settings.

**HCA350 Healthcare Behavior Theories**

Credit Hours: 3.00

This course covers the social and behavioral foundations of health care knowledge needed to diagnose and understand individual, social network, organizational, community, and policy-maker behaviors associated with the planning, implementation, evaluation, and maintenance of health care programs in the context of cross-cultural settings. A discussion of cultural considerations, types of families, and the social and behavioral theories that guide our understanding of health related behavior and form the background for health promotion and prevention efforts will be included.

**HCA400 Healthcare Informatics**

Credit Hours: 3.00

This course provides an overview of healthcare informatics and introduces students to the technology and the health information science used to identify, gather, process, and manage healthcare information. Focus is on developing an understanding of concepts relevant to healthcare informatics and the use of healthcare management information systems to support clinical, administrative, research, and educational decision making in healthcare settings. Current trends and issues in using, designing, and managing health care management information systems will be examined.

**HCA410 Legal Aspects of Healthcare**

Credit Hours: 3.00

This course covers the study of legal principles applicable to health information, patient care and health records. Students will be introduced to the American Legal System, courts and legal procedures, and the principles of liability. Topics covered include patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

**HCA420 Healthcare Economics**

Credit Hours: 3.00

This course provides an overview of healthcare economics and provides students with a set of economic tools to evaluate a theoretical or empirical argument relating to healthcare. Emphasis is placed on the basic economic concepts, principles, and theories, including supply and demand of healthcare services, markets for health professionals, health care providers, and spending on health care. Regulations, government financing of healthcare and healthcare reforms are discussed.

**HCA430 Healthcare Management**

Credit Hours: 3.00

This course provides an overview of the principles of management, managerial functions, and organizational theories and their applications to healthcare organizations. Emphasis is on practical examples and techniques in the healthcare management field. The course also covers a wide variety of healthcare settings examples of important issues in healthcare management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources. Understanding the functionary and configuration of healthcare organizations are all thoroughly covered.

**HCA440 Healthcare Quality Management**

Credit Hours: 3.00

This course focuses on the concept of quality and the process of quality improvement in healthcare facilities. The history and evolution of quality, its terms, principles, theories, and practices is discussed. Students will be introduced to a diverse collection of methods of improving quality, including but not limited to Continuous Quality Improvement and Total Quality Management, and to the guidelines for implementing quality management and the continuous quality improvement processes in healthcare settings.

**HCA450 Healthcare Research**

Credit Hours: 3.00

The course is designed to provide an introduction to the research process, including understanding various quantitative and qualitative research designs and general methodological principles for undertaking research and program evaluation within health settings. Emphasis is placed on the role of scientific research in healthcare and using quantitative and qualitative approaches to answer healthcare related research questions or explore the rationale in human behavior in health related issues.

**RRT400 Polysomnography**

Credit Hours: 3.00

This course offers an overview of the field of Polysomnography, including the history, job responsibilities, credentialing, medical ethics and patient confidentiality. The course will also discuss the skills necessary to evaluate and assess normal and abnormal sleep disorders, integrating the physiologic functions of the nervous, respiratory and cardiovascular systems.



RRT410 Current Topics in Respiratory Care  
Credit Hours: 3.00

This course provides a forum for the student to identify and explore current events, knowledge, and skills relevant to students in respiratory care and pertinent to the technology or occupation in this field. The course examines a wide range of current topics from historical, philosophical, theoretical, ethical, social, economic, research and professional points of view. Students will be expected to analyze issues, describe influencing factors, and propose resolutions and strategies, including the impact on respiratory care.

RRT450 Capstone Research Project  
Credit Hours: 6.00

This final course provides student the opportunity to work closely with the instructor to examine and select a respiratory care topic. Students will be required during the research process to use various resources, including professional literature, both printed and electronic. This work will culminate in the production of a major research paper and presentation.

