



**2017-2018**  
**SCHOOL CATALOG**

## TABLE OF CONTENTS

MISSION STATEMENT	8
APPROVALS	8
HISTORY AND OWNERSHIP	9
FACILITY	9
ACADEMIC CALENDAR AND HOLIDAYS	9
SCHOOL HOURS	10
NONDISCRIMINATION STATEMENT	10
<b>FAMIL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</b>	10
EQUIPMENT	11
ADMISSION REQUIREMENTS	11
ADMISSION PROCEDURE	11
READMISSIONS	11
CREDIT FOR PREVIOUS EDUCATION AND LIFE EXPERIENCE	12
REASONABLE ACCOMODATIONS	12
STUDENT SERVICES	12

ORIENTATION	12
ADVISING	13
OBTAINING TRANSCRIPT	13
TRANSFER CREDIT	13
STUDENT COMPLAINT POLICY	13
CAREER SERVICES	14
PLACEMENT ASSISTANCE	14
MEDICAL ASSISTANT PROGRAM-900 CLOCK HOURS (45 WEEKS FOR DAY AND NIGHT CLASS)	14
PROGRAM OBJECTIVES	21
PROGRAM LENGTH	21
JOB OBJECTIVE	21
PROGRAM DELIVERY	21
CHAIRSIDE ASSISTING PROGRAM-200 CLOCK HOURS (17 WEEKS FOR DAY AND NIGHT CLASS)	22
PROGRAM OBJECTIVE	23
PROGRAM LENGTH	23

JOB OBJECTIVE	23
PROGRAM DELIVERY	23
BASIC NURSING ASSISTANT PROGRAM-138 CLOCK HOURS (8 WEEKS FOR DAY AND NIGHT CLASS)	24
PROGRAM DESCRIPTION	24
PROGRAM OBJECTIVE	27
PROGRAM LENGTH	27
JOB OBJECTIVE	27
PROGRAM DELIVERY	27
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	28
ATTENDANCE STANDARD	29
EXCUSED ABSENCE	29
UNEXCUSED ABSENCE	29
ACADEMIC STANDARD	29
GRADING SYSTEM	30
REVIEW AND EVALUATION PERIODS	31
“ACADEMIC WARNING” AND “PROBATION”	31

APPEALS	31
REINSTATEMENTS	32
DENIAL OF APPEAL	32
COURSE INCOMPLETES AND REPETITIONS	32
MAXIMUM TIME FRAME	33
LEAVE OF ABSENCE	33
NON-PUNITIVE POLICY	34
TRANSFERS	34
NON- CREDIT REMEDIAL COURSE	34
STUDENT CONDUCT AND DISCIPLINE GUIDELINES	34
GRADUATION REQUIREMENTS	36
SATISFACTORY PROGRESS POLICY FOR VETERANS	37
RECEIVING VETERANS' EDUCATION BENEFITS	
USE OF COPYRIGHTED MATERIALS	39
METHODS OF PAYMENT	39
STUDENT FEDERAL FINANCIAL AID ELIGIBILITY	39

FINANCIAL AID STUDENT'S RESPONSIBILITIES	40
STUDENT AID PROGRAMS	41
FEDERAL PELL GRANT (FPELL)	41
FEDERAL FAMILY EDUCATION LOANS OR WILLIAM D. FORD AND FEDERAL DIRECT LOANS (SUBSIDIZED AND UNSUBSIDIZED)	41
SUBSIDIZED STAFFORD LOAN	42
UNSUBSIDIZED STAFFORD LOAN	42
FEDERAL PLUS LOANS (PARENT LOAN) OR FEDERAL DIRECT PLUS LOANS	42
SCHEDULE OF FINANCIAL AID DISBURSEMENT	42
OFFICIAL VS UNOFFICIAL WITHDRAWAL	43
OFFICIAL VS UNOFFICIAL WITHDRAWAL DETERMINATION	43
RETURN OF UNEARNED TITLE IV FUNDS	43
ORDER OF RETURN OF SFA FUNDS	44
RETURN OF TITLE IV FUNDS	44
REFUND POLICY	44
CANCELLATION POLICY	44
TUITION REFUND	45

REFUND SCHEDULE	45
ADMINISTRATIVE POLICIES	47
WITHDRAWAL PROCESS	47
POST-WITHDRAWAL DISBURSEMENTS	49
RETURNING UNEARNED FUNDS	49
VERIFICATION POLICY	50
COMPLAINTS	51
PROGRAM START DATES	51
TUITION AND FEES	52
ADMINISTRATIVE AND FACULTY LIST	52
OWNERSHIP	55

## **STATE CAREER COLLEGE CATALOG**

2770 Grand Avenue,  
Waukegan, Illinois 60085  
Tel. no. (847) 693-3838  
Fax: (847) 693-3717

## **MISSION STATEMENT**

State Career College is a teaching institution that not only paves the way for students to have successful careers, but also for a lifetime of growth and learning.

The objectives to fulfill the mission of State Career College are:

- To train the graduate in a specialized and well-designed program for entry-level positions in a dental office, physician's office, clinic, or other medical setting.
- To ensure that the training and education provided is facilitated by an experienced and well-qualified faculty who strive to not only educate and motivate students, but also push the boundaries of learning.
- To provide students with practical knowledge and education that will prepare them for their chosen career.
- To uphold a high level of employment by providing the graduate with active and continuous job development services.

## **APPROVALS**

Approval to Operate- The school is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education".

1 N. Old State Capitol Plaza, Suite 333  
Springfield, Illinois 62701  
Phone: (217) 782-2551

Approved by: Illinois Workforce Development System



1N. Genesee Street  
Waukegan, IL 60085  
Phone: (847)377-2234

Approved by: Illinois Department of Public Health Education and Training Unit  
525 W Jefferson St, 4<sup>th</sup> Floor  
Springfield, IL 62761  
Phone: (217) 785-5569

Approved by: Department of Veterans' Affairs State of Approving Agency for Veterans' Education  
P.O. Box 19432  
833 S. Spring Street  
Springfield, Illinois 62794-9432  
Telephone: (217) 524-8394

#### Accreditation

The Accrediting Bureau of Health Education Schools institutionally accredited state Career College to award certificates and diplomas. The address and telephone number of the Accrediting Bureau of Health Education Schools are 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, (703) 917-9503

The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

## **HISTORY AND OWNERSHIP**

State Career College was established in May 2007 in Waukegan, Illinois. State Career College, Inc. is the owner of State Career College.

## **FACILITY**

The facility is tiled, handicap accessible, air-conditioned, and well-lit. The facility occupies a total of 5,000 square feet is designed for classroom, clinical and laboratory use. State Career College has adequate halls, doorways, and classrooms to accommodate disabled students. State Career College has designated parking areas for disabled students.

## **ACADEMIC CALENDAR AND HOLIDAYS**

State Career College is in operation year-round except for the following holidays: Winter Break, Spring Break, and New Year's Eve, New Year's Day, Martin Luther King Day,

President's Day, Good Friday, Memorial Day, Fourth of July, Veterans Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Additional holidays may be added at the discretion of the school's officials.

## **SCHOOL HOURS**

Classes are held from Monday through Friday from 9:00 a.m. until the end of the class session.

## **NONDISCRIMINATION STATEMENT**

In Compliance with title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 Education Amendments, the Equal employment Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964 as amended , and Section 504 of the Rehabilitation Act of 1974, it is the policy of State Career College not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, age, marital or parental status or disability in all of its educational and employment programs, activities, its policies, practice and procedures.

## **FAMIL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students the following rights:

- To inspect and review his/her education records within 45 days of State Career College receipt of a request for access. To inspect and review records, submit a written request identifying the records to be inspected and reviewed to the President. The President will arrange for access and notify the student of the time and place for record inspection and review.
- To request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, submit a written statement to the President that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should State Career College decide not to amend the record as requested by the student, the student will be informed of his or her right to a hearing regarding the request for amendment and provided with information regarding the hearing procedures.
- To consent to disclosures of personally identifiable information • contained in the student's education records. Exceptions that permit disclosure without student consent are school officials (persons employed by State Career College in administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff); persons or companies State Career College has contracted with (such as an attorney, auditor, or

collection agent); students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and upon request, officials of another school in which a student intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by State Career

College to comply with the requirements of FERPA.

