Pittsburgh Career Institute

2022-2023 Catalog

Inside Front Cover

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for **Pittsburgh Career Institute** ("PCI") to make revisions to this catalog. Pittsburgh Career Institute reserves the right to make changes at any time; such changes will be published in an addendum to this publication.

Please refer to the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

School Policies

Students are expected to be familiar with the information presented in this catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Pittsburgh Career Institute, students agree to accept and abide by the terms stated in this catalog and all school policies. If there are conflicts between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Publication Date: **July 16, 2022**

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ABOUT PITTSBURGH CAREER INSTITUTE

Mission Statement

The Pittsburgh Career Institute (PCI), prepares motivated students with knowledge and skills, the confidence to apply them dynamically, and the judgment to do so wisely. We provide them with the academic and experiential training needed for entry-level positions in the health care industry. We strive to do so in an environment that is diverse, supportive, tolerant, goal-oriented, and positive.

Objectives

Environment
We strive to create an environment that simulates the workplace by maintaining industry-current laboratory facilities, equipment, and externship opportunities.

Quality
We seek out high caliber faculty to provide education and training that focuses on the core knowledge and skills required to succeed and achieve professional recognition.

Service
We recognize each of our students as individuals deserving of the highest level of customer service and satisfaction.

Continuous Improvement
We utilize student outcomes and feedback from students, employers, faculty, staff, and advisory groups as a measure to continually improve our educational programs.

Achievement
We provide the means to support high levels of achievement from our students, staff, and faculty.

To facilitate achievement of its Mission, the Pittsburgh Career Institute fosters an environment for its faculty and staff to epitomize certain Core Values.

Core Values of Faculty and Staff

Pride:
> in the value of important work done well, in the confidence of knowing how to do the important work well, and the financial rewards and independence that comes as a result.

Fulfillment:
> in acquiring skills and a start in the workplace to support yourself and your loved ones.

Maturity:
> in understanding the process of working for the things we want and need, and wanting the things for which we need and work.

Satisfaction:
> for having done something positive and empowering for oneself.

Service:
> for turning to the person climbing the ladder behind us and helping them up to the next level, instead of pushing them down from where they've already reached.

Success:
> in setting realistic goals and attaining them.

History

The Western School of Health and Business Careers ("Western") first opened in October of 1980 and was granted institutional accreditation by the Accrediting Bureau of Health Education Schools in April of 1982. The National Association of Trade and Technical Schools, now the Accrediting Commission of Career Schools and Colleges, became the institutional accreditor of the school in April of 1985. The Western School of Health and Business Careers opened its Monroeville Branch in February of 1989. Approval to offer specialized Associate degrees was granted by the Pennsylvania Department of Education in July of 1987 and May of 1990. In August 2003, the Western School of Health and Business Careers was acquired by Career Education Corporation, a publicly traded company. In September 2008, Western changed its name to Sanford-Brown Institute. In 2014, New Opportunity Calling, LLC purchased Sanford-Brown Institute and changed its name to Pittsburgh Career Institute, ushering in a new era of local control to meet the needs of Pittsburgh area employers, contribute to its economy, and add value to the local communities.

Educational Philosophy

Our educational philosophy is based on delivering a personalized, quality education to each and every student. The programs we offer are designed to be sound in concept and geared toward individuals who are seeking a foundation in the knowledge and skills required for their chosen field. We provide students with a supportive environment to better help them gain competency in their area of study. Our classes, labs, and equipment are industry-current, and our instructors are dedicated professionals. The programs we offer are relevant to employers' needs and focus on areas that offer long-term employment opportunities.

Faculty

The faculty members are the keystone of Pittsburgh Career Institute's quality. Members of the faculty have industry or professional experience, together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom. Through the guidance of the faculty, theoretical and practical applications are addressed in the curricula and reinforced by interaction with professionals in the industry for which training is offered.

Faculty members are dedicated to academic achievement, professional education, and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the guidance necessary to assure students that their time in class is well spent.

A listing of our faculty may be found in the addendum to this catalog.

State Authorization

Pittsburgh Career Institute is licensed by the Commonwealth of Pennsylvania State Board of Private Licensed Schools to operate at 421 Seventh Avenue, Pittsburgh, Pennsylvania 15219, 412-281-2600.
Pittsburgh Career Institute is authorized by the Commonwealth of Pennsylvania Department of Education to confer Associate in Specialized Business and Associate in Specialized Technology degrees.

Accreditation

Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with specific standards designed to indicate a level of education quality. PCI is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), to award Associate in Specialized Business and Associate in Specialized Technology degrees and diplomas. ACICS is a national accrediting agency recognized by the United States Department of Education (USED).

This recognition of institutional accreditation by ACICS entitles PCI to offer Title IV Financial Assistance to students who qualify.

The Pittsburgh Career Institute is accredited by:

Accrediting Council for Independent Colleges and Schools (ACICS)
1350 Eye Street, NW
Suite 560
Washington, DC 20005
(202) 336-6780

Programmatic Accreditation

An additional form of accreditation that a school may undertake to obtain is a specific, individual accreditation of certain programs (programmatic accreditation). Institutional accreditation is not the same as, or a substitution for, programmatic accreditation. Although programmatic accreditation is not required for employment in many cases, the existence of programmatic accreditation is a further indication that a program meets the standards of the profession, and may therefore indirectly enhance employment opportunities. In some cases, programmatic accreditation will allow the graduates of the accredited program to sit for some credentialing exams immediately upon graduation without any requirement of work experience. Programmatic accreditation is not available for all programs.

The Diagnostic Medical Sonography degree program is programmatically accredited by:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N
#7709
Seminole, FL 33775
(727) 210-2350
(727) 210-2354 Fax

The Respiratory Therapy degree program is programmatically accredited by:
Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Blvd
Telford, TN 37690
(817) 283-2835
(817) 354-8519 Fax

The Surgical Technology degree program is programmatically accredited by:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N
#7709
Seminole, FL 33775
(727) 210-2350
(727) 210-2354 Fax

The Veterinary Technology program has full programmatic accreditation by:
American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)
1931 N. Meacham Road
Suite 100
Schaumburg, Illinois 60173-4360
(800) 248-2862
(847) 925-1329 Fax

Articulation Agreements

Pittsburgh Career Institute currently offers articulation agreements with the following colleges and universities:

La Roche College
Carlow University
Point Park University
Seton Hill University

For additional details, please contact:
Mrs. Jill Argall, Dean of Education
Pittsburgh Career Institute
421 Seventh Avenue
Pittsburgh, PA 15219
jargall@pci.edu
412-281-2600

Pittsburgh Career Institute holds the following memberships:
- National Association of Student Financial Aid Administrators
- Mid-Atlantic Association of Career Schools
- Pennsylvania Association of Student Financial Aid Administrators

Pittsburgh Career Institute is approved by:
- PHEAA (Pennsylvania Higher Education Assistance Agency)
- Pennsylvania Department of Education for Training Veterans
- Pittsburgh Career Institute is eligible for participation in Federal Title IV Student Assistance Programs

Statement of Ownership

Pittsburgh Career Institute is a fictitious business name ("d/b/a") of, and is owned by, New Opportunity Calling, LLC, a Pennsylvania Limited Liability Corporation, with its registered office located at 421 Seventh Avenue, Pittsburgh, PA 15219. The Executive Officers of New Opportunity Calling LLC are: Efrem M. Grail, President and Treasurer, and Dr. Patti L. Yakshe, Vice President and Secretary.

The Executive Officers of the Pittsburgh Career Institute are: Dr. Patti L. Yakshe, Campus President and Chief Executive Officer, and Paul Gelorme, Vice President and Chief Financial Officer.

ADMISSIONS INFORMATION

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Admissions Policy

Admission to PCI is open to all applicants who will be 18 years of age at the time the clinical/externship portion of their program begins (as applicable). Parents, children, and/or significant others are encouraged to attend admissions interviews and tour the School's facilities. This provides applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a qualified candidate for enrollment into the program.

Students should apply for admissions as soon as possible in order to be eligible for a specific program and class start date.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the admissions requirements in place for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

General Admissions Requirements

The following items must be successfully completed prior to the first scheduled class of the program:
- Application for Admission
- Entrance Exam (see "Entrance Exam Requirements")
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or legal guardian)
- General Student Disclosure
- Programmatic Disclosure
- Financial Aid forms (if applicant wishes to apply for Financial Aid)
- Satisfactory in-person interview
- High School diploma, certificate or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such

graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. [1]
- Background Check consent form

[1] Acceptable documentation of high school graduation must be received by the institution prior to the student's first scheduled class of the program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be needed to support the validity of the documentation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study.

Background Checks and Drug Screenings

PCI places the safety and welfare of its students, faculty, and staff as a highest priority. As a result, students applying to any program must successfully submit consent for a criminal background check to be eligible to begin classes. Background checks will be conducted upon enrollment and evaluated prior to the program start. Any changes in a prospective student, or current students background status must be reported within 30 days of the change in status. Such changes may affect the student's ability to successfully complete their program of study and/or their ability to sit for credentialing exams; which is beyond the control of PCI. Convictions, guilty pleas, or nolo contendere pleas for certain drug related, fraud based, or other significant crimes will automatically disqualify a prospective student from remaining actively enrolled: s/he will be unregistered from all courses and the institution without incurring academic or financial penalty. However, the student will be responsible for charges for books that are not returned.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete, and the student may need to re-apply for a future class if the appeal is accepted.

Many states, employers, and agencies impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. Facilities and institutions that accept our students for clinical rotation and/or externships, as well as potential employers, may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, may not be accepted by these agencies for clinical assignments, externship, or employment following completion of the program. Employment, clinical, and externship decisions are outside the control of the institution.

PCI cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

Entrance Exam Requirements

In addition to the requirements listed above, all students will need to meet the minimum testing and/or college credit requirements.

Program	EduReady Score
Dental Assistant	75
Diagnostic Medical Sonography	95
Medical Assistant	75
Respiratory Therapy	95
Surgical Technology	85
Veterinary Technology	95

Entrance exams may be waived for individuals with a conferred Bachelor Degree (or higher degree) from a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education.

In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered after a minimum 10-minute waiting period.

Additional Program-Specific Selective Admissions Criteria

Applicants to the Diagnostic Medical Sonography program must successfully complete the following criteria in addition to the General Admissions Requirements:
  ➤ High School graduates: High School CGPA of at least 3.0 or better or post-secondary education consisting of at least 12 credits and a CGPA of 3.0 or better. Credits must be awarded by an institute accredited by an accrediting agency recognized by the U.S. Department of Education.
  ➤ For non-High School graduates: GED score equivalent equal to a CGPA of 3.0 or completion of 12 semester credits of post-secondary education with a CGPA of 3.0 or better. Credits must be awarded by an institution accredited by an accrediting agency recognized by U.S. Department of Education. PCI will use the GED test score to GPA calculator available through Test Prep Champions to calculate CGPA from the earned GED score.

To facilitate quality education, enrollment in this program is limited. Applicants who meet all of the above General and Program Specific Selective Admission Criteria will be enrolled into his/her desired class start on a rolling basis.

Once a class limit has been reached, additional applicants meeting the entire above General and Program Specific Selective Admission Criteria will be placed on a waitlist, but enrolled into the next available class start. These individuals must complete a Waitlist Acknowledgment form at the time of enrollment.

Waitlists

In addition to the Diagnostic Medical Sonography program, PCI limits the number of students who are accepted for admission to its other programs to maintain optimum faculty:student ratios and ensure appropriate clinical opportunity for all students. Once a class limit has been reached, additional applicants meeting all of the above General Admission Criteria will be enrolled into the class start and will be placed on a Waitlist. These individuals must complete a Waitlist Acknowledgement form at the time of enrollment.

Returning Students

Students who have previously attended PCI, but did not graduate, and are returning to their original program of study are subject to all admission requirements in effect at the time of re-entry, except for entrance exam testing requirement, which will be waived for those returning less than 365 days from their last date of attendance. Students returning to their original program of study are not required to retake the entrance exam unless the score requirement for their original program has increased. Students returning to a program other than their original program of study are subject to all admissions requirements in effect at the time of re-entry.

All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

A new background check is required for students that wish to return greater than 364 days from their last date of attendance.

Foreign Transcripts

Students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials will not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any academic documents submitted for admissions consideration will be retained as property of the school and not returned to the student.

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by U.S. Network for Education Information, USNEI, U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Documents submitted in a foreign language must be both translated and evaluated for U.S. High School equivalence. Pittsburgh Career Institute

accepts the evaluations of foreign coursework from a member of the following service(s), which charge applicants directly for their services:

Association of International Credential Evaluators (AICE)
P.O. Box 6756
Beverly Hills, CA 90212
(310)550-3305
info@aice-eval.org www.aice-eval.org
American Association of Collegiate Registrars and Admissions Officers (AARCRAO)
1108 16th Street, NW
Suite 400
Washington, DC 20036
ies@aacrao.org
https://www.aacrao.org/resources/AACRAO-International

National Association of Credential Evaluation Services (NACES)
https://www.naces.org

The school is not authorized under Federal law to enroll nonimmigrant students. All eligible international applicants must meet the admission requirements as outlined in the catalog.

English Proficiency

Pittsburgh Career Institute does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. It is highly recommended that a student whose native language is not English and is enrolling in programs taught in English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173
- Advanced Placement International English Language (APIEL) with a score of 173 or higher
- International English Language Testing System (IELTS) with a level of 6 or higher
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English

Borrower Defense Rule Information

Pittsburgh Career Institute ("PCI") Dispute Resolution Process

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and Pittsburgh Career Institute encourages students to make contact at the first indication of a problem or concern.

The school catalog describes the PCI grievance procedure. Students should follow these procedures so that problems can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this procedure first.

Pittsburgh Career Institute and the student agree to participate in good faith in the grievance procedure.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Program Director. Alternatively, the student may submit the complaint to the campus Chief Academic Officer.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated, and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Chief Academic Officer.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated, and signed statement to the Campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange for a preliminary meeting with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response, or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Pittsburgh Career

Institute. If PCI fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's enrollment agreement.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Accrediting Council for Independent Colleges and Schools. The student may also file a complaint directly with the Commonwealth of Pennsylvania Board of Private Licensed Schools. Students may submit any grievances regarding the Diagnostic Medical Sonography program to the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students may submit any grievances regarding the Respiratory Therapy program to the Commission on Accreditation for Respiratory Care (CoARC). Students may submit any grievances regarding the Veterinary Technology program to the American Veterinary Medical Association (AVMA). Contact information for each of these organizations in included in the school catalog.

Accreditation Review Council On Education In Surgical Technology And Surgical Assisting (ARC/STSA)
19751 East Main Street
Suite # 339
Parker, CO 80138
303-694-9262

If a student loan borrower has a dispute relating to the borrower's loans or to the provision of educational services for which the loans were provided, the student may contact:

Ms. Cindy Smith, Director of Compliance
412-281-2600
csmith@pci.edu

Pre-Dispute Arbitration Agreement

As a condition for enrollment in Pittsburgh Career Institute, students enter into an enrollment agreement which provides that all disputes between a student and PCI will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

* A student's rights will be determined by a neutral arbitrator and not a judge or jury.

* Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court

* Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

Notwithstanding the student's agreement to resolve any disputes with PCI by binding arbitration:

- PCI does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- PCI does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement contained within a student's enrollment agreement with PCI tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration pursuant to a student's enrollment agreement with PCI will be conducted by the American Arbitration Association (the "AAA"), under its Commercial Arbitration Rules, including the Supplementary Procedures for Consumer-Related Disputes.

A student may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The enrollment agreement with the arbitration clause that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When a student has all the above documents ready, the student can file their case in any one of the following ways:

- Online: https://apps.adr.org/webfile
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Commercial Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879.

For more information about PCI's arbitration process please contact:
Ms. Cindy Smith, Director of Compliance
csmith@pci.edu

Class Action Waiver

As a further condition for enrollment, students also agree that there shall be no right for claims to be arbitrated or litigated on a class basis or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other Student's claims.

As an alternative process, students may seek redress under the PCI grievance procedure described above, which includes the ability to resolve disputes through a binding arbitration process. Students may also submit complaints to the school's accreditor, state licensing agency, program accreditors, and the U.S. Department of Education as described above and in the school catalog.

For more information about PCI's class action waiver please contact:
Ms. Cindy Smith, Director of Compliance
csmith@pci.edu

Notice of Arbitration Agreement and Class Action Waiver

As a condition for enrollment in Pittsburgh Career Institute ("PCI"), students enter into an enrollment agreement which provides that all disputes between a student and PCI will be resolved by BINDING ARBITRATION.

Students thus GIVE UP THEIR RIGHT TO GO TO COURT to assert or defend their rights under their enrollment agreement (EXCEPT for matters that may be taken to SMALL CLAIMS COURT).

* A student's rights will be determined by a NEUTRAL ARBITRATOR and NOT a judge or jury.

* Students are entitled to a FAIR HEARING, BUT the arbitration procedures are SIMPLER AND MORE LIMITED THAN RULES APPLICABLE IN COURT.

* Arbitrator decisions are as enforceable as any court order and are subject to VERY

LIMITED REVIEW BY A COURT.
As a further condition for enrollment, students also agree that there shall be no right for claims to be arbitrated or litigated on a class basis or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other Student's claims.

Notwithstanding the student's agreement to resolve any disputes with PCI by binding arbitration:

- PCI does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);

- PCI does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement contained within a student's enrollment agreement with PCI tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration pursuant to a student's enrollment agreement with PCI will be conducted by the American Arbitration Association (the "AAA"), under its Commercial Arbitration Rules, including the Supplementary Procedures for Consumer-Related Disputes.

A student may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The enrollment agreement with the arbitration clause that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When a student has all the above documents ready, the student can file their case in any one of the following ways:

- Online: https://apps.adr.org/webfile
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Commercial Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879.

For more information about PCI's arbitration process please contact:
Ms. Cindy Smith, Director of Compliance
csmith@pci.edu

FINANCIAL AID INFORMATION

Financial Assistance

Financial Aid is available for those who qualify. PCI participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. PCI administrates its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award-year basis; therefore, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at the Pittsburgh Career Institute's website or at http://studentaid.gov. FAFSA applications are processed through the United States Department of Education and all information is confidential. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes as means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes, and who are anticipated to have a credit balance, and are subject to certain other conditions.

The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year- first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Students may opt out of using the way the school has chosen to fulfill this requirement, simply by not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS, and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books, and supplies) and indirect (room, board, transportation, and personal expenses) educational expenses. Subsidized loans are based on need, while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent PLUS Loans

The William D. Ford Federal Direct PLUS Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need, but

when combined with other resources, cannot exceed the student's cost of attendance. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least half time.

Fostering Independence Tuition Waiver Program

The Fostering Independence Tuition Waiver Program provides a waiver for tuition and mandatory fees charged by most postsecondary institutions located in the Commonwealth for youth who are or were in foster care. This waiver applies only to charges that remain after all other gift aid (federal, state, and other scholarships or grants) have been applied to the student's account. To see if you are eligible, please contact Ms. Moneke Thomas at mthomas@pci.edu.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community-service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Pennsylvania State Grant Program

This is a resource available for Pennsylvania state residents who are enrolled in specialized Associates degree programs at the school. Eligibility is based on income information and dependency status as reported on the FAFSA and reviewed by the Pennsylvania Higher Education Assistance Agency (PHEAA). This state grant does not usually have to be repaid.

Pennsylvania Targeted Industry Program (PA-TIP)

This is a resource available for Pennsylvania state residents to prepare students with the skills in high demand by today's employers. This program is funded and administered by PHEAA. Students enrolled in Medical Assistant diploma program who meet eligibility requirements may receive this grant.

Chafee Education and Training Grant (Chafee ETG) Program

This federally funded program offers grants to Pennsylvania undergraduate students aging out of foster care who are attending an eligible postsecondary institution. PHEAA administers the Chafee ETG Program on behalf of the Pennsylvania Department of Human Services as authorized under the Foster Care Independence Act of 1999 and amended by the Promoting Safe and Stable Families Amendments of 2001 and the Family First Prevention Services Act of 2017.

Veterans' Educational Benefits

Pittsburgh Career Institute is approved by the Pennsylvania State Approving Agency for Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans' Administration at (800) 827-1000, or 888-GI-Bill-1 (888-442-4551), or go to http://www.gibill.va.gov/. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits. PCI is compliant with the requirements of 38 USC 3679(e).

Cancellation Policy

Cancellation may occur based on the reasons below:

1. If an application is not accepted by the school due to not meeting the general or selective admissions requirements.
2. If an applicant requests cancellation within five business days after signing the Enrollment Agreement.
3. An applicant may cancel enrollment at any time prior to the start of class.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to cancel their enrollment without penalty within five days following attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment prior to starting class.

Cancellation may occur when the student provides a written notice of cancellation at the following address:

> 421 Seventh Avenue
> Pittsburgh, PA 15219

This can be done by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective the date it was deposited in the mail and properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Refund Policy

Refunds are made for a student who withdraws or is withdrawn from PCI prior to the completion of his/her program and are based on the tuition billed for the payment period in which student withdraws, according to the schedule set forth below.

The schedule of adjustments is for tuition only. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full.

Unused uniforms are refundable; books are refundable at a rate prorated based on usage wear; equipment and supplies are nonrefundable.

Pittsburgh Career Institute does not adjust tuition nor issue a refund based upon refusal to accept books or supplies.

When a student officially withdraws from the institution, he/she must complete a student withdrawal form with the school's Registrar or appropriate Academic Administrator. The date from which refunds will be determined is the last date of attendance. The last day of recorded attendance is defined as the last day a student had academic related activity, which may include projects, clinical experience, or examinations.

Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Students who withdraw or are withdrawn prior to the end of the payment period are subject to the Return of Title IV Funds policy noted below which may include his/her balance due to PCI.

If there is a balance due to PCI after all Title IV funds have been returned, the balance will be due immediately, unless a cash payment agreement for this balance has been approved by PCI.

Credit balances due to the student of less than $5 (after all refunds have been made) will not be refunded to the student/lender unless requested by the student.

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

Time of Withdrawal	Amount of tuition adjustment
During the first seven calendar days of payment period	90% of total payment period tuition price
After the first seven calendar days, but within the first 25% of the payment period	75% of total payment period tuition price
After the first 25%, but within the first 50% of the payment period	40% of total payment period tuition price
After the first 50% of the payment period	0% of total payment period tuition price

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

For Return of Title-IV funding purposes in a term-based program with semesters, a student is considered to have withdrawn if they do not complete all of the days, they were scheduled to complete in the payment period or period of enrollment. The Return of Title-IV funding calculation is required for all students who have ceased attendance.

Exception: In order to NOT be considered withdrawn, the school must obtain written confirmation from the student within 14 days of the student's last date of attendance stating the student's intention to return to a future semester within the same term. Failure to provide such documentation will result in the student being withdrawn from PCI. The fact that the student is scheduled to attend the next semester will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
    a. Unsubsidized Federal Direct Stafford Loans
    b. Subsidized Federal Direct Stafford Loans
    c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. Federal SEOG.
4. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student

(or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

PCI is required to return Title IV program funds no later than 45 days after determining the student has withdrawn. Any Title IV funds that the student has earned but not yet received will be handled as follows: grants will be disbursed within 45 days, loans will be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds. In the instance the student cannot be reached, the funds will not be disbursed or will be returned to the Department of Education. Any credit balances that result after the calculation of refunds will be disbursed to the student no later than 14 days after the calculation of the refund.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Pittsburgh Career Institute is the date indicated in written communication by the student to the Chief Academic Officer or appropriate Program Official. If a student does not submit written notification (unofficial withdrawal), the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal.

Exit Interview

All students who have left PCI for any reason are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in school and provides payback and deferment options. Students can complete exit counseling in the Student Finance Office and will receive an exit counseling packet in the mail.

Loan Default

Prompt repayment of all student loans is an essential part of the loan process. Students having difficulty meeting their repayment obligations should contact their lender to discuss options such as modifying payment arrangements or forbearance. Students attending PCI and are still making payments on their Federal Student Loans should contact the Financial Aid Office to discuss deferment. Students in default will be ineligible to receive any federal Title IV funding until the Department of Education has removed the Default Status.

ACADEMIC INFORMATION

PCI engages in residential instructional delivery.

Unit of Credit

Credits earned at PCI are for determining progress towards program completion. Academic credit at PCI is measured in Semester Credits. Typically, one hour of instructional time is defined as a fifty-minute period. One semester credit is the equivalent of 15 lecture hours; 30 laboratory hours; or 45 clinical/externship hours. Please refer to the Program Description section of the catalog for information on specific programs.

Credit Ascription Policy

Definition of a Credit Hour – Degree and Fully Transferable Non-Degree Programs
The institution awards semester credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

Semester Credit Hours

The institution may award a semester credit hour upon completion of a minimum of 30 instructional hours of directed instruction in lecture, laboratory, externship/internship, or combinations of any of these activities.

Federal regulations require colleges to convert hours for certain diploma programs based on a federally regulated formula. Most often the conversion process results in lower Pell payments per term. What this means is, the determination of enrollment status (full-time, half-time, etc.) for financial aid awarding, by federal regulations, is different for diploma programs.

This determination of enrollment status is different because the program has one or more courses that cannot be used toward a two-year associates program. Enrollment status determination for diploma programs involves taking each course's clock/contact hours a student takes each semester and dividing it by 30. These converted credits are

used to determine the enrollment status, and your award status will be based on the financial aid converted hours, not the actual credit hours. These hours are not rounded up.

Grading System

The following grading scale is used for all students except those completing the Diagnostic Medical Sonography Program:

Grade	**Grade Points**	**Percentage***		
A	4.0 Excellent	90 - 100		
B	3.0 Good	80 – 89		
C	2.0 Average	70 – 79		
F	0.0 Failure	Below 70		
W	Attendance withdrawal prior to completing 50% of the course			
AU	Audit		**I**	Incomplete
P	Pass		**PR**	Proficiency
TC	Transfer Credit			
NP	Not Pass			

*PCI rounds up to the next whole percentage point at .50 and rounds down to the next whole percentage point at 0.49.

The following grading scale is used for students completing the Diagnostic Medical Sonography Program for all courses attempted:

Grade	**Grade Points**	**Percentage***		
A	4.0 Excellent	90 - 100		
B	3.0 Good	80 – 89		
C	2.0 Average	75 – 79		
F	0.0 Failure	Below 75		
W	Attendance withdrawal prior to completing 50% of the course			
AU	Audit		**I**	Incomplete
P	Pass		**PR**	Proficiency
TC	Transfer Credit			
NP	Not Pass			

*PCI rounds up to the next whole percentage point at .50 and rounds down to the next whole percentage point at 0.49.

Students enrolled in the Diagnostic Medical Sonography (DMS) Program or Respiratory Therapy (RT) Program must achieve a "C" or better in all, DMS or RT coded courses within two attempts of any single course. Students who fail to meet this requirement will be automatically withdrawn from PCI.

Grade reports are available to students at the completion of each semester. Course grades are based on the quality of work as shown by written tests, laboratory work, term papers, clinical assignments, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit-hour value of the course. For example, a

4.0 credit course with a grade of "B" would earn 12.0 quality points [credit value of course (4) times quality-point value of "B" (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Incomplete Grades Policy

To receive an Incomplete (I) grade, the student must petition the course Instructor prior to the end of the course to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student's written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for incomplete work.

Make-up Work

Within 48 hours following an absence, students may seek approval from the course Instructor to make-up work missed due to the absence. Make-up work may be permitted under extenuating circumstances. Eligibility for make-up work is at the discretion of the course instructor and is not guaranteed.

Make-up exams are permitted on the day the student returns to school, provided the student has notified the instructor via phone or email that they will miss the exam, and the reason, prior to the exam time. Students who miss more than 2 exams due to absences will not be permitted to make-up the exam. The student is responsible for contacting the instructor to arrange a time for exam make-up. Exams are not permitted to be made up during scheduled class times. Quizzes are not eligible for make-up.

Time spent on completion of the make-up work or exams will not be counted toward class attendance. There will be no fees or charges incurred by the student for make-up work.

Application of Grades and Credits

The chart below describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of "F" (failure) are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any required course in which a grade of "F" is received.

TC and PR credits are included in the maximum time in which to complete and the rate of progress calculation, but are not counted in the CGPA.

PCI does not issue "D" grades. PCI discontinued issuing "W" grades as of June 1, 2022.

Letter Code	Included Credits Earned	Included Credits Attempted	Included CGPA	Quality Points
A	Yes	Yes	Yes	4.00
B	Yes	Yes	Yes	3.00
C	Yes	Yes	Yes	2 00
F	No	Yes	Yes	0.00
W	No	Yes	No	0.00
I (Incomplete)	No	No	No	N/A
AU (Audit)	No	No	No	N/A
PR (Proficiency)	Yes	Yes	No	N/A
TC (Transfer Credit)	Yes	Yes	No	N/A

Student Withdrawal

For new students and those returning to PCI after a period of non-enrollment: Students who post attendance for less than two full days of the first five scheduled days of class will be unregistered from all classes and withdrawn from the program without enrollment or financial penalty. However, the student will be responsible for charges for books that are not returned. Students who fail to meet this requirement have the opportunity to appeal this policy, but must be able to provide a mitigating circumstance for the appeal. All appeals must be filed by the fifth scheduled class day with the Admissions Manager. The final decision of the appeal will be made by day eight of classes.

For students who fail to post any attendance during the first five scheduled days, the student will be unregistered from all classes, withdrawn from the program, and may incur financial penalty.

Students who withdraw from all scheduled courses at any time will be withdrawn from the program and may incur financial penalty.

All students are subject to the attendance, course withdrawal, and course repeat policies as stated in this catalog.

Course Withdrawal

A student is able to voluntarily withdrawal from a course at any time. This request must be submitted to their Program Director in writing. Withdrawing from a course prior to completing 50.00% of the course will result in a grade of "W", repeating the course, and may delay their graduation date. Withdrawing from a course after completing 50.01% will result in a grade of "F", repeating the course, and may delay their graduation date. Please speak to a Financial Aid Officer to discuss how withdrawing from a course will impact your financial aid eligibility.