6-28-13

**The following is an addition to Entrance Test Requirements:**

The Bachelor of Science in Health Care Administration- Respiratory Therapy is a degree completion program and is open to any student who already possesses the following:

- An Associate Degree in Respiratory Therapy from a Commission on Accreditation in Respiratory Care (CoARC) accredited program and a valid RRT certification.

To be considered for program admissions, applicants must complete an interview with an admissions representative; submit a completed application for admission; provide documentation of high school graduation, or General Educational Development (GED) scores. Applicants applying for admission into the Bachelor degree completion programs must submit official transcripts with a minimum CGPA of 2.0. Official transcripts must be on file prior to the first day of class, and are required to include graduation date, final GPA and degree earned. No entrance exams are required.

Students will be required to complete an online assessment of their readiness to successfully complete their education in an online environment. This assessment covers skills, competencies, and access to appropriate technology to succeed in a distance education environment.

6-28-13

**The following is a new section - Transfer of Credits:**

**Transfer of Credits - Baccalaureate Completion Programs**

Acceptance of prior college courses is not guaranteed. All prior learning is reviewed on a case-by-case basis and credit is awarded at the sole discretion of Concorde Career College.

Baccalaureate completion degrees are open to students who have successfully completed an earned Associate degree in an appropriate discipline from a regionally or nationally accredited institution. Students will receive a 60-credit "block transfer" for their Associate degree, regardless of the actual length of their degree. Students will then complete an additional 60 credit hours in upper division (300-400 level) coursework to earn the Baccalaureate completion degree.

**General Education**

Per accreditation standards, a baccalaureate degree must contain a minimum of 30 semester credit hours in general education. Within the student's earned Associate degree, a minimum of 18 semester credit hours of general education coursework must be transferred, including 3 semester credit hours or more in each of the following general education categories:

- o Written and Oral Communications
- o Algebra
- o Social or Behavioral Sciences
- o Natural and Physical Sciences
- o Humanities/Fine Arts

Students will be required to complete prerequisite courses in any of the above categories not transferred. Students will then complete an additional 12 semester credit hours of upper division general education coursework.

**Transfer of Credit – Upper Division Courses**

Students may be eligible to receive transfer credit for upper division coursework. The general guidelines for transfer credit are as follows:

- o To be considered, prior college credit must have been completed with an equivalent passing grade of C or higher from a regionally or nationally accredited institution.
- o No courses completed within the student's earned Associate degree may be transferred as upper division coursework.
- o The student must request from their previous school(s) that official transcripts be mailed directly to the Concorde Registrar.
- o Official transcripts for review of transfer credits for previous education, military training, or the College Level Examination Program (CLEP) must be received at least one week prior to the first day of the course for which the transfer credit is requested.



- o Credits earned in any combination of prior learning credit will not exceed 75 percent of the credits required for the completion degree.
- o Students must complete a majority (over 50 percent) of the major course requirements for their completion program, including the capstone course, at Concorde Career College.
- o Students submitting courses to satisfy science or program major course requirements may be required to undergo additional departmental knowledge and skills testing to validate content currency.
- o All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's undergraduate degree plan may be eligible for transfer credit. Please note that only transcripts received directly from Army/ACE or Sailor/Marine will be accepted for official review.

Students interested in this option should send an official transcript of their training to the Office of the Registrar. For information on how to request your military transcript, visit the following websites:

- Community College of the Air Force
- Army/American Council on Education Registry Transcript Systems (AARTS)
- United States Coast Guard
- Navy College Program
- Sailor/Marine American Council on Education Registry Transcript (SMART)

- o Students must request a course-by-course evaluation of any foreign work or credentials. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated and evaluated by an approved foreign credential evaluator on a course-by-course basis.

The Academic Dean and Program Director will determine the acceptability of the courses for transfer based on the above policy. If skills or knowledge testing is required to validate currency, the tests will be scheduled with the student by the Program Director. Results of the tests will be submitted directly to the Academic Dean.