The office that administers

FERPA is:

Family Policy Compliance

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

## **EQUIPMENT**

State Career College uses equipment that will meet and support the course objectives on comparable types of equipment students will encounter in the field. The State Career College will provide all required equipment.

## **ADMISSION REQUIREMENTS**

To be accepted for admission, State Career College requires entering students be at least 17 years of age, have graduated from high school, or have secured a GED.

### ***Basic Nursing Assistant Training Program***

To be accepted for admission, State Career College requires entering students be at least 17 years of age, have graduated from high school, or have secured a GED.

Passing the entrance exam is a requirement for admission into the program. Must pass background check.

## **ADMISSION PROCEDURE**

Each applicant must arrange a personal interview prior to enrollment.

## **READMISSIONS**

Students applying for re-admission must repeat the entire admission process. Students must be in good financial standing with the school to re-enter. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates. Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re-entering and

credits previously earned at the school will not be accepted. The student must reapply for financial aid. Note: financial aid may be limited or unavailable. Student terminated for failure to meet the Standard of Satisfactory Academic Progress will be re-started on a probationary status and must be able to meet the Standard of Satisfactory Progress by the end of the 20 weeks. If the student fails to meet the Standard of Satisfactory Progress by the end of 20 weeks, the student will be dismissed for failure to meet the Standard of Satisfactory Progress.

## **CREDIT FOR PREVIOUS EDUCATION AND LIFE EXPERIENCE**

A policy for transfer of credit that requires consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA).

## **REASONABLE ACCOMODATIONS**

State Career College has adequate halls, doorways, classrooms, bathrooms, and student lounges to accommodate disabled students. State Career College has designed parking areas for disabled students.

## **STUDENT SERVICES**

### **Orientation**

Prior to the start of each class, an orientation is conducted for all new students. The purpose of the orientation is to explain the institution's rules and regulations to incoming students. Orientation is MANDATORY.

The school offers the following student services:

1. Listing of social services agencies.
  - a. Housing
  - b. Childcare
  - c. Transportation
2. Job search and job skill development.
3. Assistance with job placement upon graduation.

## **Advising**

Academic Advising is available to students. The purpose of this service is to provide immediate assistance to students who are dedicated to achieving their educational goals and objectives successfully.

## **Obtaining Transcript**

Transcripts are available upon request from school officials. An official electronic transcript has a basic service fee of \$10.00 and will be processed in five to seven business days. There is a \$7.00 fee for each additional copy of your official electronic transcript on the same request.

## **Transfer Credit**

Currently, State Career College does not have articulation agreements with any other colleges and post-secondary institutions. Therefore, the institution offers no guarantee of transferability of credits to any other institution. Students should consult with institutions to which they may seek to transfer credit.

## **STUDENT COMPLAINT POLICY**

Students with unresolved concerns regarding their education at State Career College should follow the procedure listed below:

Students should put their concerns into writing.

1. Students should submit the concerns to the appropriate school officials in the following order:
  - A. Instructor
  - B. Director of Education
  - C. School President

School Officials are required to respond within seven (7) business days of receiving the written concern. The student may take the next step of action if he/she did not receive a satisfactory response, or if the school official failed to respond to the written concern in a timely manner.

If the problem(s) remain unresolved, students may contact: the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education”  
1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701  
Phone: (217) 782-2551

## **CAREER SERVICES**

State Career College offers job placement assistance at no cost.

The goal of career services is to assist students with resume writing, networking and interviewing techniques encountered during a job search.

## **PLACEMENT ASSISTANCE**

Although job placement after graduation cannot be guaranteed, State Career College assists graduates in obtaining employment in their career fields.

Graduates who have not secured employment, or are seeking new opportunities, may contact the Career Services Department for assistance.

The institution DOES NOT GUARANTEE EMPLOYMENT.

## **MEDICAL ASSISTANT PROGRAM-900 CLOCK HOURS (45 WEEKS FOR DAY AND NIGHT CLASS)**

Module and Course Title	Clock Hours	Course Description
Blue- Administrative Procedures II	100 Clock Hours	The student will learn the basic computer basic concepts, telephone techniques, scheduling appointments, patient reception and processing, office environment, daily operations, written communications, mail processing, medical records management, health information management, privacy in the physician's office, banking services, procedures, medical practice management, the basics of diagnostic coding and procedural coding, basics of health insurance claim form and career development life skills.

<p>Red- Career Development and Administrative Procedures I</p>	<p>100 Clock Hours</p>	<p>This course will provide the student with knowledge regarding Basic Computer concepts, Written communications and Mail processing, Basics of Diagnostic coding and Procedural coding, Basics of Health Insurance and Claim Form, Financial Practice Management, Medical Practice Management and Marketing and Career development and Life Skills.</p>
<p>Pink- Fundamentals of Clinical Medical Assisting</p>	<p>100 Clock Hours</p>	<p>Students will have a mastery of vocabulary and will understand the broad scope of complexity of the medical assisting profession. They will understand the importance of personal appearance and the benefits of continuing education and affiliation with professional organizations. Students will develop needed communication and listening skills and will understand the grief process, recognize their own defense mechanisms, and develop appropriate skills to manage their defense mechanisms.</p> <p>Students will be able to explain the impact that the CEJA has on the medical community and understand the ethical and legal issues in the field of medicine. They will also demonstrate competency in interviewing a patient, completing a patient history, creating a patient record, and providing needed patient</p>

		<p>education through verbal and written educational materials. During this course student, also will demonstrate competency in standard precautions including but not limited to medical aseptic hand wash, disinfecting, sanitizing &amp; sterilizing instruments, following OSHA guidelines for disposal of infectious waste. Students will demonstrate competency in Vital Signs such as taking temperature and recording pulses; obtaining and recording respirations; and measuring and recording blood pressures. Students will demonstrate competency in examination room preparation and maintenance; positioning and draping of patients; assembling equipment and supplies for assisting with a routine physical examination; and the use of proper body mechanics.</p>
<p>Orange-Clinical Medical Assisting with Medical Specialties I</p>	<p>100 Clock Hours</p>	<p>This course prepares students to demonstrate competency in pharmacology principles, preparation of medications, including accurate pharmacology math calculations, administration, and documentation of medications for all routes of administration. Students will understand the pathophysiology related to the skin, gastrointestinal system (GI) and their accessory organs as well as the pathophysiology related to pediatric patients and be prepared to assist the physician with</p>



		<p>routine procedures associated in this age group. Students will also learn to demonstrate competency in instructing patients according to their specific dietary needs, which includes both verbal and written educational materials that are appropriate to meet the needs of a diverse population.</p>
<p>Purple- Clinical Medical Assisting with Medical Specialties II</p>	<p>100 Clock Hours</p>	<p>Students will understand the pathophysiology related to the nervous system, endocrine system, respiratory and cardiovascular systems. Students will understand the pathology related to geriatric patients and the impact of sensorimotor changes that occur during the aging process. Students will role-play many of the sensorimotor changes facing geriatric patients and develop effective methods of communicating with this special population. This course will also enable students to identify and label the cardiac cycle on an electrocardiogram (ECG) strip and accurately record a rhythm strip and a 12-lead ECG tracing; identify artifacts that may occur and be able to correct them; identify an abnormal ECG; This course also outlines various imaging modalities in radiology; methods for scheduling and sequencing imaging procedures; basic principles of film radiography, including patient positions for various x-ray views; radiation safety; and patient education for various diagnostic imaging examinations.</p>