Course Attendance Withdrawal

Students who fail to meet the attendance requirement for any class prior to completing 50.00% of a course will be withdrawn from the course with a grade of "W" in accordance with the Attendance Policy stated in this catalog. Students who fail to meet the attendance requirement for any class after completing 50.01% of a course will be withdrawn from the course with a grade of "F" in accordance with the Attendance Policy stated in this catalog. Students who are issued a grade of "W" or "F" for all scheduled courses will be withdrawn from the program and PCI; and may incur financial obligations. Students who are withdrawn from their program of study, and chose to pursue continuing their education at PCI, are subject to the admissions requirements for re-entering students as stated in this catalog.

Students must repeat all courses for which a grade of "W" or "F" is received. A grade of "W" impacts the student's rate of progress. A grade of "F" impacts CGPA and the student's rate of progress. Students who repeat classes will be charged a fee based on the number of course credits. Please refer to the Class Repeat policy stated in this catalog.

Repeating Classes

Students must repeat any course in which a grade of "W" or "F" was received. In order to do so, the student must submit a written appeal to their Program Director, including the reason for the withdrawal or failure, and an explanation of the student's plan for success with the repeated attempt. Upon final approval from the Registrar's Office, the class will be added to the student's future schedule.

If the second attempt of any repeated course results in a grade of "W" or "F", and the student wishes to continue in his/her program, he/she must submit a new written appeal to the Program Director. This written appeal must indicate the new extenuating reason for the second withdrawal or failure, and a detailed explanation of the student's plan for success and overcoming any obstacle on the third and final attempt. Upon final approval by the Registrar's Office for students enrolled in the one of the following programs: Dental Assistant, Medical Assistant, or Surgical Technology, the class will be added to the student's future schedule. Approval by the Academic Appeal Committee is required for a third attempt to be added to a student's future schedule for the following programs: Diagnostic Medical Sonography, Respiratory Therapy, or Veterinary Technology.

Students enrolled in the Diagnostic Medical Sonography (DMS) Program or Respiratory Therapy (RT) Program will only be permitted to attempt each core course a total of two times. Students who fail to meet this requirement will be automatically withdrawn from PCI. "W" or "F" grades account for an unsuccessful attempt. "WP" grades issued from a prior enrollment, due to a previously approved leave of absence, will not be included in the number of attempts. Students in the DMS or RT programs have the right to appeal this policy. However, appealing does not guarantee acceptance and the ability to attempt the core course a third time.

All other students will not be permitted to attempt the same class more than three times unless one or more attempts resulted in a "WP" earned during a previous enrollment. Students with three unsuccessful attempts ("W" and/or "F") of the same course will be withdrawn from the program and PCI. Presidential approval is needed for the student to re-enter Pittsburgh Career Institute.

Upon successful completion of a repeated course, both the successful passing grade and the grade of "F" will be calculated into the student's Cumulative Grade Point Average (CGPA). However, the passing grade and the grade of "W" or "F", will be calculated into the student's rate of progress.

Students will be charged a fee for all repeated classes. This course retake fee is charged on a per credit basis, calculated by program, as identified on the student's enrollment agreement. Students repeating a course for the third time will not be eligible to receive Title IV funding.

Grade Disputes

Students who disagree with a grade they have received must contact the instructor of record in writing within three business days of the end of the course if they wish to discuss their concern. If the student is unable to resolve the dispute with the instructor, he/she must write an appeal to their Program Director no later than five school days following the end of the course explaining the reasons for the dispute. The Program Director will either approve or deny the request after he/she investigates. Should the student wish to appeal the Program Director's decision, the student must write an appeal to the Chief Academic Officer.

Residency Requirements

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at PCI. Please contact the Chief Academic Officer at the receiving school to discuss the transferring of course credits.

Transfer of Credit to Other Schools

The transferability of credits that a student may earn at Pittsburgh Career Institute is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in the program listed in the student's Enrollment Agreement is also at the complete discretion of the institution to which they may seek to transfer.

Pittsburgh Career Institute does not imply, promise, or guarantee that any credits earned at PCI will transfer to or be accepted by any other institution. There is a meaningful possibility that some or all credits earned at Pittsburgh Career Institute will not transfer to or be recognized by other institutions, and it is the student's responsibility to find out in advance of enrollment whether a receiving institution will recognize a course of study or accept credits earned at PCI.

If the credits or credential earned at Pittsburgh Career Institute are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that their attendance at PCI will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending the Pittsburgh Career Institute to determine if their credits or credential will transfer.

Transfer of Credit to Pittsburgh Career Institute

Students who formerly attended a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must submit a request for transfer credit as soon as possible after being enrolled at Pittsburgh Career Institute; in addition, students are responsible for having official transcript(s) from their previous institution forwarded to PCI. All transcripts must be received by the Institute prior to the program start date.

Awarding of Transfer Credit is at the sole discretion of Pittsburgh Career Institute. PCI will determine if the course(s) completed at the previous institution are sufficiently equivalent to the course(s) in the student's program of study at PCI. Only passing grades of "C" or better will be taken into consideration. Factors PCI will use in determining whether transfer credit will be awarded include – but are not limited to – the course being coded as AH, ALH, and GS at PCI, objectives and description of the previous course, completion within the last 10 years, and a course number of at least 100. To ensure an adequate and fair assessment may be made, students may be required to provide Pittsburgh Career Institute with a course catalog from the previous institution. Courses that are approved to be awarded transfer credit will show on the student's PCI transcript with a grade of "TC".

Students who receive transfer credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Financial Aid Office will make the appropriate tuition adjustment.

Pittsburgh Career Institute does not make any representation or guarantee that coursework completed at another institution will transfer to Pittsburgh Career Institute.

Proficiency Credit

A student may be proficient in a subject, but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. PCI affords the opportunity for proficiency ("PR") grades to be awarded upon successful completion of a challenge exam. Pittsburgh Career Institute neither implies, nor guarantees, that "PR" credits will be accepted by other institutions. Instead, "PR" credit demonstrates that students are proficient in the specific course requirement for the respective program of study. Proficiency credits are only applicable to courses that do not contain clinical lab hours and are coded AH, ALH, and GS. The only exception to this rule is RT-105 Cardiopulmonary Resuscitation and RT-212 ACLS/PALS. Students

applying for proficiency credit for RT-105 and/or RT-212 must submit proof of respective certification from the American Heart Association prior to beginning classes at PCI.

Students may speak with the Program Director to get current information regarding challenge exams. A student may only attempt a test out (challenge exam) on courses they have not previously attempted at Pittsburgh Career Institute, and may only attempt the exam one time.

Students will be charged a $100 fee for each attempted challenge exam. The student may pay this fee out-of-pocket. The student may request to have it initially charged to their student account at the time the test is taken, but the fee cannot be covered by Title IV funding and must be covered by the student prior to the "PR" credit being posted to their transcript.

Challenge exams must be completed prior to the program start date. For any student wishing to challenge a particular course, the Education Department will administer an appropriate course examination to determine "retained knowledge". The student will receive academic credit for a course only if the Education Department determines that the student has passed the examination with a minimum 80% grade, and the course will be presented on the student's transcript with a letter grade of "PR". If a student receives proficiency credit, such credit will be used to determine the rate of progress calculation in satisfactory academic progress, and will also be used to determine completion of graduation requirements. A student cannot receive federal Title IV financial assistance for any credit granted as a result of a challenge exam.

All examinations and supporting documentation for proficiency credit will be retained in the student's academic file.

Students who receive proficiency credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Financial Aid Office will make the appropriate tuition adjustment.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at Pittsburgh Career Institute. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each term (defined as 10 weeks or two consecutive five week semesters, this timeframe is also used for determining the frequency of the payment period for students receiving Title IV funding). Both the CGPA and the ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

Title IV eligible students cannot receive financial aid funding for a course that is attempted more than twice. Pittsburgh Career Institute does not issue "D" grades.

Cumulative Grade Point Average (CGPA) Requirements

Student must meet minimum CGPA requirements in order to be considered making satisfactory academic progress. The CGPA will be reviewed at the end of each term after grades have been posted to determine if the student is meeting the minimum CGPA for that level must be maintained until the next level of review. The minimum CGPA to maintain Satisfactory Academic Progress is 2.0.

Rate of Progress (ROP) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum Rate of Progress (66.67%) in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Only those credits required in the student's program of study, including credits that were transferred from other approved institutes, and the proficiency credits earned are used in the ROP calculation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. These requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

How Transfer Credit, Course Withdrawal, Couse Repetition, Incomplete Grades and Change of Program Affect SAP

The last grade earned is always used to calculate SAP. Previous credits attempted and current credits attempted will both be factored into ROP. CGPA will be calculated using all grades earned in the course. "F" grades will be factored into CGPA and ROP, but will not be counted in credits completed. Pittsburgh Career Institute does not issue "D" grades.

Students receiving an "I" at the end of a course must follow the Incomplete Grade Policy as stated in this catalog. At the end of the two week "I" period, a grade change will be completed. "I" grades not resolved at the end of the two-week period will be converted to the grade the student earned in the class, inclusive of "0" points for incomplete work. The new final grade will be calculated into all three aspects of SAP. Students will be notified by their Program Director of any SAP status changes.

When a student elects to change a program at Pittsburgh Career Institute, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the

original program of study that apply to the new program of study will be used when computing grade point average, rate of progress, and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations.

For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

How Returning to PCI in a Different Program Affects SAP

When a student elects to return to Pittsburgh Career Institute, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress, and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Satisfactory Academic Progress Policy for Financial Aid Recipients

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of "satisfactory academic progress" (SAP) for students receiving federal financial aid. These standards apply to all Federal Title IV aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Loans, Federal Direct PLUS Loans and Federal Work-Study. The Satisfactory Academic Progress (SAP) standards apply to all students seeking federal Title IV financial aid, regardless of whether a student has received Title IV financial aid in the past.

Warning and Probationary Periods for Students Receiving Financial Aid

Satisfactory Academic Progress (SAP) is evaluated after final grades have been posted for a payment period (defined as a 10-week term or two consecutive five-week modules). CGPA and ROP are reviewed to determine whether the student has met SAP (CGPA 2.0, ROP 66.67%, and complete within 150% of the number of credits in their program of study.) SAP is a cumulative measurement. Please see the table below.

At the conclusion of SAP evaluation:	SAP Status	Actions:	Eligible for Financial Aid
Student has CGPA of 2.0 or higher, a ROP of 66.67%, and is not violating the 150% timeframe rule.	SAP Met	No action from PCI.	Yes
First instance student does not meet CGPA and/or ROP.	SAP Warning	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Warning. Academic advising with their designated Program Official will be completed.	Yes
Second instance student does not meet CGPA and/or ROP.	FA Probation	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Probation. Student must appeal SAP status. See SAP Appeal Process below. If the appeal is accepted the student must complete an Academic Plan with their designated Program Official. Financial Aid will be reinstated for 10 weeks. This plan will be evaluated at the conclusion of their subsequent 10-week term after being placed on probation. If the student is meeting their Academic Plan, Financial Aid will remain in effect. If the student is not meeting their Academic Plan, the student can appeal one final time with new extenuating circumstances and a new improvement plan.	First appeal- yes, if accepted. Second appeal- yes, if accepted after violation of Academic Plan. Appeal (first or second) denied- no. The student must make private payment arrangements to continue. Academic plan not met and no new extenuating circumstance- no. The student must make private payment arrangements to continue. Student does not appeal- no. The student must make private payment arrangements to continue.
At the conclusion of SAP evaluation:	SAP Status	Actions:	Eligible for Financial Aid
Third instance student does not meet CGPA or ROP.	FA Dismissal	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Dismissal. Student will be withdrawn from PCI unless private payment arrangements are made. Student has the right to appeal, but must have new extenuating circumstances and a new plan to meet SAP requirements.	No
Student violates the timeframe (150%) rule.	FA Dismissal	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Dismissal. Student will be withdrawn from PCI unless private payment arrangements are made. Student has the right to appeal, but must have new extenuating circumstances and a new plan to meet SAP requirements. The student will not be eligible for Financial Aid, even upon an accepted appeal.	No

SAP Appeal process:

- The written appeal must be submitted to the Chief Academic Officer (or designee) within 7 calendar days of the date of the student notification letter that he/she is in a non-Satisfactory Academic Progress status. Appeals must:
    - Be written. Verbal appeals are not acceptable;
    - Clearly state the extenuating 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; and
    - Explain what has changed in the student's situation that would allow the student to attain SAP Met at the next evaluation period.
        - The appeal will be reviewed by the Academic Appeal Committee (or designee) within 11 calendar days of the date of the student notification letter. The decision of the Academic Appeal Committee's (or designee) is final and may not be further appealed.
- Each appeal must have a new extenuating circumstance and plan for improvement.
- If the appeal is denied, or the student does not submit an appeal, the student remains in their current SAP status and is ineligible to receive Title IV funding. These students are required to speak with the Financial Aid Office about the impact on their Financial Aid and will be required to make arrangements for making payments for any outstanding balance.

- If at any point it can be determined that it is mathematically impossible for a student to meet the minimum Satisfactory Academic Progress requirements or complete the program within the required 150% maximum timeframe, the student will be dismissed from the school. Notification of academic dismissal will be in writing. A tuition refund may be due in accordance with the institution's stated refund policy.

Warning and Probationary Periods for Students Not Receiving Financial Aid

Satisfactory Academic Progress (SAP) is evaluated after final grades have been posted for a payment period (defined as a 10-week term or two consecutive five-week modules). CGPA and ROP are reviewed to determine whether the student has met SAP (CGPA 2.0, ROP 66.67%, and complete within 150% of the number of credits in their program of study.) SAP is a cumulative measurement. Please see the table below.