6-28-13

**The following is a new section - Distance Education:**

Concorde supports the educational needs of adult learners. Distance education affords students great flexibility in managing their time, and Concorde now offers some courses and programs in an online format.

On-line classes are not easy substitutes for on-campus classes. Students will find that online classes are as demanding as on-campus classes. Although time is flexible, weekly attendance is expected and monitored.

An online student is expected to be computer literate and familiar with the Internet. Students in online programs are required to have access to a reliable computer and high-speed Internet connection. Online courses utilize the Blackboard® Learning Management System (LMS), a secure web-based platform that employs multimedia technologies and is accessible 24 hours per day via Internet access. Prospective students will be required to complete an online assessment of their readiness to successfully complete their education in an online environment prior to enrollment.

The convenience of online courses allows students to work on assignments and participate in class discussions as their schedules permit within specified timeframes. Learning is achieved through both individual inquiry and collaboration. Each course encompasses a variety of different graded learning activities.

**ENTRANCE REQUIREMENTS:**

Admissions requirements for distance learning programs are program-specific and are the same as admissions requirements for on-campus programs with the following exceptions:

- In addition to standard entrance tests, students will be required to complete an online assessment of their readiness to successfully complete their education in an online environment.
- A personal, telephone interview with an admissions representative is required before enrollment. The interview process helps evaluate the student's ability to successfully complete the requirements of the program in which they are seeking enrollment.

**ATTENDANCE REQUIREMENTS:**

Online education affords students great flexibility in managing their time. However, academic success requires that students engage in learning activities regularly and participate in meaningful interactions with faculty and fellow students. Specific daily attendance is not recorded for online courses, as it would be on a campus. Students are required, however, to login to their class regularly and submit assignments in a timely manner, or they may risk being withdrawn for lack of attendance.

For each course initial attendance is recorded when a student logs into their class and completes a learning activity. Students who have only viewed the syllabus but make no other substantive participation for the rest of the course are not considered enrolled. Attendance in subsequent weeks is recorded by a student completing a learning activity. The act of logging in each week does not constitute attendance; the student must participate by either engaging in the discussion board or submitting a graded assignment to be considered present for that week.

Once a student has logged into their class and completed a learning activity or assignment, they are considered officially enrolled in the course and expected to complete the entire course. Failure to post attendance for two consecutive weeks may subject the student to immediate withdrawal.

The class week runs from 12:00 am Monday morning to Sunday evening at 11:59 pm CST. Coursework is assigned weekly. Students are expected to complete assignments according to the course outline. Refer to the makeup work policy for submitting missed coursework.

Students must show attendance within the first three days of the course or they are subject to withdrawal from the course.



## LEARNING ACTIVITIES:

Online students use the Blackboard LMS to view video content, receive and submit project work and assignments, take assessments, quizzes and tests, communicate with instructors and classmates, and review course progress and grades.

Successful online learning requires the student to be an active participant in all lectures and the completion of learning activities.

Learning activities will vary by course but may include:

- discussion thread posts
- exams and quizzes
- assessments
- case studies
- other graded assignments

All learning activities associated with a course will be clearly outlined in the course syllabus. Attendance is recorded when the student submits any learning activity.

Students must contribute weekly to the discussion forums. Students are required to write substantive comments or remarks by Wednesday and again by Sunday of each course week in the discussion forum.

Students that are considered officially enrolled in the course but do not fulfill all of the coursework required, will receive a grade based on the assignments they have completed.

## FACULTY/STUDENT INTERACTION AND ACADEMIC ADVISING:

Faculty/student interaction is critical for student success in an online environment. Online methods of interaction include online lectures, e-mail, document sharing and threaded discussions. Faculty members review and respond to student requests within a 24-hour time period.

Students are assigned a faculty member to provide academic advising. To encourage successful completion of a program, staff members' e-mail addresses are available to assist with academic concerns.