<p>Green- Clinical Medical Assisting with Medical Specialties III and Assisting with Surgeries and Diagnostic Procedures</p>	<p>100 Clock Hours</p>	<p>This course will help students understand the pathophysiology related to the urinary system, male and female reproductive systems and accessory organs as well as be prepared to assist the physician with routine procedures associated with these systems. Procedures include assisting with a urologic, male and female reproductive examination. Students will be prepared to describe the role of the physician and medical assistant when performing urology procedures, including patient education on testicular self-examination and patient preparation for various urinary system diagnostic procedures. Procedures also include preparing the patient for cryosurgery assisting with the female examination, Pap smear, prenatal examination, patient education on breast self-examination, determining due dates, and patient preparation for various female reproductive system diagnostic procedures. Students will demonstrate competency in wrapping items for autoclaving and operating the autoclave. In the area of urinalysis, the students will be able to instruct patients in the proper collection of urine specimens needed for various testing procedures (e.g., routine urinalysis and urine culture and sensitivity testing). Proficiency in various CLIA-waived lab testing such as dipstick urine, pregnancy testing and CLIA-waived tests for urine analyzes, such as glucose and ketones, will be demonstrated. Students will be able to identify a variety of surgical instruments;</p>

		<p>suture materials, and surgical needles. Students will demonstrate competency in assisting with aseptic surgical procedures, applying a variety of bandages, performing wound care and understanding the concepts and safety precautions for electro surgery, laser, cautery, and cryosurgery.</p>
<p>Yellow- Assisting in Emergency Medicine and Medical Laboratory Procedures</p>	<p>100 Clock Hours</p>	<p>This course will enable students to demonstrate competency in the management of medical emergencies in the ambulatory care setting. This includes understanding the principles of CPR and first aid and being able to perform the skills necessary to safeguard the patient experiencing a medical emergency, as well as making sure the office is prepared for a medical emergency. Students will understand the pathophysiology related to the eye, ear, and throat as well as be prepared to assist the physician with routine procedures associated with these organs and systems. Procedure include screening the patient for vision and hearing acuity and accurately recording the results in the patient record; performing eye and ear irrigations; instilling eye and ear medications; and collecting a specimen for a throat culture. Students will be prepared to describe the role of the physician and medical assistant when performing ophthalmology and otolaryngology procedures. Students will demonstrate competency in in the collection of blood specimens, including the proper selection and use of collection devices and</p>

		<p>methods. Students will demonstrate competency in collecting appropriate specimens for hematology, immunology, immunohematology, chemistry, toxicology and perform CLIA-waived testing in these areas, including an automated hemoglobin, a micro hematocrit, preparation and staining of a blood smear, an erythrocyte sedimentation rate test, a blood glucose test, a cholesterol test, a serological test for infectious mononucleosis, and a toxicology screen. Students will understand the principles underlying microbiologic testing and will demonstrate competency in collecting acceptable specimens for microbiology testing, in performing a Gram stain and recognizing the Gram reaction of the stained organism, in proficiently swabbing a patient's throat for a throat culture or a rapid strep test, and performing a rapid strep test on a throat specimen.</p>
White- Introduction to Medical Assisting Career and Basic of medical Assisting	40 Clock Hours	<p>The student will be introduced to basic medical assisting that includes becoming a successful student, healthcare industry, the medical assisting career, introduction to infection control, vital signs, body systems, abbreviations, and introduction to emergency medicine.</p>
Externship	160 Clock Hours	<p>This course will provide the student with opportunity to demonstrate actual hands on application of clinical and administrative skills learned in previous modules and work together with others as part of the health care team in the medical office or other</p>

		outpatient settings where Medical Assistants are utilized.
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## Program Objectives

Upon completion of the Medical Assistant Program:

- Students will learn the medical assisting profession, professional behavior in the workplace, interpersonal skills, human behavior, medical law and ethics.
- Students will be skilled in performing the following clinical skills: Taking vital signs, assisting with various examinations, aseptic technique, administering medications, performing phlebotomy procedures and EKG's.
- Students will learn the medical terminology, basic human anatomy and physiology.
- Students will have the ability to perform the administrative responsibilities such as completing medical insurance forms, the basics of diagnostic and procedural coding, telephone techniques, scheduling appointments, and daily office operations.
- Student will be certified in Basic Life Support by the American Heart Association.

## Program length

The Medical Assistant Program is 45 weeks for all schedules that includes day, afternoon, and night students.

## Job objective

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

## Program delivery

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

Upon successful completion of program diploma will be issued. Note: refer to graduation requirements on page 36.

## **CHAIRSIDE ASSISTING PROGRAM-200 CLOCK HOURS (17 WEEKS FOR DAY AND NIGHT CLASS)**

<b>Course Title</b>	<b>Clock Hours</b>	<b>Course Description</b>
Fundamentals of Assisting	50 Clock Hours	In this course, the student will be introduced to the basic components of dental assisting, which includes classroom and laboratory training in the following skills: charting, chair side assisting, aseptic technique (infection control), impression taking using alginate, fabrication of study cast and basic tray set-up.
Operative Dentistry	50 Clock Hours	The student will learn the proper manipulation of commonly used cements and bases. In this course, amalgam and composite instrumentation will also be taught.
Chairside Assisting	50 Clock Hours	In this course, the student will learn the various dental specialties instrumentation which includes hands-on training and basic knowledge in coronal polishing.

Dental Radiography	50 Clock Hours	Students will learn the proper procedure for exposing, developing and mounting periapical and bitewing radiograph.
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## Program objective

Upon completion of the Chairside Assisting Program:

- Students will learn the basic components of chairside assisting, which include classroom and laboratory training in the following skills: charting, chairside assisting, sterilization of instruments (infection control), and impression taking using alginate, fabrication of study cast.
- Students will be skilled in performing the following clinical skills such as:  
Tray set-ups for various dental specialties such as endodontic, prosthodontics, pediatric and periodontics; Manipulating dental cements and dental materials;  
Develop skills needed to expose process.
- Students will be certified in Basic Life Support by the American Heart Association.

## Program length

The Chairside Assisting Program is 17 weeks for all schedules that includes day, afternoon and night students.

## Job objective

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

## Program delivery

The Chairside Assisting Program is a residential training program and no portion is offered by distance learning.

Upon successful completion of program diploma will be issued. Note: refer to graduation requirements on page 36.

## **BASIC NURSING ASSISTANT PROGRAM-138 CLOCK HOURS (8 WEEKS FOR DAY AND NIGHT CLASS)**

### **PROGRAM DESCRIPTION**

This program will prepare the graduated student to become a valued part of the health care team, by providing both classroom and clinical instruction. This program further more prepares the student to follow Illinois rules and regulations of practice that promotes holistic and quality care and positive health care outcomes in residents or patients.

Module	Title	Module Description	Hours
Module I	Introduction to Health Care	The student will be introduced to the functions of health care organizations, the interdisciplinary team, the CNA role across health care settings, nursing assistants as a para-professional, and information sharing.	4
Module II	Rights and Responsibilities	The student will be introduced to patient rights and holistic care.	4
Module III	Infection Control in the Health Care Setting	The student will be introduced to infection control issues and equipment and supplies.	4
Module IV	Emergency Procedures	The student will be introduced to fire safety, disasters, foreign body airway obstruction, incidents,	3



		and state and federal regulations.	
Module V	Injury Prevention in the Healthcare Environment	The student will be introduced to risk management, resident safety, personal safety, equipment safety, and documentation.	3
Module VI	Care of the Resident	The student will be introduced to the resident living space, admission, transfer, and discharge, psychosocial concerns, promoting resident comfort and managing pain, the body structure, the integumentary system, the musculoskeletal system, the gastrointestinal system, the urinary system, the reproductive system, the cardiovascular system, the respiratory system, and the nervous system.	54
Module VII	Fundamentals of Rehabilitation/Restorative Nursing	The student will be introduced to the philosophy of rehabilitation and restorative care, principles of	2

		rehabilitation, rehabilitation and restorative nursing, the rehabilitation team, state and federal regulations, the CNA's role, and ADL Programs.	
Module VIII	End of Life Care	The student will be introduced to end of life issues, state and federal regulations, the care of a dying person, and post mortem care.	4
Module IX	Alzheimer's Disease and Related Dementias	The student will be introduced to cognitive impairments, the Alzheimer's Disease, impacts of the cognitive impairments, state and federal regulations, ability centered care, understanding behaviors as unmet needs, safety, psychosocial needs, and resources.	12
Module X	Clinical	The student will be introduced to caring for a resident within the health care setting and what it is to be a part of the health care	48

		team.	
Total			138

## Program objective

Upon completion of the Basic Nursing Assistant Program:

- Become a valued part of the health care team in the nursing home, hospital, or home care setting as a Certified Nursing Assistant, caregiver, home services worker, care manager or home health aide.
- Successfully follow Illinois rules and regulations of practice that promotes holistic and quality care and positive health care outcomes in residents, patients, or clients.
- Students will be certified in Basic Life Support by the American Heart Association.