At the conclusion of SAP evaluation:	SAP Status	Actions:	Eligible for Financial Aid
Student has CGPA of 2.0 or higher, a ROP of 66.67%, and is not violating the 150% timeframe rule.	SAP Met	No action from PCI.	N/A
First instance student does not meet CGPA and/or ROP.	SAP Warning	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Warning. Academic advising with their designated Program Official will be completed.	N/A
Second instance student does not meet CGPA and/or ROP.	SAP Probation	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Probation. Student must appeal SAP status. See SAP Appeal Process below. If the appeal is accepted the student must complete an Academic Plan with their designated Program Official. Financial Aid will be reinstated for 10 weeks. This plan will be evaluated at the conclusion of their subsequent 10-week term after being placed on probation. If the student is meeting their Academic Plan, Financial Aid will remain in effect. If the student is not meeting their Academic Plan, the student can appeal one final time with new extenuating circumstances and a new improvement plan.	N/A
Third instance student does not meet CGPA or ROP.	SAP Dismissal	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Dismissal. Student will be withdrawn from PCI unless private payment arrangements are made. Student has the right to appeal, but must have new extenuating circumstances and a new plan to meet SAP requirements.	N/A
Student violates the timeframe (150%) rule.	SAP Dismissal	PCI will send the student written notification to the address on file via USPS of SAP status change to FA Dismissal. Student will be withdrawn from PCI unless private payment arrangements are made. Student has the right to appeal, but must have new extenuating circumstances and a new plan to meet SAP requirements. The student will not be eligible for Financial Aid, even upon an accepted appeal.	N/A

SAP Appeal process:

- The written appeal must be submitted to the Chief Academic Officer (or designee) within 7 calendar days of the date of the student notification letter that he/she is in a non-Satisfactory Academic Progress status. Appeals must:
  - o Be written. Verbal appeals are not acceptable;
  - o Clearly state the extenuating circumstances that have caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
  - o Explain how such mitigating circumstances contributed to the student's academic situation; and
  - o Explain what has changed in the student's situation that would allow the student to attain SAP Met at the next evaluation period.
    - ▪ The appeal will be reviewed by the Academic Appeal Committee (or designee) within 11 calendar days of the date of the student notification letter. The decision of the Academic Appeal Committee's (or designee) is final and may not be further appealed.
- Each appeal must have a new extenuating circumstance and plan for improvement.
- If the appeal is denied, or the student does not submit an appeal, the student remains in their current SAP status and is ineligible to receive Title IV funding. These students are required to make arrangements for making payments for any outstanding balance.
- If at any point it can be determined that it is mathematically impossible for a student to meet the minimum Satisfactory Academic Progress requirements or complete the program within the required 150% maximum timeframe, the student will be dismissed from the school. Notification of academic dismissal will be in writing. A tuition refund may be due in accordance with the institution's stated refund policy.

Academic Appeal for Academic Probation or Dismissals and Reinstatement for Re-entering Students

A student who has been placed on SAP Probation or SAP Dismissal may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to their Program Director within 7 calendar days of the date of the notification letter informing the student of the No Title IV or SAP Dismissal status. The appeal must be in writing and must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The Academic Appeal committee convenes within 11 days from the end of the term to fairly evaluate and approve or deny each appeal based on individual student situations.

Should the appeal be submitted outside of the normal SAP period, such as for re-entry, the Academic Appeal Committee will convene and render a decision regarding readmission based upon factor such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students

who are reinstated are subject to the existing policy for re-entering students. Students who are interested in apply for federal financial aid may do so at this time.

The decision of the Academic Appeal Committee is final and may not be further appealed.

Attendance Policy

Regular classroom attendance is not only essential for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 80% of the scheduled time for each course in order to achieve satisfactory attendance. PCI does not offer excused absences.

All students enrolled in clinical or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a grade of "W" or "F" on their transcripts and may be required to repeat the course. Attendance also includes tardiness or early departures.

Students who are not in attendance for any portion of a class will accrue time absent by the minute as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institute holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn. The school reserves the right to extend the 14-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by class and semester.

- Students who miss more than 10% of the scheduled course hours may be placed on attendance probation. Students on attendance probation are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.

- Students whose absences exceed 20% of the scheduled hours in an individual course after to completing 50.00% of the course will be dropped from the course and will receive a grade of "W". The course must be repeated in its entirety if a second attempt appeal is accepted.

- Students whose absences exceed 20% of the scheduled hours in an individual course after completing 50.01% of the course will be dropped from the course and will receive a grade of "F". The course must be repeated in its entirety if a second attempt appeal is accepted.

- Clinical and/or Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any clinical/externship time,

arrangements must be made with the clinical/externship site supervisor and appropriate school personnel to complete the remaining time. Students will not be considered to have completed their clinical class or externship until the site supervisor has certified all required attendance hours.

- Students who are issued grades of "W" or "F" for all scheduled courses will be withdrawn from school and required to fulfill re-entry requirements should they chose to return. Re-entry into the school may include a period of non-enrollment of not more than 364 days and dependent on an accepted academic appeal to the Academic Appeal Committee.

For students who are receiving veterans' benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination. NOTE: Terminated VA students are not re-admitted into their program of study for a minimum of one semester.

Clinical Site Attendance Requirements

Students must attend clinical rotations on the days and hours designated by the site. Students are required to complete 100% of the hours required for each course. A maximum of 2 absences are allowed per term or 10-week period. The hours missed due to these absences must be completed to achieve 100% of the required hours per course. In the event a student will be absent from a site, the student must call the site and the appropriate school official prior to their start time. Should the site supervisor or school/program official determine that a student is not reliable for any reason, or has missed more than 2 days, the student may be removed from the site and issued a "W" grade. In order to attempt the course again, the student must complete an academic appeal. The appeal must be in writing and provide a detailed explanation as to the reason for the excessive absences, as well as a plan for how additional absences will not occur. This appeal must be approved by the Chief Academic Officer prior to being assigned to another clinical rotation. Please note, if an appeal is granted, the student must complete 100% of the clinical hours during their second attempt.

In the event a student is removed from a clinical site due to behavior, the student may receive a "F" grade and may be dismissed from Pittsburgh Career Institute. The student must complete an academic appeal and provide a detailed plan for how this behavior will not occur again. This appeal must be approved by the Chief Academic Officer prior to being assigned to another clinical rotation. In the case of dismissal, the student must complete a conduct appeal before the Disciplinary Committee. If an appeal is granted, the student must complete 100% of the clinical hours during their second attempt.

Scheduled Pittsburgh Career Institute holidays apply to students on clinical rotation.

It is the responsibility of the student to provide the School with a timesheet signed by the site supervisor documenting hours completed for each week no later than the Monday of the following week. Students will not be considered to have completed their

clinical rotation until the site supervisor and appropriate school official has certified all required attendance hours. Falsification of time sheets is fraudulent and will result in dismissal from Pittsburgh Career Institute. Timesheets received more than one week from their due date will result in the student not receiving credit for the hours completed on the late timesheet.

Externship Attendance Requirements

Students must attend externship on the days and hours designated by the site. Students are required to complete 100% of the hours required for each course. A maximum of 2 absences are allowed per term or 10-week period. The hours missed due to these absences must be completed to achieve 100% of the required hours per course. In the event a student will be absent from a site, the student must call the site and the appropriate school official prior to their start time. Should the site supervisor or school/program official determine that a student is not reliable for any reason, or has missed more than 2 days, the student may be removed from the site and issued a "W" grade. In order to attempt the course again, the student must complete an academic appeal. The appeal must be in writing and provide a detailed explanation as to the reason for the excessive absences, as well as a plan for how additional absences will not occur. This appeal must be approved by the Chief Academic Officer prior to being assigned to another clinical rotation. Please note, if an appeal is granted, the student must complete 100% of the externship hours during their second attempt.

In the event a student is removed from an externship site due to behavior, the student may receive a "F" grade and may be dismissed from Pittsburgh Career Institute. The student must complete an academic appeal and provide a detailed plan for how this behavior will not occur again. This appeal must be approved by the Chief Academic Officer prior to being assigned to another clinical rotation. In the case of dismissal, the student must complete a conduct appeal before the Disciplinary Committee. If an appeal is granted, the student must complete 100% of the clinical hours during their second attempt.

Scheduled Pittsburgh Career Institute holidays apply to students on externship.

It is the responsibility of the student to provide the School with a time sheet signed by the site supervisor documenting hours completed for each week no later than the Monday of the following week. Students will not be considered to have completed their clinical rotation until the site supervisor and appropriate school official has certified all required attendance hours. Falsification of time sheets is fraudulent and will result in dismissal from Pittsburgh Career Institute. Time sheets received more than one week from their due date will result in the student not receiving credit for the hours completed on the late time sheet.

Appeals of Attendance Withdrawals

Students who receive a course grade of "F" due to absences may submit an appeal to the Chief Academic Officer. The appeal must be in writing and submitted within one

business day of the "F" grade being issued. In the appeal, the student must explain the circumstances that contributed to the excessive absences and what action s/he has implemented to resolve the circumstance and prevent it from happening in the future. The Chief Academic Officer reviews each appeal case. The Chief Academic Officer will render a decision, and may provide guidance for strategies for improvement. The decision regarding readmission will be based upon factors such as grades, historic attendance record, student account balance, conduct, and the student's commitment to complete the program.

CLINICAL AND EXTERNSHIP POLICIES

Externships and clinical rotations are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the school, student, and externship, and/or clinical facilities. Students who successfully complete all pre-requisite courses and conditions will be placed on externship or a clinical rotation at an appropriate setting. The school maintains liability insurance on all students and faculty members while at externship and clinical sites. All students on externship and clinical are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times. Depending on the program, adequate student supervision may vary from a 1:1 ratio to a ratio that may be higher. These ratios are generally determined by an accreditor or other regulatory requirements. Students may not substitute for, or replace, paid staff members. In most cases, students receiving education at externship and clinical sites may not permitted to be paid for their time on-site. Students are expected to obey the rules and regulations of the externship or clinical site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. Some job opportunities or externships/clinical rotations may require students to pass additional criminal background checks and/or drug screenings prior to site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship/clinical rotation or employment in some positions. Employment and externship/clinical rotation decisions are outside the control of Pittsburgh Career Institute.

All students enrolled in Dental Assistant, Diagnostic Medical Sonography, Medical Assistant, Respiratory Therapy, and Surgical Technology programs must complete the following prior to beginning the externship or any integrated clinical experiences (whichever comes first):

- ✓ Current CPR certification that is valid for the length of all clinical/externship components.
- ✓ Documentation of a health screening. The requirements for this health screening may include various immunizations, titers and a general release from a physician or nurse practitioner. Exact requirements vary by program and the student should consult with the Program Director in their discipline for additional details.
- ✓ Clinical sites may require additional medical information, background check(s), insurance coverage, and/or inoculations for the student to begin their externship

training. The student is responsible for any cost associated with these additional requirements.

Clinical Site Assignment

In some programs, clinical site assignments are made throughout the didactic portion of the program. Students must be prepared to travel to their clinical site assignments. The school will attempt to assign sites that are within a 60-mile radius of the School. Based on site availability or program requirements, students may be required to complete their clinical rotations at more than one location. Students who decline or are removed from two sites may be required to withdraw from the program or secure their own sites, which must be approved by the Program Director prior to the student beginning their rotation. In such an event, the school makes no assurances as to when, or if, other sites will be available.

Externship Assignment

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships at more than one location. Students who decline or are removed from two sites may be required to withdraw from the program or secure their own site, which must be approved by the Program Director prior to the student beginning their rotation. In such an event, the school makes no assurances as to when, or if, other sites will be available.

Clinical and Externship Site Conduct

Externship and clinical sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the externship and/or clinical site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. If a student is removed from a site as a result of conduct on site or external criminal behavior, the student may not be eligible for placement at another clinical or externship site and may therefore be dismissed from the program.

Academic Honesty Policy

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your Program Director and/or Chief Academic Officer for appropriate sanctions or disciplinary actions.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Code of Conduct and Academic Honesty Policy.

Disregard of the Academic Honesty Policy: Penalties and Procedures

- 1st offense:
  - Student receives a zero for the assignment,
  - Instructor notifies the Program Director of the first offense,
  - Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws
  - Program Director completes an Academic Advising Plan with the student.
- 2nd offense:
  - Student automatically fails the course,
  - Instructor notifies the Program Director and Chief Academic Officer of the second offense, and
  - Student Advising Session is conducted by the Program Director to review, at a minimum, further consequences of any additional repeat offenses
- 3rd offense:
  - Student is dismissed from Pittsburgh Career Institute.

Student Code of Conduct Policy

Pittsburgh Career Institute is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon the rights, safety, or privileges, or that impedes the educational process, is unacceptable and may lead to sanctions up to and including expulsion from the school.

Pittsburgh Career Institute believes strongly in promoting the development of personal, professional, and social responsibility. Pittsburgh Career Institute also believes in a humanistic approach to discipline conducive to academic pursuits. However, Pittsburgh

Career Institute recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, the Pittsburgh Career Institute administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, health or safety of students, faculty and staff.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States federal, state, and local governments. Students are expected to conduct themselves in a manner consistent with the best interests of Pittsburgh Career Institute and of the student body.

Pittsburgh Career Institute reserves the right to dismiss a student, visitor, or employee for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay school fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/ or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations; or failure to comply with the policies and procedures of Pittsburgh Career Institute.

The list of examples is not intended to be all-inclusive, and Pittsburgh Career Institute reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples.

Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the institute.

Students are encouraged to share personal experiences while participating in classes at Pittsburgh Career Institute. However, students must be aware that should they disclose to any Pittsburgh Career Institute faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Chief Academic Officer.

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which the administration feels would endanger members of the Pittsburgh Career Institute community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Pittsburgh Career Institute Chief Academic Officer. Conduct decisions made by the Chief Academic Officer may be appealed to the Appeals Committee for review.

Student Conduct Code Offenses

A. Offenses Related to Persons
An offense related to a person is committed when a student:
1. Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.
2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm.
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.
4. Engages in any activity related to other persons which is prohibited by law or court order.

B. Offenses Related to Property
An offense related to property is committed when a student:
1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Pittsburgh Career Institute.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Pittsburgh Career Institute.
3. Obtains the property of another person by misrepresentation or deceptive means.
4. Enters or uses the facilities or property of another person or Pittsburgh Career Institute without consent or authorization.
5. Commits a computer-related offense, including but limited to use of a PCI computer to access graphically prurient or sexually explicit images of persons and/or children.

C. Offenses Related to the Operation of Pittsburgh Career Institute
An offense related to the operation of the Pittsburgh Career Institute is committed when a student:
1. Engages in illegal, obscene or indecent conduct on Pittsburgh Career Institute property or at Pittsburgh Career Institute sponsored events.
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate Pittsburgh Career Institute officials.
3. Fails without just cause to comply with the lawful order of a Pittsburgh Career Institute official acting in the performance of his/her duties and authority.

4. Engages in solicitation in or on Pittsburgh Career Institute property or involving the use of campus property unless such solicitation is approved by appropriate Pittsburgh Career Institute officials.
5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Pittsburgh Career Institute.

D. Offenses Related to Welfare, Health or Safety
An offense related to welfare, health, or safety is committed when a student:
1. Uses, possesses, or manufactures, without Pittsburgh Career Institute authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Pittsburgh Career Institute property.
3. Abuses, removes, or damages fire and safety equipment; or fails to vacate a building or facility when a fire alarm is activated.
4. Fails to leave a building, streets, walks, driveways or other facilities of Pittsburgh Career Institute when directed to do so by an official of the campus having just cause to so order.
5. Uses, possesses, distributes, sells, purchases, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

Disregard of the Student Code of Conduct: Penalties and Procedures

Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times. Inappropriate conduct will not be tolerated and may be a cause for dismissal. Students violating the student conduct code may be brought to the Disciplinary Committee for possible dismissal from Pittsburgh Career Institute.

The President has full power and authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or school employees. The President and Chief Academic Officer have responsibility for administering discipline regarding student conduct, which will be exercised through the established procedures stated below.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of Pittsburgh Career Institute, or which the administration feels would endanger members of the campus community, shall be subject to disciplinary action.