## STUDENT SERVICES:

Distance education students have access to the same student services as on-campus students (as described throughout the catalog). Once enrolled, students will be assigned an Online Success Coach, who will be available to assist them throughout their entire program. Student services may be provided electronically as well as via telephone. Online Success Coaches can assist with scheduling issues, community referrals, and other online resources and services.

New students admitted to online programs will be required to complete an online orientation and assessment, administered by the Student Success Coach. The orientation will provide students with best practices in online learning, navigation within the Learning Management System, familiarization with technical support, and school policies pertaining to the online format.

## LEARNING RESOURCES:

Concorde Career Colleges, Inc. subscribes to the Gale Resources Center (<http://galesites.com/menu/index.php?loc=miss22358>), which is available to all students via a custom URL. Included in these materials are over 9,000 reference books and over 1,500 magazines and journals. Many of the student's immediate research questions can be met by using these online reference sources. The user friendly web interface has information from leading medical journals, encyclopedia, newspapers, newsletters and pamphlets.

Through Gale, Concorde subscribes to the following databases: Academic OneFile, Business and Company Resource Center, Business Economics and Theory, Communications and Mass Media Collection, Career Transitions, Fine Arts and Music Collection, General Reference Center Gold, General OneFile, Global Issues In Context, Health and Wellness Resource Center, LitFinder, Literature Resource Center, Nursing Resource Center, Nursing and Allied Health Collection, Opposing Viewpoints in Context, Physical Therapy and Sports Medicine Collection, Science in Context, Small Business Resource Center, US History in Context, World History in Context, and Student Resources in Context. These internet reference sites are immediate, easily accessible, authoritative and frequently updated.

A few examples of references available to students in this particular program are:

- Encyclopedia of Respiratory Medicine
- American Review of Respiratory Diseases
- Expert Review of Respiratory Medicine
- FOCUS: Journal for Respiratory Care Managers and Educators
- Journal of Respiratory Diseases
- Respiratory Care
- Respiratory Medicine
- Respiratory Research
- RT for Decision Makers in Respiratory Care
- Hospital & Health Services Administration
- Journal of Health and Human Services Administration
- Ethics and Integrity in Hospital Administration: Concepts and Cases

**LEARNING OUTCOMES:**

Learning outcomes for online coursework are the same as on-ground coursework.

**GRADUATION REQUIREMENTS:**

Students taking online courses must meet the graduation requirements for their chosen program of study.

**HEALTH SCREENS:**

Students enrolling in programs where health screens are required will be provided with a list of required immunizations. Students will be required to provide proof of immunization prior to beginning clinical rotations.

**UNIFORMS:**

Students enrolling in programs where uniforms are required for clinical rotations are responsible for providing their own clothing in accordance with the established policies of the institution where they will be completing their clinicals.

7-9-13

**The Health Information Technology program is now known as Health Information Management**



7-9-13

**The following is a revision to Practical Nursing Grading Scale:**

**Practical Nursing Program**

Students in the Practical Nursing program must maintain a GPA of at least 2.00 (75%) and must achieve a grade of 2.00 (75%) or better in each course to demonstrate satisfactory academic progress. Clinical Practice is a Pass/Fail option. The student must receive a PASS in clinical course work to progress.

A student who fails a course or receives an "F" in a Pass/Fail course is immediately withdrawn from the program. Based on class availability and space, the student may elect to apply for re-entry and re-take the course.

Any Practical Nursing student who:

- fails the same course twice or
- violates the attendance policy; or
- whose cumulative grade point average is below 2.00 ("C")

will be withdrawn for unsatisfactory academic progress. Withdrawal from the program will occur on the day of any of the above situations.