## Program length

The Basic Nursing Assistant Program is 8 weeks for all schedules that includes day, afternoon and night students.

## Job objective

Upon completion of the program, the student should be prepared to work as a valued part of the health care team in the nursing home, hospital, or home care setting as a Certified Nursing Assistant, caregiver, home services worker, care manager or home health aide.

## Program delivery

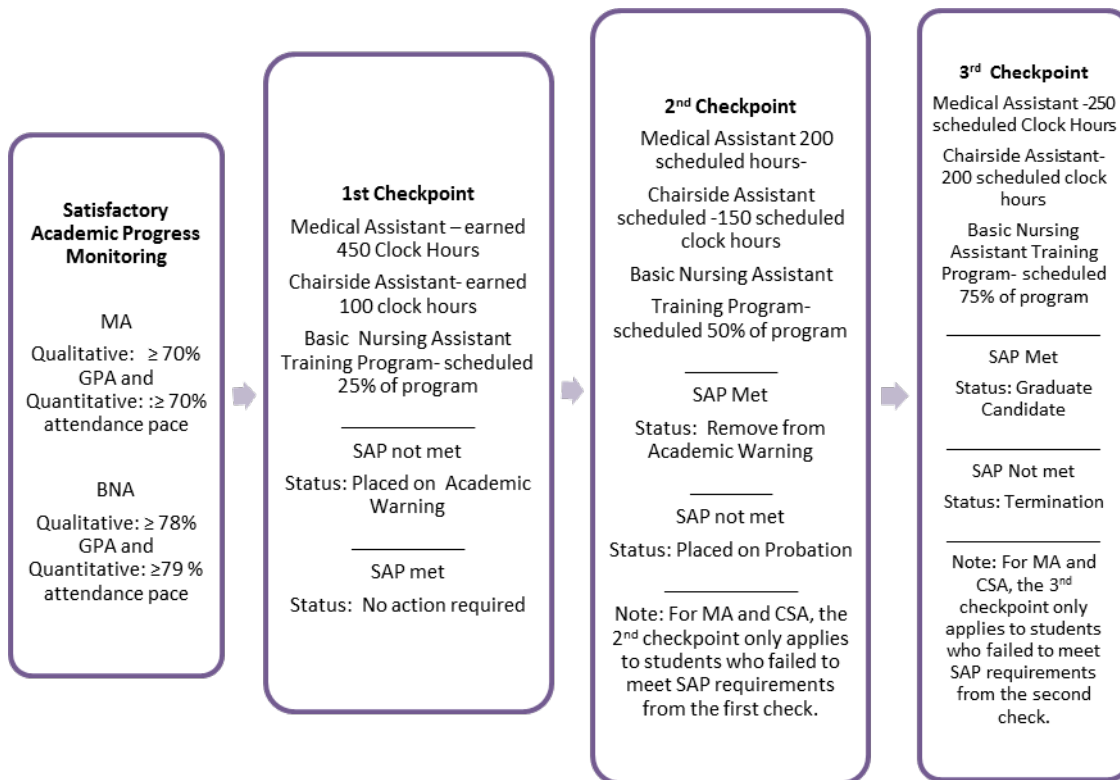
The Basic Nursing Assistant Program is a residential training program and no portion is offered by distance learning.

Upon successful completion of program certificate will be issued. Note: refer to graduation requirements on page 36.

# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain within a program unless the student is on "Academic Warning" or "Probation" as defined in this policy. This standard is applicable to all students including non-financial aid recipients.

The education department monitors student hours accumulated utilizing State Career College's Portal System and verifies the student's qualitative and quantitative progress. The education department will fill out and sign the Status Change Notification form. The instructor and student will meet and discuss the student's SAP status and have the student sign the Status Change Notification form. The instructor will then forward the form to the Director of Financial Aid, that person will sign, keep a copy, and forward the original form to the Registrar. The Director of Financial Aid will process updates to the student's financial aid. The Registrar will then sign the Status Change Notification form, obtain the Business Manager's signature and file the document in the Student's file.



## **Attendance Standard**

Students must attend at least 70% of the hours they are scheduled to attend based on the student's enrollment agreement to meet the SAP requirements. A student's attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of actual attendance as of the evaluation date/}}{\text{Cumulative clock hours of scheduled attendance as of the evaluation date}}$$

For example, a student who is enrolled for 20 clock hours per week for 45 weeks would have a cumulative scheduled attendance of 900 clock hours. If the student attended 630 of the 900 scheduled hours, his/her attendance pace would be 70.0% (630/900) and would be meeting the attendance requirement of this policy.

## **Excused Absence**

The first 10% of absences may be counted as excused absences only if the student is excused from hours that were scheduled, were missed and do not have to be made up for the student to receive the diploma or certificate for the program. For instance, if the scheduled hours are 900 hours only 90 hours will be excused. If the student attended 630 of the 900 scheduled hours, his/her attendance pace would be 70.0% (630/900) and would meet the attendance requirement of this policy.

## **Unexcused Absence**

Any unexcused absences of the scheduled hours, per module, will need to be completed to meet the attendance graduation requirements. In the event that unexcused absences are not completed for that module, the student will receive an "incomplete". When an "incomplete" is given due to the lack of attendance, the student will be required to meet the attendance requirements to be considered "passed" and further coordination with the Education Department may be necessary. Exceeding the Maximum Time Frame will result in a SAP violation.

\*Please refer to the Medical Assistant Program Student Handbook for the attendance policy details specific to the Medical Assistant Training Program.

\*Please refer to the Basic Nursing Assistant Training Program Student Handbook for the attendance policies specific to the Basic Nursing Assistant Training Program.

## **ACADEMIC STANDARD**

All theory, practical, and lab/clinic exams will be graded using the following scale:

## Grading System

Program	Grading System
Medical Assistant and	90% - 100% Excellent (A) 80% - 89% Above Average (B) 70% - 79% Satisfactory (C) Below 69% Unsatisfactory (D)  Students must maintain an academic average of at least 70% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.
Chairside Dental Assistant	95% - 100% Excellent (A) 85% - 94% Above Average (B) 70% - 84% Satisfactory (C) Below 70% Unsatisfactory (D)  Students must maintain an academic average of at least 70% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.
Basic Nursing Assistant	93%-100% Excellent (A) 84%-92% Above Average (B) 78%- 83% Satisfactory (C) Below 78% Fail (D)  Students must "PASS" all "PASS/FAIL"

	portions of the course in addition to maintaining an academic average of at least 78% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and to be considered as making satisfactory academic progress.
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**Review and Evaluation Periods**

Student progress will be reviewed by the institution at midpoint to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. At this point, the student will be on the status of “Academic Warning.”

**“Academic Warning” and “Probation”**

Students who fail to meet either of the two progress standards as of an evaluation date, that student will be placed on Academic Warning status. At the end of the Academic Warning period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain within the program. If the satisfactory academic progress standard has been met at the end of the Academic Warning period, the Academic Warning status will be removed. If the satisfactory academic progress standard has not been met at the end of the Academic Warning period, the student will be placed on “probation”. If satisfactory academic progress has not been met by Maximum Time Frame, the student will be dismissed from the program. However, the student may file an appeal to be reinstated.