The following section describes sanctions available in response to violations of any Code of Conduct that applies to students. The listing is not inclusive of all options which the institution may choose to exercise, and the institution may impose more than one sanction for one act of misconduct:

1. Reprimand: A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct may carry heavier penalties because of this prior infraction.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
3. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record in the Student's file. Restrictive conditions may limit activity in the Institution Community, including possible exclusion from class (es), program(s), and/or specific campus locations. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.
4. Restitution: Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.
5. Loss of academic credit or reduction in grade: Imposed as a result of academic dishonesty.
6. Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not current.
7. Suspension: Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the Institution's President or their designee before returning to campus.
8. Expulsion: stripping a Student of Student status and dismissing a Student from campus for an indefinite period of time. The Student may be readmitted to the Institution only with written approval of the Appeals Committee.
9. Loss of Technology Privileges: Exclusion from all privileges associated with Institution technology access, including but not limited to email and network access and storage.

Note: The President reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students, faculty, and staff.

Conduct Dismissals

Students involved in an infringement of the PCI Student Code of Conduct will be suspended for up to 72 hours, pending investigation. The Chief Academic Officer or designee will notify the student whether the outcome of the investigation warrants his/her return to, or dismissal from, school. Students will also be notified in writing of a dismissal.

Students dismissed from PCI due to conduct will earn the grade of "F" in each active course. Zero points will be factored into each missed assignment and/or laboratory component for the remainder of the course.

Appeals of Conduct Dismissals

Students have the right to appeal dismissal from school. The appeal must be in writing and must be submitted to the Registrar's Office within 7 calendar days of the date of the notification letter informing the student of the dismissal. The student must explain what type of circumstances contributed to the problem and what action is being implemented to mitigate against repeat behavior in the future. The Registrar's Office convenes the Conduct Appeal Committee to review each conduct dismissal case. The Conduct Appeal Committee will render a decision, and may provide guidance for strategies for improvement. The decision regarding readmission will also take into consideration factors such as grades, attendance, student account balance, conduct history, and the student's commitment to complete the program. The Conduct Appeal Committee's decision is reviewed by the President. In the instance of a denied appeal, a dismissed student may appeal one additional time after a six-month waiting period. The student will follow the same process as previously stated. The Conduct Appeal Committee's decision is reviewed by the President. After a second appeal, the President's decision is final and may not be further appealed.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, PCI does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to PCI are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. PCI reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by the Campus President.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive official transcripts, applicable diploma or degree, and to participate in the graduation ceremony.

STUDENT SERVICES INFORMATION

Student Orientation

Prior to beginning classes at Pittsburgh Career Institute, all new students attend an orientation program. Orientation facilitates a successful transition into PCI. New and returning students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty, and their peers. The administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, the Admissions Manager and Program Director will meet with the student during the first week of class to ensure all relevant information is reviewed. Failure to attend orientation may prevent a student from starting their program of study.

Academic Assistance

Students seek help and advice during their education for many reasons. At PCI, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The academic personnel are responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed.

Certification, Licensure, and Registry Examinations

Pittsburgh Career Institute is committed to preparing students with the skills and knowledge necessary to become entry-level practitioners in their field of study. Some of the programs offered by Pittsburgh Career Institute have employment outcomes where passage of a professional certification, licensure, or registry examination may be required for employment or that will enhance potential employment opportunities. PCI will reimburse any graduate who successfully passes such an exam.

Below is a schedule of fee reimbursements.

All programs, except Veterinary Technology, timeframe:	Reimbursement:
Exam passed within 90 days from graduation date	100%
Exam passed 91-180 days from graduation date	50%
Exam passed beyond 180 days from graduation date	0%

Veterinary Technology timeframe:	Reimbursement:
Exam taken and passed during first eligible testing window since graduation	100%
Exam taken and passed during second eligible testing window since graduation	50%
Exam taken and passed beyond second eligible testing window since graduation	0%

The total reimbursement will be equal to the cost of one attempt; if the graduate needed more than one attempt to pass the exam, s/he is responsible for the fees associated with the failed attempts.

To receive reimbursement, the graduate must provide PCI with a copy of the receipt of payment and a copy of the documentation that supports the passing grade. Please discuss with your Program Director which exams are relevant to employment in your field of study and the requirements for successfully demonstrating examination preparedness.

Transcript Process and Fees

An official transcript is maintained for each student. The transcript provides a complete record of all courses, grades, and credits earned. If the student is not current on any outstanding balance, the School will not release the diploma or official transcript and will not allow the student to participate in the graduation ceremony. However, there are two exceptions to this policy: transcripts may be released for a student to document eligibility to sit for a licensing, certification, or registry exam; or if the transcript is to be released directly to a potential/current employer. In these cases, a separate fee and/or payment toward the student's outstanding account balance may be required. Please inquire with the Student Accounts for how this may apply to you.

Transcript requests are fulfilled only through a written request. Upon receipt of a written request from the student or graduate and appropriate payment, Pittsburgh Career Institute will supply official transcripts to whomever the student or graduate has designated:

Pittsburgh Career Institute transcripts: $ 15.00

Transcripts of Other Institutions for which
        PCI serves as records custodian: $ 25.00

Normal processing and delivery time is approximately 2-3 weeks. Transcripts may be sent via express delivery only if the requestor provides a billing account number or pre-paid envelope. Please contact the Registrar's Office or visit the school's website for a request form.

Career Services

Students enrolled in Pittsburgh Career Institute will have an opportunity for part-time employment while they pursue their studies. The Career Services department is the liaison between students and employers, serving the students by promoting Pittsburgh Career Institute to prospective employers.

Graduate employment assistance intensifies as the student nears graduation. The Career Services Department assists the student with: resume writing, interviewing skills, professional networking skills, and mock interviews.

The Career Services Department will present graduates to employer's offering entry-level positions in their field of study. Students and graduates may have the opportunity to interview on or off campus, until an appropriate position is secured. The partnership between the graduate and the Career Services Department has the most potential for successful employment when the graduate maintains weekly contact with the Career Services Department during their job search.

During the hiring and externship process, the potential employer may conduct a criminal and/or personal background check. Students/graduates with criminal records that include felonies or misdemeanors (including those that are drug-related) or with personal background issues, such bankruptcy may not be hired. Some employers may require candidates submit to a drug screening. The student/graduate is responsible for any costs associated with the employer's additional requirements.

Some programs require additional education, licensure, and/or certification for employment. Final employment and externship decisions are outside the control of Pittsburgh Career Institute.

Pittsburgh Career Institute does not guarantee employment or salaries. However, PCI does offer career-planning assistance to students and graduates.

Auditing Classes

Graduates or active students of Pittsburgh Career Institute programs who are in good standing and desire to audit any course in the program from which they graduated, may do so on a space-available basis. There is no tuition charge for this service, and all are welcome to make use of this privilege. Interested parties should contact the applicable Program Director well in advance of a class start to ascertain if seats are available in a class and will be required to take an orientation session(s) on any new generation lab equipment.

Students who are re-entering after a period of absence may wish, or be required, to audit classes they have previously successfully completed on a space-available basis. A Class Audit enrollment agreement may be required. There is no Financial Aid eligibility for students auditing classes. Please contact the applicable Program Director to discuss this opportunity.

Student's Rights and Responsibilities

All students have the right to know:
• The school's accrediting and licensing agencies.
• The school's programs, facilities, and faculty.
• The cost of attending Pittsburgh Career Institute.
• The financial assistance available.
• How the Financial Aid Office determines the student's financial need.
• Each type of aid to be received and how it will be disbursed.
• How to submit appeals under various school policies.
• The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility.
• Interest rates, repayment amounts, cancellation, and deferment provisions for all loans borrowed by the student.
• The criteria for continued eligibility for financial aid.
• The terms of all loans borrowed by the student.

All students have the following responsibilities:
• To review and consider all aspects of the School or its programs before enrolling.
• To complete financial aid applications accurately and truthfully.
• To provide additional documentation, verification, correction, etc. as requested by the School or agency.
• To read, understand and keep copies of all forms received.
• To notify the school of any change in their financial circumstances.
• To notify the school and the lender of a name or address change.
• To understand the school's satisfactory academic progress policy.
• To understand the school's refund policies.
• To sign all required certification statements.
• To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities.

GENERAL INFORMATION

Facility

Pittsburgh Career Institute is located in a historic landmark building in downtown Pittsburgh with easy access to public transportation and major expressways. The campus consists of 14 lecture rooms, 9 labs, a computer lab and a surgical scrub room. The school is equipped with laboratories customized for each of the allied health programs. The Diagnostic Medical Sonographer lab includes six ultrasound machines for imaging and film case studies for student review. The Veterinary Technology lab maintains an X-ray lab, veterinary kennel, surgical suite, and examination room. The Medical Assistant lab houses equipment for EKGs, urinalysis, IVs, and hematology. The Dental Assistant lab houses dental chairs, radiology units, and various pieces of dental equipment and supplies. The Surgical Technology lab is equipped with a scrub room facility, multiple surgery tables, surgical attire, and an array of surgery instruments and supplies. The Respiratory Therapy lab is equipped with ventilators, nebulizer machines, a simulation human model, and various other pieces of respiratory care equipment.

School Closings

In the rare instance weather conditions or other events out of the control of PCI result in the need for class cancellation and/or school closing, Pittsburgh Career Institute will alert students and faculty of the closure via a text message system called Alertmedia. A text message will be sent to the cellular phone number on file. Additionally, PCI will report school closings to Channel 2 (KDKA), Channel 4 (WTAE), and Channel 11 (WPXI).

Class Hours

Individual student schedules may vary, but will remain in the following timeframes:

Monday – Friday 8:00AM- 5:00PM*

*Clinical and/or Externship hours may vary and require participation outside of these timeframes.

Not all programs are offered for each class start.

Student Rights and Responsibilities of Assembly

Pittsburgh Career Institute recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with the same rights and freedoms of others.

Also, Pittsburgh Career Institute recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any

recognized student organization, after receiving approval of time and space from the Campus President, may hold group meetings in campus facilities.

Termination Policy

Pittsburgh Career Institute reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Pittsburgh Career Institute community, or failure to comply with the policies and procedures of Pittsburgh Career Institute. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Aid Information section of this catalog).

Americans with Disabilities Act / 504 / Reasonable Accommodations

Pittsburgh Career Institute does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request an auxiliary aid or service, please contact the ADA/504 Coordinator at 412-281-2600.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable the school to provide an auxiliary aid or service, it is recommended that the Application for Auxiliary Aid be submitted to the ADA/504 Coordinator six weeks before the first day of classes, or as soon as practical. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Pittsburgh Career Institute's grievance procedures. It is the policy of Pittsburgh Career Institute to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA).

Campus Security

Pittsburgh Career Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1st, and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid Office during regular business hours.

Pittsburgh Career Institute will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

In addition to the annual security report, Pittsburgh Career Institute maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at the office of the President.

Pittsburgh Career Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, Pittsburgh Career Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug- and alcohol-abuse prevention program may be obtained from the President.

Sexual Harassment Policies and Grievance Procedures

It is the policy of Pittsburgh Career Institute (the "School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School's website at www.pci.edu or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Ms. Charlotte Hackett, Title IX Coordinator
Office Location: PCI, 421 Seventh Ave.
Pittsburgh, PA, 15219
Phone: 412-281-2600 extension 105
E-mail: chackett@pci.edu

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541
Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

Pittsburgh Career Institute desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the School's Title IX Coordinator or to a Designated School Official. As set forth in the Policy, the School's Designated School Officials are the President, Vice-President, Chief Academic Officer, and Program Director. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of

the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the written determination will include the sanctions to be imposed upon the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

Internal Grievance Procedure

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this procedure first.

> **Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process, or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.**

Pittsburgh Career Institute and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence, and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Pittsburgh Career Institute administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Program Director. Alternatively, the student may submit the complaint to the campus Chief Academic Officer.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated, and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Chief Academic Officer.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated, and signed statement to the Campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange for a preliminary meeting with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response, or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Pittsburgh Career Institute. If Pittsburgh Career Institute fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's enrollment agreement. The time periods set forth in these procedures can be extended by mutual consent of Pittsburgh Career Institute and the student.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Accrediting Council for Independent Colleges and Schools. All complaints must be in written form, with permission from the complainant(s)

for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
Email: complaints@acics.org
Fax: 202-842-2593
Mail: 1350 Eye Street, NW
        Suite 560
        Washington, DC 20005

The student may also file a complaint directly with the Commonwealth of Pennsylvania Board of Private Licensed Schools:

Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, Pennsylvania 17126-0333

Students may submit any grievances regarding the Diagnostic Medical Sonography program to:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N
#7709
Seminole, FL 33775
(727) 210-2350
(727) 210-2354 Fax

Students may submit any grievances regarding the Respiratory Therapy program to:

Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Blvd
Telford, TN 37690
(817) 283-2835
(817) 354-8519 Fax

Students may submit any grievances regarding the Surgical Technology program to:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N
#7709
Seminole, FL 33775
(727) 210-2350
(727) 210-2354 Fax

Accreditation Review Council On Education In Surgical Technology And Surgical Assisting (ARC/STSA)
19751 East Main Street
Suite # 339
Parker, CO 80138
303-694-9262

Students may submit and grievances regarding the Veterinary Technology program to:

American Veterinary Medical Association
1931 N. Meacham Road
Suite 100
Schaumburg, Illinois 60173-4360
(800) 248-2862

Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Pittsburgh Career Institute receives a request for access. A student should obtain a *Request to Inspect and Review Education Records* form from the Academic Department and submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the school to amend a record should write the Chief Academic Officer, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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 provide written consent before Pittsburgh Career Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Pittsburgh Career Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. 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 responsibilities for the institution.
   Parental access to a student's record will be allowed by Pittsburgh Career Institute without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

   Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pittsburgh Career Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:
FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders, or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Pittsburgh Career Institute, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency. Information the school has designated as "directory information" may be released at the school's discretion. Pittsburgh Career Institute has defined directory information as the student's name, address (es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Chief Academic Officer within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the

school's rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation, and the student is under the age of twenty-one.

Changes

Pittsburgh Career Institute reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes. The Campus President maintains the authority to override any PCI policy after consideration of individual circumstances and potential impact(s).

Please refer to the catalog addendum for information related to and changes, the school calendar, tuition and fees, listing of faculty and staff.

PROGRAM OFFERINGS

Dental Assistant
Diploma Program
45 Semester Credits 1025 Clock Hours
40 Instructional Weeks – Day

PROGRAM DESCRIPTION
The Dental Assistant program at Pittsburgh Career Institute is designed to prepare students to assist in a variety of dental office situations. Students receive training in dental anatomy, pathology and terminology, dental instruments and materials, X-rays and radiography, chair side assisting techniques, as well as dental laboratory and office administration procedures. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as dental assistants.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a faculty to student ratio of 1:10

STATE LICENSURE/REGISTRATION INFORMATION
Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. In Pennsylvania, dental assistants are not required to take and pass a state certification exam in order to work as dental assistants. PCI does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as dental assistants in Pennsylvania or other states, at all or at any specific time, regardless of their eligibility status upon enrollment.