7-9-13

**The following is a revision to Medical Assistant/Assisting Program:**



| Course #   | Course Title*                             | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|---|--------------|-----------|----------------|-----------------------|
| GE100  | Professionalism for Allied Health Careers | 80           |           |                | 3.50                  |
| MA110  | Fundamentals of Medical Assisting         | 40           | 48        |                | 3.50                  |
| MA120  | Administrative & Front Office             | 40           | 48        |                | 3.50                  |
| MA130  | Health & Disease I                        | 40           | 48        |                | 3.50                  |
| MA140  | Health & Disease II                       | 40           | 48        |                | 3.50                  |
| MA150  | Clinical Laboratory I                     | 40           | 48        |                | 3.50                  |
| MA160  | Clinical Laboratory II                    | 40           | 48        |                | 3.50                  |
| MA190  | Externship                                | 20           |           | 140            | 4.00                  |
|  | Subtotals                                 | 340          | 288       | 140            | 28.5                  |
| Total Hours (Theory/Lab/Clinical): 768                 |   |              |           |                |                       |
| Total Instructional Weeks: 32                          |   |              |           |                |                       |
| Credential Earned: Diploma                             |   |              |           |                |                       |
| General Education Courses for Degree Completion        |   |              |           |                |                       |
| MAT112   | College Algebra                           | 45           |           |                | 3.00                  |
| ENG111   | English Composition I                     | 45           |           |                | 3.00                  |
| COM110   | Elements of Human Communication           | 45           |           |                | 3.00                  |
| PHI110   | Critical Thinking                         | 45           |           |                | 3.00                  |
| PSY110   | General Psychology                        | 45           |           |                | 3.00                  |
| SOC101   | Introduction to Sociology                 | 45           |           |                | 3.00                  |
| CIS110   | Computer Science                          | 45           |           |                | 3.00                  |
| NUT101   | Nutrition                                 | 45           |           |                | 3.00                  |
| BIO110   | Anatomy & Physiology I                    | 45           |           |                | 3.00                  |
| BIO115   | Anatomy & Physiology II                   | 45           |           |                | 3.00                  |
| ECO110   | Personal Income Management                | 45           |           |                | 3.00                  |
| BIO130   | Microbiology                              | 45           |           |                | 3.00                  |
|  | Subtotals                                 | 540          |           |                | 36.0                  |
| Total Credit Hours for Degree Completion: 64.50        |   |              |           |                |                       |
| Total Hours (Theory/Lab/Clinical): 1,308               |   |              |           |                |                       |
| Total Instructional Weeks: 62                          |   |              |           |                |                       |
| Credential Earned: Associate of Applied Science degree |   |              |           |                |                       |



7-9-13

**The following is a revision to Dental Assistant/Assisting Program:**


| Course #   | Course Title*                                   | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours |
|--|---|--------------|-----------|----------------|-----------------------|
| GE100  | Professionalism for Allied Health Careers       | 80           |           |                | 3.50                  |
| DA110  | Introduction to Dental Assisting                | 40           | 48        |                | 3.50                  |
| DA120  | Dental Specialties/Procedures/Disease Processes | 40           | 48        |                | 3.50                  |
| DA130  | Patient Care & Dental Practice Management       | 40           | 48        |                | 3.50                  |
| DA140  | Dental Materials & Procedures                   | 40           | 48        |                | 3.50                  |
| DA150  | Diagnostic Procedures/Nutrition/Orthodontics    | 40           | 48        |                | 3.50                  |
| DA160  | Dental Radiography                              | 40           | 48        |                | 3.50                  |
| DA170  | Externship                                      | 20           |           | 140            | 4.00                  |
| Subtotals  |   | 340          | 288       | 140            | 28.5                  |
| Total Hours (Theory/Lab/Clinical): 768                 |   |              |           |                |                       |
| Total Instructional Weeks: 32                          |   |              |           |                |                       |
| Credential Earned: Diploma                             |   |              |           |                |                       |
| General Education Courses for Degree Completion        |   |              |           |                |                       |
| MAT112   | College Algebra                                 | 45           |           |                | 3.00                  |
| ENG111   | English Composition I                           | 45           |           |                | 3.00                  |
| COM110   | Elements of Human Communication                 | 45           |           |                | 3.00                  |
| PHI110   | Critical Thinking                               | 45           |           |                | 3.00                  |
| PSY110   | General Psychology                              | 45           |           |                | 3.00                  |
| SOC101   | Introduction to Sociology                       | 45           |           |                | 3.00                  |
| CIS110   | Computer Science                                | 45           |           |                | 3.00                  |
| NUT101   | Nutrition                                       | 45           |           |                | 3.00                  |
| BIO110   | Anatomy & Physiology I                          | 45           |           |                | 3.00                  |
| BIO115   | Anatomy & Physiology II                         | 45           |           |                | 3.00                  |
| ECO110   | Personal Income Management                      | 45           |           |                | 3.00                  |
| BIO130   | Microbiology                                    | 45           |           |                | 3.00                  |
| Subtotals  |   | 540          |           |                | 36.0                  |
| Total Credit Hours for Degree Completion: 64.5         |   |              |           |                |                       |
| Total Hours (Theory/Lab/Clinical): 1,308               |   |              |           |                |                       |
| Total Instructional Weeks: 66                          |   |              |           |                |                       |
| Credential Earned: Associate of Applied Science degree |   |              |           |                |                       |