**Appeals**

Students who have been designated as not making satisfactory academic progress at Maximum Time Frame will be dismissed from the program however may appeal this determination with the institution based on mitigating circumstances. The student’s appeal must be made in writing to the Director of Education and must be received within 10 days of the determination of unsatisfactory progress. The student’s appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the institution’s standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The institution will review the student’s appeal and related documentation and its resulting decision will be final. Students will be notified within two weeks of appeal in person or by telephone. For the Basic Nursing Assistant Training Program, our institution does not accommodate any appeals due to the structure of the program.

However, students may be eligible for re-enrollment based upon the reason for unsuccessful completion of the program and will be required to re-do the application process.

## **Reinstatements**

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period. If a student was dismissed from a program due to not meeting satisfactory academic progress, a reinstatement will be granted when an appeal has been approved. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had prior to their departure.

## **Denial of Appeal**

If an appeal was denied, the student will be terminated from the program.

## **COURSE INCOMPLETES AND REPETITIONS**

The institution offers grades of “incomplete”. When an incomplete grade is given, the student will be required to fulfill all academic and attendance requirements for each module to be considered “passed”. The student will not be permitted to graduate with an “incomplete” module in order to adhere to the graduation requirements of the institution. In the case where a student “fails” a module that student will be required to increase his/her academic grade in order to pass the module. In either case, incomplete or fail, if the student does not meet all requirements (qualitative and quantitative) by the time of Maximum Time Frame, the student will be withdrawn from the program. The institution does permit module repetitions but prior approval is required to ensure that the Maximum Time Frame policy is not violated. The institution does not permit course repetition.



## MAXIMUM TIME FRAME

The maximum time frame cannot exceed 150% of the published length of the program\*. If the student exceeds the maximum time frame, the student will be withdrawn from the program.

Program	Calculation of Maximum Time Frame	Maximum Time Frame
Medical Assistant	Maximum Time Frame= Hours of Program x 150%  900 hours' x 150 %	1350 hours
Chair-side Dental Assistant	Maximum Time Frame= Hours of Program x 150% 200 hours' x 150%	300 hours
*Basic Nursing Assistant	The Administrative Code is established by the Illinois Department of Public Health. Title 77; Chapter I; Part 395; Section 395.150; a; 2 states, "The basic program content shall be presented in a minimum time frame of three weeks, but cannot exceed 120 days,". It has been determined by the institution that in order to be compliant with reporting deadlines by SIU-C and IDPH, the student must complete the program in 152 hours.	152 hours

## LEAVE OF ABSENCE

Students must submit in writing or email a request for a leave of absence. The request must be signed, dated and include the reason for which the student is requesting the leave of absence and the anticipated return date. Leave of absence must be pre-approved by the School President designee unless sudden circumstance prevents the student from obtaining pre-approval. A leave of absence will be only approved if:

- The reason for the request is justified.
- There is reasonable expectation that the student will return to school.

- The cumulative number of days may not exceed more than 180 days per 12-month period.
- Prior arrangements have been made for the student to be able to continue the academic coursework upon return from the leave of absence.

Under extenuating circumstances, a student may be granted more than one leave of absence as required by law (e.g. FMLA, military deployment orders, etc.). Additional request(s) must have the appropriate documentation. Failure to return to school on the scheduled return date will result in immediate withdrawal from the institution per the withdrawal policy. Time for an approved leave of absence will not be counted towards the calculation of a student's maximum program length. Withdrawal affects government loan repayment terms, including the grace period, and any other education loans that may be held by the borrower.

## **NON-PUNITIVE POLICY**

State Career College awards pass/fail grades. If the student does not pass a module, course, or section of education and exceeds the Maximum Time Frame, the student will be withdrawn from the program.

## **TRANSFERS**

State Career College allows transfers due to extenuating circumstances.

The following rules are applied to transfer students:

- Transfer students must start within five training days from the last date of attendance.
- Minimum of one (1) transfer is allowed by the institution. Students who violate the transfer rule will be dismissed from the institution.

## **NON- CREDIT REMEDIAL COURSE**

State Career College does not offer remedial courses.

## **STUDENT CONDUCT AND DISCIPLINE GUIDELINES**

The following statements define some behaviors that are not in agreement with the educational objectives of State Career College and will lead to disciplinary action or immediate termination from the institution

- A. Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- B. Forgery, alteration, misuse or mutilation of institute documents, records, identification, educational materials, and institute property.

- C. Obstruction or disruption of teaching administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
- D. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- E. Unauthorized entry, use, or occupation of school facilities.
- F. Theft or damage to property of State Career College including using or attempting to use school property in a manner inconsistent with its designed purpose.
- G. Use or possession of firearms, ammunition, or other dangerous weapons, substances or materials including bombs, explosives or incendiary devices prohibited by law.
- H. Disorderly conduct or lewd, indecent or obscene conduct or expression.
- I. Violation of federal, state or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, the violation of which occurs on school property or at school functions.

Failure to comply with the verbal or written directions of any school official acting in the performance of his or her duty and in the scope of his/her authority, or resisting a security officer while acting in the performance of his/her duty, will be subject to appropriate disciplinary action.

Violation of any of the above may subject the student to any of the following:

- Verbal Warning or Counseling
- Written Warning
- Probation
- Immediate Dismissal

Re-admission will be on a probationary basis only.

## GRADUATION REQUIREMENTS

Program	Attendance	Grade	Externship
Medical Assistant	Must complete 900 hours	≥ 70% for each module	Completion of 160 hours of externship
Chairside Assistant	Must complete 200 hours	≥70% for each module	n/a
Basic Nursing Assistant	Must complete 120 hours	Students must “PASS” all “PASS/FAIL” portions of the course in addition to maintaining an academic average of at least 78% (C) or higher on a cumulative basis.	n/a

# **SATISFACTORY PROGRESS POLICY FOR VETERANS RECEIVING VETERANS' EDUCATION BENEFITS**

The Satisfactory Progress Policy found in the School Catalog applies to all students who are receiving federal veterans' education benefits (GI Bill), except that these veterans must adhere to more stringent requirements as defined in this Addendum.

## **Evaluation Time Frames**

The State Career College will evaluate veterans for attendance and grades at the end of each 5-week module for all approved programs.

## **Attendance Progress**

A student must maintain a minimum of 75% attendance average each 5-week module in order to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill program.

## **Academic Progress**

The minimum grade average required, for theory and practical combined, is 70%.

## **Probation and Dismissal**

State Career College will place students failing to meet either the attendance or the academic progress requirements on probation for a period of one month.

State Career College will reevaluate a student's progress at the conclusion of the probationary period. If State Career College determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if State Career College determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, State Career College will terminate the student from the GI Bill program.

State Career College, however, may grant a second probationary period of one month if extenuating circumstances warrant such action. State Career College will reevaluate a student's progress at the conclusion of this second probationary period. If State Career College determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if State Career College determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, State Career College will terminate the student from the GI Bill program.

**Reinstatement of Students Dismissed for Unsatisfactory Progress**

Students dismissed for failing to meet standards of academic progress may not be re-admitted.

**STATEMENT ON ATTENDANCE FOR VA CERTIFICATION**

The State Career College will certify a veteran’s enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires State Career College to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the State Career College must report this issue to the USDVA.

**Graduation Requirements**

A student will graduate upon successful completion of each course of their program of education. Successful completion requires a passing grade of the minimum 70% in each course of study, minimum of 75% attendance, and completion of each course of study within the specified time period for the program. Upon successful completion of the program a student will receive a certificate of completion from State Career College.

**Credit for Previous Education and Training for Students receiving GI Bill Benefits**

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of State Career College. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

**Students Records**

Student records and transcripts are maintained by State Career College and are available to students by calling or writing:

State Career College  
2770 Grand Ave  
Waukegan, Il 60085  
847 693 3838

This policy applies to all approved programs offered by State Career College.

## **USE OF COPYRIGHTED MATERIALS**

Copyright is a protection given to original written materials and works of art. It allows the author or the artist to control the reproduction of her work. Since 1978, all materials enjoy copyright protection from their inception, even if the author or artist. As a result, State Career College employee may not reproduce written materials or works or unless the works are considered within the public domain or meet the criteria established by the Fair Use Act.

**Public Domain:** Works that fall within the public domain are those that contain common information. Examples include height and weight charts, standard calendars, and the like.