Dental Assistant Diploma Curriculum Requirements

Course Number	Course Title	Course Hours	Semester Credits
ALH-111	Healthcare Computer Applications	40	2.0
ALH-114	Career Success	40	2.5
DA-100	Anatomy for Dental Assistants	40	2.5
DA-101	Chairside Assisting: Preparing Instruments	40	1.5
DA-102	Dental History and Ethics	40	2.5
DA-103	Oral Anatomy	40	2.5
DA-104	Microbiology/Infection Control	20	0.5
DA-105	Oral Pathology	20	1.0
DA-106	Dental Emergencies	40	2.5
DA-107	Dental Office Management	40	2.0
DA-108	Dental Materials	60	2.0
DA-109	Chairside Assisting: Four-Handed	60	2.5
DA-110	Dental Specialties	60	2.5
DA-111	Dental Specialties II	60	2.5
DA-112	Introduction to Dental Radiology	40	1.5
DA-113	Dental Radiology	80	4.0
DA-114	Pharmacology/Diet and Nutrition	25	1.5
DA-115	Dental Assistant Externship	200	4.0
GS-101	Strategies for Success	40	2.5
GS-107	Communication Skills	40	2.5
	Total	**1025**	**45**

Diagnostic Medical Sonography

Associate in Specialized Technology Degree Program (AST) (Occupational Associate Degree)
99 Semester Credits 2505 Clock Hours
100 Instructional Weeks – Day

PROGRAM DESCRIPTION

The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Diagnostic Medical Sonography program at Pittsburgh Career Institute, (PCI) is designed to prepare students to perform diagnostic ultrasound examinations required of an entry-level general sonographer to include, but not be limited to, the abdomen, pelvis, pregnant female pelvis, and superficial structures. Students are also introduced to vascular ultrasound. The student will have the opportunity to study the anatomy, physiology, and pathophysiology of scanned organ systems, recognize the sonographic patterns of the organs, learn the protocols for a logical and thorough survey of the organs, and provide accurate and technical impressions to the interpreting physician. The core curriculum is structured to include an on-campus lecture component, an on-campus imaging laboratory component, and an off-campus integrated clinical component. The clinical portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their clinical rotations, studied, and practiced their skills should have the skills to seek entry-level employment as diagnostic medical sonographers.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a faculty to student ratio of 1:16.

ACCREDITATION/CERTIFICATION INFORMATION DISCLOSURE

The Diagnostic Medical Sonography program at PCI is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are eligible for and encouraged to take the Registered Diagnostic Medical Sonographer (RDMS) exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Registration requirements for taking and passing this examination are not controlled by PCI, but by outside agencies and are subject to change by the agency without notice. Therefore, PCI cannot guarantee that graduates will be eligible to take this registration exam, or any other registration or certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

STATE LICENSURE/REGISTRATION INFORMATION

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require sonographers to obtain state licensure and/or registration at this time, some states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as sonographers in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Diagnostic Medical Sonography Degree Curriculum Requirements (Version 0620)

Course Number	Course Title	Course Hours	Semester Credits
Core Curriculum Requirements			
ALH–100	Medical Terminology- All Body Systems	40	2.5
ALH–113	Human Anatomy and Physiology – All Body Systems	60	3.5
DMS–100	Introduction to Ultrasound	40	2.5
DMS–101	Ultrasound Terminology	40	2.5
DMS–102	Abdominal Ultrasound I	80	4.0
DMS–103	Ultrasound Lab I	60	2.0
DMS–104	Abdominal Ultrasound II	40	2.5
DMS–105	Physics and Instrumentation I	40	2.5
DMS–106	Ultrasound Lab II	60	2.0
DMS–107	Physics and Instrumentation II	40	2.5
DMS–108	Abdominal Pathology I	40	2.5
DMS–109	Gynecology and Obstetric Ultrasound	40	2.5
DMS–110	Ultrasound Lab III	60	2.0
DMS–111	Introduction to Clinical Education	229	5.0
DMS–112	Superficial Anatomy	60	3.0
DMS–200	Abdominal Pathology II	40	2.5
DMS–201	Clinical Education I	229	5.0
DMS–202	Obstetrical Pathology I	50	3.0
DMS–203	Vascular Ultrasound I	60	3.0
DMS–204	Clinical Education II	229	5.0
DMS–205	Abdominal Doppler	60	3.0
DMS–207	ARDMS Registry Exam Seminar	40	2.5
DMS–208	Clinical Education III	229	5.0
DMS–209	Ultrasound Case Review	50	3.0
DMS–210	Clinical Education IV	229	5.0
	Total Required Core Curriculum	**2145**	**78.5**
General Education Requirements			
ALH–106	Healthcare Law and Ethics	40	2.5
ALH–114	Career Success	40	2.5
GS–100	English Composition	40	2.5
GS–103	Computer Concepts I	40	1.5
GS–104	Computer Concepts II	40	1.5
GS–105	Introduction to Psychology	40	2.5
GS–111	Introduction to Physics	40	2.5
GS–113	Algebra	40	2.5
GS–114	Patient Care/Hospital Policies	40	2.5
	Total Required General Education	**360**	**20.5**
	TOTAL	**2505**	**99.0**

Diagnostic Medical Sonography Degree Curriculum Requirements (Version 0222)

Course Number	Course Title	Course Hours	Semester Credits
Core Curriculum Requirements			
ALH–100	Medical Terminology- All Body Systems	40	2.5
ALH–102	Human Anatomy and Physiology I	60	3.5
ALH–103	Human Anatomy and Physiology II	60	3.5
DMS–100	Introduction to Ultrasound	40	2.5
DMS–102	Abdominal Ultrasound I	80	4.0
DMS–103	Ultrasound Lab I	60	2.0
DMS–104	Abdominal Ultrasound II	40	2.5
DMS–105	Physics and Instrumentation I	40	2.5
DMS–106	Ultrasound Lab II	60	2.0
DMS–107	Physics and Instrumentation II	40	2.5
DMS–108	Abdominal Pathology I	40	2.5
DMS–109	Gynecology and Obstetric Ultrasound	40	2.5
DMS–110	Ultrasound Lab III	60	2.0
DMS–111	Introduction to Clinical Education	229	5.0
DMS–112	Superficial Anatomy	60	3.0
DMS–200	Abdominal Pathology II	40	2.5
DMS–201	Clinical Education I	229	5.0
DMS–202	Obstetrical Pathology I	50	3.0
DMS–203	Vascular Ultrasound I	60	3.0
DMS–204	Clinical Education II	229	5.0
DMS–205	Abdominal Doppler	60	3.0
DMS–207	ARDMS Registry Exam Seminar	40	2.5
DMS–208	Clinical Education III	229	5.0
DMS–210	Clinical Education IV	229	5.0
DMS–211	Ob/OB Pathology	30	2.0
	Total Required Core Curriculum	**2185**	**81.0**
General Education Requirements			
ALH–106	Healthcare Law and Ethics	40	2.5
ALH–114	Career Success	40	2.5
DMS–101A**	Ultrasound Terminology	40	2.5
GS–100	English Composition	40	2.5
GS–103	Computer Concepts I	40	1.5
GS–104	Computer Concepts II	40	1.5
GS–105	Introduction to Psychology	40	2.5
GS–111	Introduction to Physics	40	2.5
GS–113	Algebra	40	2.5
	Total Required General Education	**320**	**18.0**
	TOTAL	**2505**	**99.0**

**DMS-101A is an applied general education course.

Medical Assistant
Diploma
45.5 Semester Credits   1060 Clock Hours
40 Instructional Weeks – Day

PROGRAM DESCRIPTION
The Medical Assistant program at Pittsburgh Career Institute is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. The core curriculum covers a variety of subjects, including medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation, and basic laboratory procedures and tests. The courses are grouped around knowledge and skills required for administrative and clinical medical assisting. Students are required to complete a supervised clinical externship at a medical facility that includes competencies, logs, and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as medical assistants.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a faculty to student ratio of 1:20.

STATE LICENSURE/REGISTRATION INFORMATION
Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require medical assistants to obtain state licensure and/or registration at this time, some states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as medical assistants in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Medical Assistant Diploma Curriculum Requirements

Course Number	Course Title	Course Hours	Semester Credits
ALH-100	Medical Terminology- All Body Systems	40	2.5
ALH-106	Healthcare Law and Ethics	40	2.5
ALH-108	The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems	40	2.5
ALH-109	The Human Body: Respiratory, Digestive and Urinary Systems	40	2.5
ALH-110	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-111	Healthcare Computer Applications	40	2.0
ALH-112	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
ALH-114	Career Success	40	2.5
ALH-117	Safety in the Healthcare Environment	40	1.5
GS-101	Strategies for Success	40	2.5
MA-101	Health Information Technology: Computer Applications	40	2.0
MA-102	Health Records, Coding and Reimbursement	40	2.0
MA-103	Clinical Procedures	40	1.5
MA-104	Electrocardiography	40	1.5
MA-105	Pharmacology	40	1.5
MA-106	Medical Laboratory Procedures	40	1.5
MA-107	Hematology	40	1.5
MA-108	Medical Office Administration	40	2.5
MA-109	Medical Assistant Clinical Review	40	1.5
MA-110	Medical Assistant Externship	300	6.5
	Total	**1060**	**45.5**

Respiratory Therapy
Associate in Specialized Technology Degree Program (AST) (Occupational Associate Degree)
94 Semester Credits 2380 Clock Hours
90 Instructional Weeks – Day

PROGRAM DESCRIPTION
The Respiratory Therapy program at Pittsburgh Career Institute is designed to provide students with the technical and practical training necessary to work as respiratory therapists in a variety of healthcare settings. The program is designed to teach students the ability to comprehend, apply, and evaluate clinical information relevant to their roles as respiratory therapists, as well as show the technical proficiency and the professional behavior consistent with employer expectations. The core curriculum is structured to include a lecture component, a laboratory component, and an integrated clinical component. The clinical portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class, their clinical requirements, studied, and practiced their skills should have the skills to seek entry-level employment as respiratory therapists.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a faculty to student ratio of 1:20. Clinical courses will be limited to a faculty to student ratio of 1:6.

ACCREDITATION/CERTIFICATION INFORMATION DISCLOSURE
The Respiratory Therapy program at Pittsburgh Career Institute is programmatically accredited by the Commission on Accreditation for Respiratory Care (CoARC). Therefore, graduates of the program are eligible for and encouraged to take the Certified Respiratory Therapy (CRT) and Registered Respiratory Therapy (RRT) exams offered by the National Board for Respiratory Care (NBRC), which may enhance employment opportunities. Certification requirements for taking and passing this examination are not controlled by Pittsburgh Career Institute and are subject to change without notice. Therefore, Pittsburgh Career Institute cannot guarantee that graduates will be eligible to take this certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

STATE LICENSURE/REGISTRATION INFORMATION

In the state of Pennsylvania, graduates must apply for and receive state certification to practice respiratory therapy. Passage of the CRT examination offered by the NBRC is required for state certification in Pennsylvania. Pittsburgh Career Institute does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as respiratory therapists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment. Please visit the PCI website for a list of professional licensure information.

Respiratory Therapy Degree Curriculum Requirements

Course Number	Course Title	Course Hours	Semester Credits
Core Curriculum Requirements			
ALH-100	Medical Terminology - All Body Systems	40	2.5
ALH-102	Human Anatomy and Physiology I	60	3.5
ALH-103	Human Anatomy and Physiology II	60	3.5
ALH-105	Microbiology	40	1.5
RT-100	Introduction to Respiratory Care	40	2.5
RT-101	Cardiopulmonary Anatomy and Physiology	80	5.0
RT-102	Patient Management	50	2.5
RT-103	Pharmacology	80	5.0
RT-104	Respiratory Therapy Equipment	60	3.0
RT-105	Cardiopulmonary Resuscitation (CPR)	20	0.5
RT-106	Cardiopulmonary Diseases	75	5.0
RT-107	EKG's	25	1.0
RT-108	Introduction to Clinic	20	1.0
RT-109	Airway Management	30	0.5
RT-110	Clinical Education I	128	2.5
RT-111	Pulmonary Function Testing	60	2.5
RT-112	Neonatal/Pediatrics I	30	1.5
RT-113	Neonatal/Pediatrics Lab I	15	0.5
RT-114	Clinical Education II	128	2.5
RT-200	Clinical Education III	128	2.5
RT-201	Neonatal/Pediatrics II	30	1.5
RT-202	Neonatal/Pediatrics Lab II	15	0.5
RT-203	Mechanical Ventilation I	60	2.0
RT-204	Critical Care Monitoring	30	1.5
RT-205	Clinical Education IV	192	4.0
RT-206	CRRT Preparation	20	1.0
RT-207	Mechanical Ventilation II	60	2.5
RT-208	Rehabilitation and Home Care	20	1.0
RT-209	Clinical Education V	192	4.0
RT-210	RRT Preparation	30	2.0
RT-211	Mechanical Ventilation III	30	1.5
RT-212	ACLS/PALS	60	3.0
RT-213	Clinical Education VI	192	4.0
	Total Required Core Curriculum	**2100**	**77.5**
General Education Requirements			
GS-100	English Composition	40	2.5
GS-102	Human Relations	40	2.5
GS-103	Computer Concepts I	40	1.5
ALH-106	Healthcare Law and Ethics	40	2.5
GS-109	Introduction to Chemistry	40	2.5
GS-111	Introduction to Physics	40	2.5
GS-112	Math and Metrics	40	2.5
	Total Required General Education:	**280**	**16.5**
	TOTAL	**2380**	**94.0**

Surgical Technology

Associate in Specialized Technology Degree Program (AST) (Occupational Associate Degree)
68.5 Semester Credits 1615 Clock Hours
70 Instructional Weeks – Day

PROGRAM DESCRIPTION
The Surgical Technology program prepares competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary for employment as an entry-level surgical technologist. The Association of Surgical Technology (AST) Core Curriculum 6th Edition was used as a guideline to facilitate the formation of the surgical technology program curriculum, which includes an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical pharmacology and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as surgical technologists.

Below are the case requirements that are completed while a Surgical Technology student is on their clinical and externship rotations:

A total of 120 cases including:
- A minimum of thirty (30) cases in General Surgery
  - Twenty (20) of those cases should be in the First Scrub Role (as defined on page 175 of the CCST6e).
- Students are required to complete a minimum of ninety (90) cases in various surgical specialties.
  - Sixty (60) of those cases should be in the first scrub role and evenly, but not necessarily equally distributed between a minimum of four (4) surgical specialties.
- Observation cases should be documented, but do not count towards the one hundred twenty (120) required cases.
- Additional requirements for graduation can be found in the Surgical Technology Student Handbook

Theory/lecture classes will be limited to 30 students. Laboratory classes will be limited to a faculty to student ratio of 1:10.