7-9-13

**The following is a revision to Course Descriptions:**

DA110: Introduction to Dental Assisting  
Credit Hours: 3.50 Clock Hours: 40/48/0

DA120: Dental Specialties/Procedures/Disease Processes  
Credit Hours: 3.50 Clock Hours: 40/48/0

DA130: Patient Care & Dental Practice Management  
Credit Hours: 3.50 Clock Hours: 40/48/0

DA140: Dental Materials & Procedures  
Credit Hours: 3.50 Clock Hours: 40/48/0

DA150: Diagnostic Procedures/Nutrition/Orthodontics  
Credit Hours: 3.50 Clock Hours: 40/48/0

DA160: Dental Radiography  
Credit Hours: 3.50 Clock Hours: 40/48/0

DA170: Externship  
Credit Hours: 4.00 Clock Hours: 20/0/140

MA110: Fundamentals of Medical Assisting  
Credit Hours 3.50 Clock Hours: 40/48/0

MA120: Administrative & Front Office  
Credit Hours 3.50 Clock Hours: 40/48/0



MA130: Health & Disease I  
Credit Hours 3.50 Clock Hours: 40/48/0

MA140: Health & Disease II  
Credit Hours 3.50 Clock Hours: 40/48/0

MA150: Clinical Laboratory I  
Credit Hours 3.50 Clock Hours: 40/48/0

MA160: Clinical Laboratory II  
Credit Hours 3.50 Clock Hours: 40/48/0

MA190: Externship  
Credit Hours 4.00 Clock Hours: 20/0/140

7-16-13

**The following is a revision to Probation or Warning page 21:**

A student may be placed on Academic and/or Attendance Probation if he or she is in danger of not meeting programmatic academic standards or if the student is in violation of the attendance policy (see "Attendance Policy").



7-16-13

**The following is a new section Academic Probation (delete from Satisfactory Academic Progress Policy page 29):  
Academic Probation**

A student whose cumulative grade point average is less than 2.00 at the end of a grading period is placed on Academic Probation. If a student fails to achieve a 2.00 grade point average for the next evaluation period or for any evaluation period in which the student is on Academic Probation, the student will be terminated for academic failure. A student will be removed from Academic Probation upon achieving at least a 2.00 cumulative grade point average.



If a student on Academic Probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, he or she may continue on Academic Probation for one more evaluation period. The enrollment of a student who fails to achieve overall academic success for his or her program at the end of two successive probationary periods shall be terminated.