**Fair Use Act:** Under the Fair Use Act, copyrighted works may be reproduced, for instructional purposes only, without permission, if ALL of the following criteria apply.

- Spontaneity: There is not enough time to obtain copyright permission.
- Single Use: The work is copied one time, i.e. for a class. If the work is to be copied for subsequent classes, copyright permission must be obtained.
- Length: The portions of the work may be copied are limited in length. Paragraphs or a few pages may be copied; whole chapters may not be copied.

For works that are not within the public domain or do not meet the parameters of the Fair Use Act, the State Career College Education Department will seek copyright permission.

Employees are reminded that State Career College curricula are the property of and may not be copied or used outside of their employment with State Career College.

## **METHODS OF PAYMENT**

State Career College accepts cash, money order, cashier's check and credit card.

## **STUDENT FEDERAL FINANCIAL AID ELIGIBILITY**

A participant in federal financial aid programs must:

1. Be enrolled as a full-time student in an eligible program of study.
2. Have a high school diploma or equivalent.
3. Be a U.S. citizen or national, or an eligible non-citizen with valid Social Security Number.
4. Have financial need (except for some loan programs) as determined by an analysis system approved by the Department of Education.
5. Determining Student Need- Financial need equals the difference between the stated

costs of attending school, less the resources available to the student. Stated cost may include tuition, books, supplies, uniform, room and board, personal expenses, transportation and related expenses of the student's dependents, if any. Resources include applicant's earnings; spouse's earnings (if the student is married); parents' contribution (if the student is dependent); federal and state grants benefits; public assistance, savings, assets and other taxable and non-taxable income.

6. Maintain Satisfactory Academic Progress.
7. Provide required documentation for the verification process and for determination of dependency.
  - i) Verification Policy- Verification means that the information provided on the Free Application for Federal Student Aid will be verified against confirmed documentation. Student selected for verification will not receive federal grants or subsidized student loans unless the verification is completed. There is no exception. Students who are selected for verification will be notified in writing of the documentation required; the deadline of the submission is within 10 business days, and the consequences of failure to meet this deadline. The deadline for submission of documentation is 10 business days from the time of notification. Deadline extension may be requested. If the student fails to meet the deadline for submission of documentation, he/she will not be eligible for need based with financial Aid to re- evaluate the plan for funding the student's education. If a student is identified as having received an overpayment of funds, the Department of Education will be notified immediately. Not be in default of a student loan.
8. Not owe a refund on a Federal PELL Grant or Federal Supplemental Educational Opportunity Grant.
9. Agree to use any Federal Student Aid received solely for educational purposes.
10. Be enrolled in at least a 600-clock hour program.
11. Have registered with the Selective Service, if required.

#### Financial Aid Student's Rights

Financial aid applicant or recipient, students have the following rights:

- To be advised of what financial aid programs are available and how to apply for them.
- To be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid.
- To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing.
- To have all application information treated with the highest confidentiality.

## **FINANCIAL AID STUDENT'S RESPONSIBILITIES**



As a financial aid applicant or recipient, students have the following responsibilities:

- To apply for financial aid early if a student wishes to be considered for financial assistance.
- To submit all required forms accurately and completely.
- To provide documentation, verification of income, corrections and or/any information to complete financial aid file.
- To accept responsibility for all forms and agreements the student signs.
- To use financial aid only for the student's actual educational expense.

## **STUDENT AID PROGRAMS**

State Career College is approved by the U.S. Department of Education to participate in the following Title IV programs:

Prospective students may secure an application to participate in Federal Student Aid programs from the Student Financial Aid department of the school or from a high school counselor. State Career College will process the application electronically. The central processor will calculate the Expected Family Contribution according to the Federal Needs Analysis. All information submitted to the central processor is subject to various edits. Students also have the option of filing the application on their own by using FAFSA on the Internet or mailing the application via regular mail.

### **Federal Pell Grant (FPELL)**

Federal Pell grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Because they are grants, students are not responsible for repayment. Eligibility is determined by the student's need, the cost of attendance and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by the standard formula used by the United States Department of Education. The Federal Pell Grant assists with funding post-secondary education.

### **Federal Family Education Loans or William D. Ford and Federal Direct Loans (Subsidized and Unsubsidized)**

Federal Family Education Loans or William D. Ford Federal Direct Loans are another source of Federal Student Aid. Loans may be obtained from either the Federal Family Education Loan (FFEL) funded by a lender, such as a bank, credit union or savings and loan association or the William D. Ford Federal Direct Loan Program funded by the U.S. Department of Education.

Loans obtained through these programs are lower interest rate loans that are insured by

guarantee agencies or the U.S. Department of Education. A student can apply for Stafford Loans through the school's financial aid department.

Student eligibility must be determined using the results of the Free Application for Federal Student Aid, and a student must be enrolled in an approved program at least half-time to participate in Federal Title IV programs. The loan must be used to pay for direct and/or indirect educational expenses.

## **Subsidized Stafford Loan**

The Subsidized Stafford Loan is one in which the interest on the amount borrowed is not charged to the borrower while in school and for six months after leaving the school. Interest is paid to the lender by the U.S. Government. Students who demonstrate financial need may qualify for a Subsidized Stafford Loan.

## **Unsubsidized Stafford Loan**

The Unsubsidized Federal Stafford Loan Program is a loan program that allows students to borrow a Federal Stafford Loan when previously they would not have been eligible because they did not demonstrate sufficient financial need for a Subsidized Stafford Loan.

The same terms and conditions as the Subsidized Federal Stafford Loan apply except that the borrower is responsible for interest that accrues while she/he is in school.

The Federal Stafford Loans have a six-month grace period from the time of graduation or the last date of attendance before repayment begins. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his or her loan.

## **Federal PLUS Loans (Parent Loan) or Federal Direct PLUS Loans**

The Federal PLUS or Federal Direct PLUS is available to parents of dependent students to help pay for educational expenses of the student. PLUS, loans are not based on need and when combined with other resources, cannot exceed the student's cost of education.

The interest rate is variable and cannot exceed 10.5 % percent and is determined annually. Repayment begins 60 days after the final disbursement of the loan. Applications can be obtained from the Institute's Financial Aid department or from the lender.

## **SCHEDULE OF FINANCIAL AID DISBURSEMENT**

The program is 900 clock hours and 45 weeks of instructional time in length and consists of 9 successive graded courses. The breakdown of the program will be as follows:

Number of Weeks	Total Hours	Payment Period
2 Weeks	40 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	At 451 clock hours will be 2 <sup>nd</sup> payment
5 Weeks	100 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	
8 Weeks	160 Hours	

## **OFFICIAL VS UNOFFICIAL WITHDRAWAL**

Official withdrawals occur when the student follows all the steps involved in completing the withdrawal process set by the college. A withdrawal occurs when a student does not attend classes for the full time that his or her federal aid eligibility is covered, and fails to meet the institution's Satisfactory Academic Progress Policy. If this occurs and the student has not gone through the college's official withdrawal process, the withdrawal is considered an unofficial withdrawal and the college must determine how many days the student remained active in his or her course of study.

## **OFFICIAL VS UNOFFICIAL WITHDRAWAL DETERMINATION**

Regardless of whether the withdrawal was done officially or unofficially, the registrar of the college determines the date of withdrawal. In the case of unofficial withdrawals, the registrar may work in conjunction with other school officials to determine the last date the student was considered to have participated in his or her classes.

## **RETURN OF UNEARNED TITLE IV FUNDS**

The school must return the lesser amount of Title IV funds the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student

(or parent, if a Federal PLUS loan) must return or repay, as appropriate: any Title IV loan funds in accordance with the terms of the loan; and the remaining unearned Title IV grants (not to exceed 50% of the grant) as on overpayment of the grant. Examples of the Return of Title IV calculation are available upon request in the Financial Aid Office.