ACCREDITATION/CERTIFICATION INFORMATION DISCLOSURE
The Surgical Technology degree program at PCI is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. Therefore, graduates of the program are eligible for and encouraged to take the Certified Surgical Technologist (CST) examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Registration requirements for taking and passing this examination are not controlled by PCI, but by outside agencies and are subject to change by the agency without notice. Therefore, PCI cannot guarantee that graduates will be eligible to take this registration exam, or any other registration or certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

STATE LICENSURE/REGISTRATION INFORMATION
Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Pennsylvania requires Surgical Technologists to obtain state licensure and/or registration at this time, some other states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as Surgical Technologists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Surgical Technology Degree Curriculum Requirements

Course Number	Course Title	Course Hours	Semester Credits
Core Curriculum Requirements			
ALH-100	Medical Terminology – All Body Systems	40	2.5
ALH-105	Microbiology	40	1.5
ALH-106	Healthcare Law and Ethics	40	2.5
GS-101	Strategies for Success	40	2.5
ST-100	Introduction to Surgical Technology	40	2.5
ST-101	Fundamentals of Surgical Care	60	3.0
ST-102	Surgical Instruments	40	2.0
ST-103	Surgical Equipment and Supplies	30	1.5
ST-104	Preparation for Surgery	30	1.0
ST-105	Process of Surgery	50	2.5
ST-106	Surgical Procedures I	60	2.5
ST-200	Surgical Procedures II	60	2.5
ST-201	Surgical Procedures III	60	2.5
ST-202	Surgical Procedures IV	60	2.5
ST-203	Surgical Procedures V	60	2.5
ST-204	Pharmacology for Surgical Technologists	40	2.5
ST-205	Clinical Operation Room Rotation	225	5.0
ST-206	Foundations for Assessment	20	1.0
ST-207	Surgical Technology Externship	300	6.5
	Total Required Core Curriculum	**1295**	**49**
General Education Requirements			
ALH-111	Healthcare Computer Applications	40	2
ALH-108	The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems	40	2.5
ALH-109	The Human Body: Respiratory, Digestive and Urinary System	40	2.5
ALH-110	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-112	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
GS-100	English Composition	40	2.5
GS-105	Introduction to Psychology	40	2.5
GS-112	Math and Metrics	40	2.5
	Total Required General Education	**320**	**19.5**
	TOTAL	**1615**	**68.5**

Veterinary Technology

Associate in Specialized Technology (AST) (Occupational Associate Degree)
88 Semester Credits   1880 Clock Hours
70 Instructional Weeks – Day

PROGRAM DESCRIPTION

The Veterinary Technology program at Pittsburgh Career Institute is designed to provide students with the technical and practical training necessary to work as veterinary technicians who provide competent and humane care toward the emotional and physical well-being of animals. The core curriculum is structured to include a lecture component and a laboratory component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as veterinary technicians.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a faculty to student ratio of 1:12 for laboratory classes not involving the use of animals. Laboratory classes that include the use of animals will be limited to a faculty to student ratio of 1:8.

ACCREDITATION/CERTIFICATION AND STATE REGISTRATION DISCLOSURE

The Veterinary Technology program is programmatically accredited by the American Veterinary Medical Association (AVMA). This means that graduates of the program are eligible to apply to the Pennsylvania Medical Veterinary Board for registration and take the Veterinary Technician National Examination (VTNE) and the State Board examination. The requirements for taking and passing the VTNE and the State Board examination are not controlled by PCI and are subject to change without notice. Therefore, PCI cannot guarantee that graduates will be eligible to take the VTNE or State Board examination, at all or at any specific time, regardless of their eligibility status upon enrollment. Further, PCI does not control the state registration for veterinary technicians in Pennsylvania or in any other state. Thus, PCI cannot guarantee that graduates will be eligible to work as veterinary technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

STATE LICENSURE/REGISTRATION INFORMATION

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require veterinary technicians to obtain state licensure and/or registration at this time, some states may require this. Pittsburgh Career Institute does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as veterinary technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment. Please visit the PCI website for a list of professional licensure information.

Veterinary Technology Degree Curriculum Requirements

Course Number	Course Title	Course Hours	Semester Credits
Core Curriculum Requirements			
VT-100	Introduction to Veterinary Science	40	2.5
VT-101	Veterinary Medical Terminology	30	2.0
VT-102	Veterinary Nursing Procedures I	60	2.5
VT-103	Kennel Management and Nutrition	30	2.0
VT-104	External Parasitology	30	1.5
VT-106	Veterinary Anatomy and Physiology I	80	4.5
VT-107	Pharmacology and Disease Procedures I	70	4.5
VT-108	Specialized Nutrition	30	2.0
VT-109	Veterinary Nursing Procedures II	60	2.5
VT-110	Internal Parasitology	50	2.0
VT-112	Hematology and Urinalysis Techniques	50	2.0
VT-200	Veterinary Anatomy and Physiology II	60	4.0
VT-201	Radiographic and Imaging	80	3.5
VT-202	Microbiology Techniques	50	2.5
VT-203	Avian and Exotic Care	80	3.5
VT-204	Pharmacology and Disease Procedures II	70	4.5
VT-206	Veterinary Nursing Procedures III/Internship	150	6.0
VT-207	Veterinary Surgical Nursing	150	6.0
VT-208	Registry Preparation Seminar	40	2.5
VT-209	Breeds/ Preventative Medicine	50	2.5
VT-210	Veterinary Technology Externship	300	6.5
	Total Required Core Curriculum	**1560**	**69.5**
General Education Requirements			
GS-100	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-102	Human Relations	40	2.5
GS-103	Computer Concepts I	40	1.5
GS-108	Public Speaking	40	2.0
GS-109	Introduction to Chemistry	40	2.5
GS-110	Biology	40	2.5
GS-112	Math and Metrics	40	2.5
	Total Required General Education	**320**	**18.5**
	TOTAL	**1880**	**88**

Course Numbering System

Pittsburgh Career Institute uses a course numbering system that consists of a two to three-letter prefix followed by three numbers which indicates both the general area of study and general freshman or sophomore level of the course.

Courses numbered 100-199 are generally taken during a student's first academic year. Course numbers in the 200+ range identify more advanced courses typically taken after the completion of prerequisite courses in the first or second year of study. Students will not be scheduled to start a class with prerequisites unless s/he has successfully completed the prerequisite courses.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Chief Academic Officer. The unit of credit is the semester credit hour.

Note: The institution reserves the right to reschedule any course that is scheduled for fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every term.

Course Descriptions

ALH-100 Medical Terminology – All Body Systems
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

ALH-102 Human Anatomy and Physiology I
3.5 Semester Credits
60 Clock Hours (45 Lecture, 15 Lab)
Prerequisites: None
This is a course in systemic human biology for students in allied health requiring a background in human biology. The focus of this course is normal anatomy and physiology. This course includes body planes, tissues, integumentary system, skeletal system, muscular system, nervous system, and the endocrine system.

ALH-103 Human Anatomy and Physiology II
3.5 Semester Credits
60 Clock Hours (45 Lecture, 15 Lab)
Prerequisites: None
This course provides an overview of the human body systems and their relationship and differences regarding structure and function. This course includes the blood, cardiovascular system, respiratory system, digestive system, urinary system, and reproductive system.

ALH-105 Microbiology
1.5 Semester Credit
40 Clock Hours (10 Lecture, 30 Lab)
Prerequisite: None
In this course, students will identify microorganisms that cause infection/illnesses in the human body.

ALH-106 Healthcare Law and Ethics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course explores legal and ethical issues in healthcare delivery. The course will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, appropriate communication, beginning of life, and end of life decision.

ALH-108 The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course introduces the student to diseases and methods of diagnosis and treatment of the cardiac, circulatory, pulmonary and lymphatic systems. Emphasis is placed on understanding the impact of disruption in normal body system functions. Pharmacology related to these systems is also covered.

ALH-109 The Human Body: Respiratory, Digestive and Urinary Systems
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

ALH-110 The Human Body: Endocrine and Reproductive Systems and Nutrition
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the endocrine and reproductive systems, including principles of nutrition, metabolism, growth and genetics.

ALH-111 Healthcare Computer Applications
2.0 Semester Credits
40 Clock Hours (20 Lecture, 20 Lab)
Prerequisites: None
This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, Microsoft Office applications, and the role of computer technology in the field of healthcare.

ALH-112 The Human Body: Musculoskeletal, Nervous and Integumentary Systems
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous and integumentary systems.

ALH-113 Human Anatomy and Physiology – All Body Systems
3.5 Semester Credits
60 Clock Hours (45 Lecture, 15 Lab)
Prerequisites: None
This course provides an overview of the human body systems and their relationship and differences regarding structure and function. This course will identify and define the general function and nature of various body systems, organs and structures.

ALH-114 Career Success
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course examines the process of finding a first job and starting a career. Topics include developing self-awareness, researching opportunities, communicating effectively in the search process, writing and circulating a résumé, navigating the interview process, and negotiating offers and handling rejection.

ALH-117 Safety in the Healthcare Environment
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Lab)
Prerequisites: None
Co-requisites: ALH-100
This course addresses employee and patient safety concerns in the healthcare environment. Vital signs, medical office emergencies, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set-up, suturing, and personal protective equipment are among topics taught and practiced.

DA-100 Anatomy for Dental Assistants
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is a study of the skeleton, tissues, and systems of the body.

DA-101 Chairside Assisting: Preparing Instruments
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Lab)
Prerequisite: None
This course provides a comprehensive study of sterilization procedures using a variety of techniques. Emphasis is placed on the preparation of instruments and armamentarium to undergo sterilization processes.

DA-102 Dental History and Ethics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
In this course, the student will have the opportunity to learn early indication and historical significance of oral disease, key figures in profession of dentistry, the progression of dental education and organized dentistry. Topics will include civil vs.

criminal law, components of the dental practice act, and responsibilities of the dental team. Emphasis will be placed on dental records, implied and informed consent, ADA and ADAA principles of ethics and application of ethics in advertising, professional fees, and professional responsibilities.

DA-103 Oral Anatomy
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is a study of the structures of the head with emphasis on the mouth and neck. This course also covers dental anatomy and charting.

DA-104 Microbiology/Infection Control
0.5 Semester Credits
20 Clock Hours (20 Lab)
Prerequisite: None
In this course, the students will explore basic concepts of microbiology. Focus will be on the microscopic appearance and significance of microorganisms composing normal mouth flora. Sanitation measures to control exposure and contamination of pathogenic organisms will also be covered.

DA-105 Oral Pathology
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: None
This course is designed to enable students to identify diseases of the oral cavity. Included are the causes and effects, as well as, prevention of conditions the dental assistant may routinely encounter at chairside.

DA-106 Dental Emergencies
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is a basic informational study of job responsibilities in handling the dental office emergency. Students will discuss various emergency situations and appropriate actions to take in each. Students will also complete a BLS/CPR training course to receive certification.

DA-107 Dental Office Management
2.0 Semester Credits
40 Clock Hours (25 Lecture, 15 Lab)
Prerequisite: None
This course is a basic study of the dental front office; accounting, billing, and completion and processing of third-party insurance forms will be introduced. Appointment scheduling, obtaining of the medical/dental patient history, and record maintenance methods are additional topics addressed.

DA-108 Dental Materials
2.0 Semester Credits
60 Clock Hours (5 Lecture, 55 Lab)
Prerequisite: None
This course includes the identification, purposes, and use of instruments and materials utilized in dental restorative procedures. Emphasis is placed on the dental assistant's role in preparation of restorative materials.

DA-109 Chairside Assisting: Four-Handed
2.5 Semester Credits
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: None
This course provides clinical skills practice where the student and instructor review all procedures with emphasis on instrument transfer, anticipating the dentist's needs, and review of all dental restorative materials.

DA-110 Dental Specialties
2.5 Semester Credits
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: None
This course provides a basic description and comprehensive study of general dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and dental implants. Key skills emphasized are the dental assistant's role in all related specialties.

DA-111 Dental Specialties II
2.5 Semester Credits
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: None
After successful completion of Dental Specialties, the student will expand their knowledge of endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. Through lecture and laboratory sessions students will achieve practical experience in coronal polishing and placement of dental sealants.

DA-112 Introduction to Dental Radiology
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Lab)
Prerequisite: None
This course provides a basic study of the dental X-ray equipment, purpose, danger, and use. Included topics are preparation techniques for exposing a complete dental radiographic series, equipment, and processing techniques.

DA-113 Dental Radiology
4.0 Semester Credits
80 Clock Hours (50 Lecture, 30 Lab)
Prerequisite: DA-112
This course provides a more detailed study of the dental X-ray equipment, its purpose, danger, and use. Students will expose, develop, evaluate, and mount a complete dental series using dental mannequins. Multiple types of imaging receptors will be utilized;

discussion of the radiographic certification exam for dental assistants will also be included.

DA-114 Pharmacology/Diet and Nutrition
1.5 Semester Credits
25 Clock Hours (25 Lecture)
Prerequisite: None
This course is a study of common pharmaceuticals used in dental medicine. Written prescriptions, with emphasis on Federal laws and licensure will also be addressed. In addition, students will study basics of nutrition and its relationship to the development of the primary and permanent dentitions.

DA-115 Dental Assistant Externship
4.0 Semester Credits
200 Clock Hours (200 Externship)
Prerequisites: Successful completion of all didactic and laboratory courses
This course is an opportunity to observe, assist, and enhance skills in a clinical dental setting. The extern student will apply all dental assisting principles and theory taught in the classroom. The Externship Site Supervisor will evaluate the student's dependability, professionalism, and skills. Academic review of knowledge is also included.

DMS-100 Introduction to Ultrasound
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: GS-100, GS-113, GS-111, ALH-100, ALH-102, ALH-103
This course is designed to provide the student with an overview of the theoretical, clinical, and ethical aspects of ultrasound. The student will have the opportunity to familiarize themselves with ultrasound related topics including: history, physics, cross-sectional anatomy, directional terminology, elementary scan interpretation, and sonographic terms. Basic vessel anatomy is introduced as it pertains to landmarks on ultrasound imaging. The student is introduced to the laboratory and various ultrasound machines. The student will have the opportunity to practice hands on learning for directional terminology as it relates to ultrasound imaging.

DMS-101 Ultrasound Terminology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: GS-100, GS-113, GS-111, ALH-102, ALH-103
This course is designed to develop competency with diagnostic foundations pertinent to ultrasound medicine. Ultrasound vernacular is defined, evaluated, and intensely interrogated as it pertains to ultrasound imaging. Common abnormalities seen and diagnosed with ultrasound are also introduced and discussed. Basic ideology of ultrasound physics is introduced to cultivate the fundamentals of ultrasound imaging. Obtaining patient clinical history, pathologic basis for disease, and the evaluation of clinical signs and symptoms are also presented at an introductory level.

DMS-101A Ultrasound Terminology/Patient Care
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: GS-100, GS-113, GS-111, ALH-102, ALH-103
This course is designed to develop competency with diagnostic foundations pertinent to ultrasound medicine. Ultrasound vernacular is defined, evaluated, and intensely interrogated as it pertains to ultrasound imaging. Common abnormalities seen and diagnosed with ultrasound are also introduced and discussed. Basic ideology of ultrasound physics is introduced to cultivate the fundamentals of ultrasound imaging. Obtaining patient clinical history, pathologic basis for disease, and the evaluation of clinical signs and symptoms are also presented at an introductory level. This course also presents the concepts of physical and psychological patient care, as well as routine and emergency patient care procedures including CPR and first aid. This course also discusses the abnormalities commonly seen and diagnosed with Sonography, as well as professional scopes of practice and hospital regulatory standards and guidelines. The students will also have the opportunity to learn about record keeping and paperwork pertinent to clinical setting.