Veterans Administration Students - The school will notify the VA when a student receiving VA education benefits is placed on Academic Probation. Students will be advised of any counseling services available to them at the school in order to resolve academic or other problems and to establish a meaningful plan for successful completion of their education or training. The school will also remind students of the counseling services and tutorial assistance benefits available through VA. When a student has failed to maintain prescribed standards of progress, the VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The termination date assigned by the school will be the last day of the term or other evaluation period in which the student's progress became unsatisfactory. Schools that provide a period of academic probation may not continue to certify a veteran or eligible person (who remains in a probationary status) for an indefinite period of time. The school will terminate any student on Academic Probation for more than two successive probationary periods and report the termination to the VA.

7-16-13

**The following is a revision to Satisfactory Academic Progress Policy page 29:  
Satisfactory Academic Progress Policy**

Students must make satisfactory progress toward the completion of course requirements in their selected program of study, regardless of Federal Financial Aid eligibility. Students are considered to making satisfactory academic progress if they meet the following criteria.



1. Must maintain a cumulative grade point average (CGPA) of at least a 2.00 = C.
2. Must maintain an adequate rate of progress toward successful completion of their program.
3. Must complete the enrolled program within the maximum time frame.

Students receive letter grades at the end of each grading period utilizing the official letter grading scale for their program. Grades are based on assignments, tests, examinations, and skill evaluations given with each unit of learning. Please refer to your programmatic grading scales as published in the school catalog. At the end of each evaluation period, the student's grade card will be made available and/or furnished to the student. Students are required to maintain an adequate rate of progress toward successful completion of their program. This pace of progression is measured by the following: a student must complete at least 2/3 (66.7%) of all credits/clock hours attempted in an academic year. The student's academic year is defined by the academic calendar in which the student matriculated. The academic calendars are posted in the school catalog addendum. All periods of the student's enrollment count when accessing progress. In addition to the CGPA and rate of progress requirements listed above, students must successfully complete all required course credits of their program within the maximum time frame. The maximum time frame cannot exceed one and one-half (1.5) times the credit hours or clock hours required to complete the program.



Each program is broken down into payment periods. At the end of each payment period, the student's CGPA and rate of progress will be evaluated. The evaluation will ensure that the total program credit hours/clock hours plus credit/clock hours to be repeated due to academic failure do not exceed the maximum time frame. A student failing to maintain the minimum standards of academic progress will be notified of such and will face administrative actions. These actions include being placed on SAP Warning, SAP Probation, and loss of Federal Financial Aid eligibility.

### SAP Warning

An SAP warning will be assigned to a student not making satisfactory academic progress without an appeal or other action by the student. The school will advise the student of his or her status prior to the student returning to class. A student on SAP Warning may continue to receive FSA funds for one payment period.

A student on SAP Warning who achieves a CGPA of 2.00 and successfully completes 66.7% of the credit/clock hours attempted by the next payment period will be removed from SAP Warning and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to make satisfactory academic progress after the SAP Warning period will lose his or her eligibility for FSA funds unless the student is granted a SAP Appeal and placed on SAP Probation.

### SAP Appeals

A student may appeal the loss of financial aid based on mitigating circumstances. The appeal must be submitted in writing within 3 calendar days of being notified that the student is in a non-satisfactory progress status, to the Campus President. The Campus President will review the appeal and respond to the student within 48 hours of receiving the appeal. Students may only apply for a SAP Appeal twice – regardless if the appeal is approved or denied.

Written SAP Appeals must:

- Clearly state the mitigating circumstances that have caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
- Explain how such mitigating circumstances contributed to the student's academic situation;
- Explain what has changed in the student's situation that would allow the student to attain satisfactory academic progress at the next payment period.

If the student choose not to appeal or the appeal is denied, the student may continue on a cash pay basis, assuming he or she meets all other programmatic academic requirements, until the student achieves a 2.00 CGPA and required rate of progress.

A student who has his or her appeal approved will be placed on SAP Probation for one payment period and retain his or her eligibility for Federal Financial Aid.

### SAP Probation

SAP Probation is a status assigned to a student who has failed to make satisfactory academic progress after being placed on SAP Warning and granted a SAP Appeal. The school will advise the student of his or her status prior to the student returning to class. A student on SAP Probation may continue to receive FSA funds for one payment period.