## **ORDER OF RETURN OF SFA FUNDS**

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- Unsubsidized Stafford Loan Program
- Subsidized Stafford Loan Program
- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins Loan Program
- Federal PLUS loans
- Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required

## **RETURN OF TITLE IV FUNDS**

All institutions participating in federal Student Financial Aid Programs are required to use a statutory schedule to determine the amount of Title IV funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The standards, in general, require that if a recipient of Title IV funds withdraws or is terminated from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of Title IV funds the student did not earn, and those funds must be returned. Up through the 60% point in each pay period of enrollment, a statutory schedule is used to determine how much Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds.

## **REFUND POLICY**

### **Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 5 days (until midnight of the fifth day excluding Saturdays, Sundays and legal holidays) after the enrollment

contract is signed but prior to the first day of class. Students who provide written notice of cancellation after midnight of the fifth day following acceptance, and prior to the close of business on the student's first day of class attendance, will only be charged the application/registration fee, which may not exceed \$150 or 50% of the cost of tuition, whichever is less. Deposits or down payments shall become part of the tuition. Students giving written notice of cancellation after the first day will follow the policies provided by the Tuition Refund paragraph that follows.

A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

## **Tuition Refund**

Textbooks and supplies are provided by the State Career College, and are included in the total instruction cost. When notice of cancellation is given after the student's completion of the first day of attendance, the student will be financially responsible for the cost of any books or materials, which have been provided by the school. There is no charge for unused and unmarked textbooks.

Students should give written notification to the State Career College (in person or by registered mail) of their intention to withdraw from a program. However, the State Career College does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of fourteen (14) consecutive class days, the State Career College shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal for refund computation purposes shall be the last day of attendance.

Refunds shall be made within forty (45) days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within forty (45) days from the date the institution terminates the student or determines that the student has withdrawn.

## **Refund Schedule**

- If a notice of withdrawal is given after the first day of classes but prior to the end of 5% of the program, State Career College shall retain the application registration fee, 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school. There is no charge for unused and unmarked textbooks.

- When a student has completed in excess of 5% of the course of instruction, State Career College may retain the application/ registration fee, but shall refund a part of the tuition and other instructional charges in accordance with the following schedule.
  - When notice of withdrawal is given after 5% of the program is completed, but within the first four (4) weeks of classes, the State Career College shall refund at least 80% of the tuition.
  - When notice of withdrawal is given after the end of the fourth week, before completion of 25% of the course, the State Career College shall refund 55% of the tuition.
  - When notice of withdrawal is given after 25% of the program is completed but before 50% of the program is completed, State Career College shall refund 30% of the tuition.
  - When notice of withdrawal is given after 60% of the program is completed, State Career College shall retain full tuition, and no refund shall be provided.
- When a student enrolls in a program lasting longer than twelve (12) months and withdraws during the first twelve (12) months, the refund formula shall be based on tuition owed for twelve (12) months. The State Career College shall refund 100% of any tuition collected for the obligation beyond the twelve (12) months.

## **§ 1098cc. Tuition refunds or credits for members of armed forces**

U.S. Code Title 20 Education – Chapter 28 Higher Education Resources and Student Assistance:

### **(a) Sense of Congress**

It is the sense of Congress that—

- (1) all institutions offering postsecondary education should provide a full refund to students who are affected individuals for that portion of a period of instruction such student was unable to complete, or for which such individual did not receive academic credit, because he or she was called up for active duty or active service; and
- (2) if affected individuals withdraw from a course of study as a result of such active duty or active service, such institutions should make every effort to minimize deferral of enrollment or reapplication requirements and should provide the greatest flexibility possible with administrative deadlines related to those applications.

### **(b) Definition of full refund**

For purposes of this section, a full refund includes a refund of required tuition and fees, or a credit in a comparable amount against future tuition and fees. (Pub. L. 108–76, § 3, Aug. 18, 2003, 117 Stat. 906.)

## **Administrative Policies**

This catalog is not to be construed as a contract between the student and the school. The administration reserves the right to make changes to any conditions or requirements, including fees, class schedules and hours, consolidate classes, change locations and make changes in equipment and curricula without notice, based upon the prior approval of Illinois Board of Higher Education.

## **Withdrawal Process**

The State Career College Business Office is notified by the Education Department or by the student of the student's withdrawal. Based on this notification, the student file is pulled, the withdrawal information is reviewed, and an R2T4 calculation is performed if appropriate.

All Leave of Absence (LOA) requests should be submitted no later than the student's last day of attendance for consideration. If they are approved for an LOA, then no R2T4 calculation is performed (unless the student fails to return.)

All withdrawal files must be reviewed within 30 days to comply with Federal Post Withdrawal Disbursement calculation regulations.

If a student has received Federal Stafford/PLUS loan funds or Federal Grant funds during their current period of enrollment, and there is a break in their attendance that is considered a withdrawal, an R2T4 calculation is required to be performed. If a student has not yet been awarded, but has a valid ISIR for the current award year, and is Federal Grant eligible based on their ISIR, an R2T4 calculation is needed to discover potential Post Withdrawal Disbursements for the Federal Grant.

When a student withdraws from or is withdrawn by the institution where the break in attendance for 14 days consecutively, and the student did not receive approval for an LOA, this is considered a withdrawal. These withdrawals require an R2T4 calculation if Federal funds have been disbursed for the current payment period, or if the student is eligible for a post withdrawal disbursement of federal funds.

For current financial aid recipients, a tuition percentage will be determined based on the return of Title IV funds regulations. The Office of Financial Aid determines the return of Title IV funds percentage and informs the Business Office. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student, as outlined below.

The return of funds policy follows these steps.

- 1) Determine the percentage of the enrollment period completed by the student.  
 $\text{Hours Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$  If the calculated percentage exceeds 60 percent, and then the student has “earned” all Title IV aid for the enrollment period.
- 2) Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal.  
 $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$
- 3) Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.  
 $\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$   
If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- 4) Distribute the responsibility to return funds between the institution and the student.  
and the students are both responsible for returning unearned funds to the appropriate programs in specific loan/grant order. The institution must return the lesser of:
  1. The total amount of unearned aid; OR
  2. Institutional charges multiplied by the unearned percentage.

Amounts that must be returned will first be applied to federal loans and then to grants. Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

The student will also be billed for any amount due to resulting from the institution return of federal aid funds. For example, if is required to return federal aid, which was used to pay a portion of the student’s charges for the enrollment period, the student is required to pay for the unpaid portion of the charges.

If a student owes any money to the school resulting from the return of federal aid funds, the student will receive a bill from the accounting office.

Any refund or repayment obligation will be clearly outlined for the student in writing and will also appear on their bill.

- Return the Title IV aid, based on the type of aid disbursed, in the following order:
  1. Federal Unsubsidized Stafford Loan
  2. Federal (Subsidized) Stafford Loan
  3. Federal PLUS (Parent) Loan
  4. Federal Pell Grant



If the contracted charges are adjusted downward by the Business Office after the withdrawal was finalized, any credit balance will be refunded to the funding source in the order outlined above.

The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Stafford Loans will begin on the day of the withdrawal from. The student should contact the lender if they have questions regarding their grace period or repayment status.

The student's eligibility for future financial aid may change based on their withdrawal from and SAP standards.

## **POST-WITHDRAWAL DISBURSEMENTS**

A post withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned FSA, and has no relationship to incurred educational costs.

GEMCOR is responsible for notifying the student of the post withdrawal disbursement. They will also track this process and make any disbursements. This will be done on behalf of.

### *Procedures*

- 1) If a student is eligible for a post withdrawal of a federal grant, it will be disbursed within 45 days of the date of determination of withdrawal.
- 2) A student/parent is notified of eligibility for a post-withdrawal disbursement of a Federal loan within 30 days of the withdrawal date by email and must respond within fourteen days.
- 3) If student/parent accepts the post withdrawal disbursement of a federal loan, it must be made as soon as possible but no later than 180 days of the withdrawal date.
- 4) GEMCOR will track this notification and make appropriate updates in the system as necessary.
- 5) When the student/ parent's response is received by GEMCOR it will be updated in the system.
- 6) The priorities for disbursement are grants first; paid to outstanding institutional charges before being paid directly to student.