A student on SAP Probation who achieves a CGPA of 2.00 and successfully completes 66.7% of the credit/clock hours attempted by the next payment period will be removed from SAP Probation and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to make satisfactory academic progress after the SAP Probation period will lose his or her eligibility for FSA funds. The student may continue his or her program on a cash pay basis assuming he or she meets all other programmatic academic requirements.

### Maximum Time Frame

To maintain Satisfactory Academic Progress, a student's credit/clock hours attempted cannot exceed 1.5 times (150%) of the credit/clock hours required to complete the program.

### Example

| Credit Hours Required for Program | Maximum Credit Hours Attempted |
|-----------------------------------|--------------------------------|
| 24.0                              | 36.0                           |
| 29.0                              | 43.5                           |

### Repetitions

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating CGPA. However, the original course and repeated course credit/clock hours are included in the maximum time frame calculation. Based on the refund policy, students withdrawing from their program for any reason will have the hours in attendance for repeating a course used in the program completion calculation in determining the student's financial obligation to the school.

### Veterans Administration Students

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Courses that are successfully completed may not be certified for VA purposes if they are repeated. If a program requires a higher grade than achieved, that course may be repeated. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned.

### Pass/Fail

Courses graded as Pass/Fail are not included in calculating CGPA but are considered as hours counted toward rate of progress.



7-16-13

The following is a revision to **Official Letter Grading Scale (General Education Courses Only):**



| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 70–79       | Fully Competent                               | 2.00 |
| D***         | 60–69       | Minimally Competent                           | 1.00 |
| F*           | 0–59        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

KEY:

N/E No effect on grade point average.

\* This course does not count toward graduation and must be repeated for credit.

\*\* A permanent grade must be assigned.

\*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

7-16-13

The following is a revision to the **Official Letter Grading Scale (Practical Nursing, Dental Hygiene, Health Information Management, Nursing, Physical Therapist Assistant, Respiratory Therapy):**



| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 75–79       | Fully Competent                               | 2.00 |
| D***         | 70-74       | Minimally Competent                           | 1.00 |
| F*           | 0–69        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

KEY:

N/E No effect on grade point average.

\* This course does not count toward graduation and must be repeated for credit.

\*\* A permanent grade must be assigned.

\*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.

7-16-13

The following is an addition to **Official Letter Grading Scale:**

The official letter grading scale for all non-clinical programs (technical courses only) is as follows:



| Letter Grade | Numerical % | Description                                   | GPA  |
|--------------|-------------|---|------|
| A            | 90–100      | Exceptionally Competent                       | 4.00 |
| B            | 80–89       | Highly Competent                              | 3.00 |
| C            | 70–79       | Fully Competent                               | 2.00 |
| D***         | 60–69       | Minimally Competent                           | 1.00 |
| F*           | 0–59        | Not Competent                                 | 0.00 |
| P            | N/A         | Successful Completion of Clinical/Externships | N/E  |
| W*           | N/A         | Withdrawal from Course                        | N/E  |
| L*           | N/A         | LEAVE Withdrawal from Course                  | N/E  |
| T            | N/A         | Transfer of Credit                            | N/E  |
| I**          | N/A         | Incomplete (Temporary Grade)                  | N/E  |
| SC*          | N/A         | Schedule Change                               | N/E  |

KEY:

N/E No effect on grade point average.

\* This course does not count toward graduation and must be repeated for credit.

\*\* A permanent grade must be assigned.

\*\*\* This course will be included in the student's CGPA but must be repeated if it is in his or her major course work.



7-17-13

**The following is an addition to Cancellation and Refund Policy (page 15):**

**Iowa Refund Policy for Students Called to Active Military Service**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled;

- A. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- B. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- C. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
  2. Demonstrated sufficient mastery of the program materials to receive credit for completing the program.
  3. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.