## **RETURNING UNEARNED FUNDS**

The student could both be responsible for returning unearned funds to the appropriate programs in specific loan/grant order, depending on the result of the R2T4 calculation.

Must return the lesser of:

1. The total amount of unearned aid; OR
2. Institutional charges multiplied by the unearned percentage.

Amounts that must be returned will first be applied to federal loans and then to grants. Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

The student will also be billed for any amount due to resulting from return of federal aid funds. For example, if is required to return federal aid, which was used to pay a portion of the student's charges for the enrollment period, the student is required to pay for the unpaid portion of the charges.

If a student owes any money to resulting from the return of federal funds, the student will receive a bill from the Business Office

## **VERIFICATION POLICY**

### Verification Process

Each year the US Department of Education designates financial aid recipients whose documentation will be verified. Verifies every file identified by the federal government as part of its own verification process. Financial aid recipients' files are verified all year using a Verification worksheet designed by which complies with federal regulations.

### Verification Documentation

A dependent student is required to provide copies of the student's parent's tax return transcript as well as the student's al tax return transcript. An independent student is required to provide the student's tax return transcript and that of the student's spouse, if the student is married. In both cases, only tax return transcripts will be accepted. For a student who has not filed tax returns, copies of the student's W-2 forms are required.

### Verification Deadline

Once a student is selected for verification, they are required to submit all documentation within 30 days of the date the letter was sent. Ways to request for a tax transcript: VIA the internet at [WWW.IRS.GOV](http://WWW.IRS.GOV) Via phone by calling 1-800-908-9946  
Via mail or fax by completing IRS Form 4506T-EZ

### Eligibility Changes

#### Resulting from Verification

If the verification process results in a change of a student's financial aid eligibility, repackages the student for financial aid based on their new eligibility status and notifies the student with a new award letter.

Eligibility Issues

Citizenship Documentation

Uses any acceptable documentation in the Federal Student Aid Handbook for US citizens or permanent residents.

Conflicting Data

If in the process of reviewing a student's financial aid file's Financial Aid Office notices conflicting data, the conflict must be resolved before awarding can take place.

Resolving Conflicting Data

The process of resolving the conflicting data is for the Financial Aid Office

to: Send out a form to the student if appropriate

Send a written notification to the student with a question or a request for additional documents

Send a written notification to the student with a request that a student needs to contact the Financial Aid Office

Have a phone conversation with the student.

## **COMPLAINTS**

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE  
BOARD OF HIGHER EDUCATION  
ILLINOIS BOARD OF HIGHER EDUCATION  
DIVISION OF PRIVATE BUSINESS VOCATIONAL SCHOOL OF  
1 N. OLD STATE CAPITOL PLAZA, SUITE 333  
SPRINGFIELD, ILLINOIS 62701-1404  
FAX NUMBER: (217) 782-8548 TELEPHONE NO.: (217) 782-2551  
WWW.IBHE.ORG

## **PROGRAM START DATES**

### **Medical Assistant and Chairside Assistant**

Pre-MA Start Dates	Module (Color)	Start Dates	End Dates	Externship Start	Graduation Date
1/22/2016	Red	2/5/2016	3/11/2016	10/28/2016	1/11/2017
2/29/2016	Blue	3/14/2016	4/25/2016	12/8/2016	2/15/2017
4/12/2016	Pink Red	4/26/2016	5/31/2016	1/26/2017	3/23/2017
5/17/2016	Orange Blue	6/1/2016	7/12/2016	3/3/2017	5/5/2017
6/22/2016	Purple Pink	7/13/2016	8/16/2016	4/17/2017	6/13/2017
8/3/2016	Green Orange	8/17/2016	9/21/2016	5/19/2017	7/24/2017
9/8/2016	Yellow Purple	9/22/2016	10/27/2016	6/26/2017	8/28/2017
10/14/2016	Red Green	10/28/2016	12/6/2016	8/7/2017	10/3/2017
11/21/2016	Blue Yellow	12/7/2016	1/25/2017	9/12/2017	11/8/2017
1/11/2017	Pink Red	1/26/2017	3/2/2017	10/18/2017	12/18/2017
2/16/2017	Orange Blue	3/3/2017	4/13/2017	TBD	TBD
3/24/2017	Purple Pink	4/17/2017	5/19/2017	TBD	TBD

<b>Basic Nursing Assistant Training Program</b>
1/23/2017

## TUITION AND FEES

DESCRIPTION	MEDICAL ASSISTING	CHAIRSIDE ASSISTING	BASIC NURSING ASSISTANT TRAINING PROGRAM
Registration Fee	\$100.00	\$100.00	\$100.00
Books	\$400.00	\$200.00	\$40.00
Materials and Supplies	\$3,000.00	\$1,500.00	\$10.00
Tuition	\$10,500.00	\$2,200.00	\$950.00
Total Cost	\$14,000.00	\$4,000.00	\$1,100.00

## ADMINISTRATIVE AND FACULTY LIST

### Theresa Tangonan

President  
Centro Escolar University  
Doctor of Dental Medicine

### Jane Cheng

Student Account Manager  
Hull University of London

Business Management & Accounting

**Richard Keller, MD**

Director of Education  
University of Wisconsin-Milwaukee  
Bachelor of Science in Nursing

**Evangelina Cruz**

Financial Aid Advisor  
University of the East  
Bachelor of Science in Business Administration

**Kenya Gray**

Senior Admissions Representative  
University of Illinois  
Bachelor of Science in Psychology

**Eric Romero**

Admissions Representative  
Lake Forest Graduate School of Management  
Marketing Specialization

Moody Bible Institute  
Bachelors of Arts in Communication

**Delilah Figueroa, CCMA**

Clinical and Laboratory Instructor

Columbia College  
Associate Degree in General Studies

State Career College  
Medical Assistant

**Ruth Kunich, RN, BSN**

Medical Assistant Instructor

Bachelor of Science in Nursing,  
Grand Canyon University

Associate's Degree in Nursing,

Gateway Technical College

Associate's degree Allied Health & Science, Community College of the Air Force

**Sushil Sheth, MD**

Medical Assistant Instructor

Grant Medical College  
College of Medicine  
Mumbai, India

**Ruel Tangonan**

Chairside Assisting Instructor  
Centro Escolar University  
Doctor of Dental Medicine

**Teresa Cozzens, RN**

Basic Nursing Assistant Instructor Program Manager  
Medical Assistant Instructor

College of Lake County  
Associate of Applied Science in Nursing

Western Illinois University  
Bachelors of Science in Education

**Dr. Michele Vaughn**

Director of Student Services and Career Services

Argosy University  
Educational Leadership, Ed.D.  
Specialization: Higher Education

Capella University  
Masters of Science, M.S.  
Specialization: Human Service, Counseling

Columbia College of Missouri  
Bachelor of Arts, B.A. 2003  
Specialization: Psychology

College of Lake County

Associate of Arts Degree

## **Ownership**

Theresa Tangonan  
President  
Hsaio Chen- Cheng  
Account Manager

Date updated: 1/21/2017

## Institutional Disclosures Reporting Table

**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

<b>Institution Name:</b>						
<b>State Career College</b>						
<i>The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.</i>						
<b>Disclosure Reporting Category</b>	<b>Program Name</b>	<b>MA</b>	<b>BNA</b>	<b>CSA</b>		
	CIP*	51.0801	51.3902	51.0601		
	SOC*	31-9092.00	31-1014.00	31-9091.00		
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		65	5	11		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	44	12	2		
	b) Re-enrollments	0	0	0		
	c) Transfers into the program from other programs at the school	0	0	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		109	17	10		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0	0	0		
	b) Completed or graduated from a program or course of instruction	32	14	10		
	c) Withdrew from the school	29	2	2		
	d) Are still enrolled	48	0	0		
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	12	7	4		
	b) Placed in a related field	7	3	1		
	c) Placed out of the field	8	3	2		
	d) Not available for placement due to personal reasons	5	1	3		
	e) Not employed	0	0	0		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		N/A	14	N/A		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		N/A	11	N/A		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		9	4	2		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		\$12.24	\$11.10	\$12.60		