DMS-102 Abdominal Ultrasound I
4.0 Semester Credits
80 Clock Hours (45 Lecture, 35 Lab)
Prerequisites: DMS-100, DMS-101
This course will review basic human anatomy and physiology of the liver, gallbladder, pancreas, aorta, and IVC with emphasis on sonographic appearance of these structures. Proper scan techniques and protocols for the aorta and IVC, and their branches, are presented during the laboratory component of this course. The student is expected to complete scan competencies on the aorta and IVC.

DMS-103 Ultrasound Lab I
2.0 Semester Credits
60 Clock Hours (60 Lab)
Prerequisites: DMS-102
The basic procedures in performing ultrasound examinations are demonstrated, practiced, and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Proper scan technique and protocols for the liver, gallbladder, and pancreas are presented. The student is expected to complete scanning competencies on each organ.

DMS-104 Abdominal Ultrasound II
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: DMS-102
This course is the didactic continuation of DMS-102. This course will present basic human anatomy and physiology of the gastrointestinal system, Spleen, Adrenals and Kidneys/Bladder. Related diagnostic and laboratory testing, patient history, sonographic appearance and congenital anomalies are also covered. Pathology of the gastrointestinal system and spleen is introduced.

DMS-105 Physics and Instrumentation I
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: DMS-102
This course explains how the pulse-echo principle is used in sonography. Basic sound and ultrasound physics are covered including: frequency, wavelength, propagation speed, reflection and resolution. The components and function of the ultrasound transducer and equipment are explored.

DMS-106 Ultrasound Lab II
2.0 Semester Credits
60 Clock Hours (60 Lab)
Prerequisites: DMS-103, DMS-104
This lab is a continuation of DMS-103 The basic procedures in performing ultrasound examinations are demonstrated, practiced, and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Proper scan technique and protocols for the kidneys, bladder, spleen, and adrenal glands are presented. The student is expected to complete scanning competencies on each organ.

DMS-107 Physics and Instrumentation II
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: DMS-105
Lectures and related exercises covering the areas of ultrasonic propagation principles, Imaging artifacts, spectral and colorflow Doppler. Lectures will also include the interactive properties of ultrasound with human tissue, possible biologic effects, types of equipment and instrumentation, and safety and quality control.

DMS-108 Abdominal Pathology I
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: DMS-104
The student is expected to learn how pathology and disease affect the abdominal organs: aorta, liver, gallbladder, and pancreas. Lectures will include the significance of how the sequela of laboratory values, patient history, sonographic appearance, and prior test results affect cases and ultrasound images. Case studies with abnormal findings will be presented and interrogated. The student is expected to develop and apply critical thinking skills in tandem with pathology cases.

DMS-109 Gynecology and Obstetric Ultrasound
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite DMS-104
This course will present the anatomy, physiology, congenital anomalies of the female pelvis. Obstetrical embryology and fertilization, 1st, 2nd and 3rd trimester fetal anatomy is also covered. Fetal biometry and routine ultrasound evaluation of the fetus is covered as well. The student is expected to have an understanding of fetal and placental

circulation. Lectures include the importance of patient history, laboratory and other clinical information. Sonographic evaluation of the normal female reproductive structures and all three trimesters of pregnancy are also covered.

DMS-110 Ultrasound Lab III
2.0 Semester Credits
60 Clock Hours (60 Lab)
Prerequisites: DMS-106
This lab is a continuation of DMS-106. Cumulative scan review is completed at the end of this course. The basic procedures in performing ultrasound examinations are demonstrated, practiced, and evaluated in the lab setting. Proper scan technique and protocol for the female pelvis are presented. Basic patient rapport and interactions are emphasized. Complete abdominal scan competencies are required prior to clinical education.

DMS-111 Introduction to Clinical Education
5.0 Semester Credits
229 Clock Hours (229 Clinical)
Prerequisites: DMS-110, GS-114, DMS-108, DMS-107, DMS-109
This course is the student's first clinical education rotation. The student will be trained on the daily operations of an ultrasound lab. The student will observe experienced technologists, learn the scanning protocols, and develop their scanning and patient care skills in the clinical setting. Attendance at an assigned clinical affiliate for 24 hours per week is required.

DMS-112 Superficial Anatomy
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Lab)
Prerequisites: DMS-104
Normal anatomy, congenital anomalies, and sonographic appearance of superficial structures are reviewed. This includes: thyroid, parathyroid, breast, scrotum, prostate, penis, and basic musculoskeletal. Basic knowledge of infant hips, brain, and spine are also introduced. Various pathologies and disease processes will be discussed. Lectures will include the importance of laboratory values, patient history, and other diagnostic testing.

DMS-200 Abdominal Pathology II
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: DMS-108, DMS-109
This is a continuation of Abdominal Pathology I. The student is expected to learn how pathology and disease affect the adrenal, renal/bladder and pelvic viscera. Lectures will include the significance of how the sequela of laboratory values, patient history, sonographic appearance, and prior test results affect cases and ultrasound images. Case studies with abnormal findings will be presented and interrogated. The student is expected to apply critical thinking skills in tandem with pathology at an excelled level.

DMS-201 Clinical Education I
5.0 Semester Credits
229 Clock Hours (229 Clinical)
Prerequisites: DMS-112, DMS-200, DMS-111
In the course, the student will continue observation of all clinical duties performed in the Ultrasound Department, as well as developing stronger patient care skills, basic instruction and scanning development experience in abdominal, obstetrical, gynecological, small parts, and other aspects of sonography. The student will also begin reviewing cases to understand patient clinical history and apply that knowledge to ultrasound imaging. Attendance at an assigned clinical affiliate for 24 hours per week is required.

DMS-202 Obstetrical Pathology I
3.0 Semester Credits
50 Clock Hours (50 Lecture)
Prerequisites: DMS-109
This course will present lectures on fetal anomalies involving: cranial, facial, spinal, thoracic, skeletal, gastrointestinal, genitourinary, chromosomal and cardiac. First trimester and maternal complications, multiple gestations and fetal testing are also covered. Images and case studies with abnormal findings will be presented.

DMS-203 Vascular Ultrasound I
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Lab)
Prerequisites: DMS-104, DMS-107
This course is designed to combine theory and practical application of normal and pathological states of the peripheral and cerebrovascular system. Anatomy, hemodynamics, patient history, clinical manifestations, non-invasive techniques, and interpretation will be discussed. Scan protocols, spectral waveform analysis, and scanning techniques will be also taught as well as hemodynamics of the circulatory system and the physics of Doppler. The students will have the opportunity to reinforce the theory taught in lecture with hands-on scanning in the lab component to this class.

DMS-204 Clinical Education II
5.0 Semester Credits
229 Clock Hours (229 Clinical)
Prerequisites: DMS-203, DMS-201
The student will continue observation of all clinical duties performed in the Ultrasound Department, as well as developing stronger patient care skills, enhanced instruction and scanning development experience in abdominal, obstetrical, gynecological, small parts, and other aspects of sonography. The student will also continue reviewing cases to understand patient clinical history and apply that knowledge to ultrasound imaging. Attendance at an assigned clinical affiliate for 24 hours per week is required.

DMS-205 Abdominal Doppler
3 Semester Credits
60 Clock Hours (30 Lecture, 30 Lab)
Prerequisites: DMS-107, DMS-200
This course is designed to develop the student's knowledge in regards to abdominal vasculature and how it pertains to ultrasound. Lectures on abdominal and pelvic Doppler will be presented. Topics include, but are not limited to: doppler of the arteries and veins of the portal system, hepatic veins, IVC, aorta, renal arteries, mesenteric arteries and veins, and pelvic structures. The students will develop the skills to reinforce the theory taught in lecture with hands-on scanning in the lab component of this class.

DMS-207 ARDMS Registry Exam Seminar
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: DMS-204, DMS-205, DMS-202, DMS-203
This course provides a review of the didactic knowledge necessary to prepare students to take and pass the boards designed for the diagnostic medical sonography field. Students will practice obtaining the board review topical outline from the ARDMS and will be able to practice mock exams for the SPI, ABDOMEN, AND OB/GYN boards.

DMS-208 Clinical Education III
5.0 Semester Credits
229 Clock Hours (229 Clinical)
Prerequisites: DMS-204, DMS-205
This course is a continuation of practical clinical experience in all aspects of abdominal and OB-GYN Sonography. Students are encouraged to present cases to the interpreting physician as well as developing competency in regards to patient care. The student will also continue reviewing cases to understand patient clinical history and apply that knowledge to ultrasound imaging. Attendance at an assigned clinical affiliate for 24 hours per week is required.

DMS-209 Ultrasound Case Review
3.0 Semester Credits
50 Clock Hours (50 Lecture)
Prerequisites: DMS-207
The student will have the opportunity to prepare and present ultrasound case studies with abnormal findings. Discussions of clinical symptoms, patient history, disease process and technical pitfalls will be included. An emphasis is placed on the importance of patient confidentiality.

DMS-210 Clinical Education IV
5.0 Semester Credits
229 Clock Hours (229 Clinical)
Prerequisites: DMS-208
This course is a continuation of practical clinical experience in all aspects of ultrasonography. The student is encouraged to scan more challenging examinations and to fully participate in the clinical setting as a sonographer. The student will continue

toward developing independent judgement with patient care, clinical history, and case reporting. The student is required to complete assigned competencies before completion of clinical education. Attendance at an assigned clinical affiliate for 24 hours per week is required.

DMS-211 Ob/OB Pathology
This course will cover. 2nd and 3rd trimester fetal anatomy. Fetal biometry and routine ultrasound evaluation of the fetus is covered as well. The student is expected to have an understanding of fetal and placental circulation. Lectures include the importance of patient history, laboratory, and other clinical information.
This course will also cover maternal and fetal complications in the first trimester.

GS-100 English Composition
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course emphasizes the ability to write clearly and effectively by applying composition principles to a variety of writing modes. Focus is on the writing process, intended audience, consistent point of view, correct grammar usage, concise language, appropriate style, and effective organizational strategies.

GS-101 Strategies for Success
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course is designed to increase the student's success in his/her professional and personal life through discussions and activities that promote achievement of career skills. The course is largely focused on concepts developed by The Pacific Institute.

GS-102 Human Relations
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course is the basic study of effective interpersonal communications and relationships. Topics of discussion include professionalism, client communication and interpersonal relations. This course includes a discussion of discrimination, prejudice, sexual harassment, client education and other contemporary issues. Emphasis is placed on client reception, telephone techniques, problem solving, and grief counseling.

GS-103 Computer Concepts I
1.5 Semester Credits
40 Clock Hours (25 Lecture, 15 Lab)
Prerequisites: None
This course is a study of the basic fundamentals of computer hardware and related software. The course will instruct on the essentials of Windows 8 along with Microsoft Office 2013, Folder & File Management, Outlook, exploring the internet, and Word.

GS-104 Computer Concepts II
1.5 Semester Credits
40 Clock Hours (25 Lecture, 15 Lab)
Prerequisites: None
This course is a continuation of GS-103 and focuses on the advanced function of Microsoft Office 2013, Excel, PowerPoint, and networking concepts.

GS-105 Introduction to Psychology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course examines the biological and mental processes that are related to human behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, and thinking.

GS-107 Communication Skills
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts.

GS-108 Public Speaking
2.0 Semester Credits
40 Clock Hours (30 Lecture, 10 Lab)
Prerequisites: None
This course is designed to provide the student the basic skills necessary to prepare and present speeches in a public forum. Students are assessed on organization, appearance and presentation of ideas and themes.

GS-109 Introduction to Chemistry
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
In this course, students will be introduced to the mathematical and physical features that govern the laws of chemistry. Emphasis is placed on the metric system, atomic structure, chemical notation, equations and acid-base ionic exchange.

GS-110 Biology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course is an introduction to the study of life. The course will focus on the characteristics of life and how different organisms manipulate these characteristics to maintain life.

GS-111 Introduction to Physics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course provides an introduction to motion, gravity, work, energy, power, and rotation, states of matter, waves, light, illumination, reflection, refraction, lenses, optical instruments, interference, diffraction, and polarization.

GS-112 Math and Metrics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course provides the student the opportunity to obtain the necessary mathematical skills to solve a variety of problems encountered in the day-to-day performance of his/her duties. Areas covered include arithmetic, ratio and proportion, graphs, and the metric system.

GS-113 Algebra
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course involves the study of linear and quadratic algebraic expressions. Students have the opportunity to develop problem-solving skills through the study of absolute values, graphs, quadratic and fractional equations, inequalities, rational and inverse functions, polynomials, and exponential and logarithmic functions.

GS-114 Patient Care/Hospital Policies
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course presents the concepts of physical and psychological patient cares, as well as routine and emergency patient care procedures including CPR and first aid. This course also discusses the abnormalities commonly seen and diagnosed with Sonography, as well as professional scopes of practice and hospital regulatory standards and guidelines. The students will also have the opportunity to learn about records keeping and paperwork pertinent to clinical setting.

MA-101 Health Information Technology: Computer Applications
2.0 Semester Credits
40 Clock Hours (20 Lecture)
Prerequisites: ALH-100
This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claims for reimbursement, and third-party guidelines are covered using healthcare software.

MA-102 Health Records, Coding and Reimbursement
2.0 Semester Credits
40 Clock Hours (20 Lecture)
Prerequisites: ALH-100
This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claims for reimbursement and third-party guidelines are covered.

MA-103 Clinical Procedures
1.5 Semester Credits
40 Clock Hours (10 Lecture)
Prerequisites: ALH-100
This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

MA-104 Electrocardiography
1.5 Semester Credits
40 Clock Hours (10 Lecture)
Prerequisites: ALH-100
This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also have the opportunity to practice taking patient vital signs, including temperature, pulse, respiration and blood pressure.

MA-105 Pharmacology
1.5 Semester Credits
40 Clock Hours (10 Lecture)
Prerequisites: ALH-100
A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.

MA-106 Medical Laboratory Procedures
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Lab)
Prerequisites: ALH-100
This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will have the opportunity to practice techniques used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other point of care testing is included.

MA-107 Hematology
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Lab)
Prerequisites: ALH-100
This course examines principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point of care testing.

MA-108 Medical Office Administration
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: ALH-100
This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management.

MA-109 Medical Assistant Clinical Review
1.5 Semester Credits
40 Clock Hours (20 Lecture, 20 Lab)
Prerequisites: ALH-100 and All MA titled coursework except MA-101, MA-102, and MA-108
This course provides a review of the clinical and administrative skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant.

MA-110 Medical Assistant Externship
6.5 Semester Credits
300 Clock Hours (300 Externship)
Prerequisites: ALH-100 and Successful Completion of All Prior Didactic Coursework
This course provides an opportunity to observe and assist in a realistic medical setting. Practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student's dependability, professionalism and skills.

RT-100 Introduction to Respiratory Care
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is designed to introduce the students to the basic fundamentals of respiratory care. Topics to be discussed include: historical development, organizational structure, role of the respiratory care practitioner, medical legal ethics, principles of patient safety, physical principles of respiratory care and infection control.

RT-101 Cardiopulmonary Anatomy and Physiology
5.0 Semester Credits
80 Clock Hours (80 Lecture)
Prerequisites: ALH-100, ALH-102, ALH-103
This course is designed to provide the student with information about the anatomy and physiology of the cardiopulmonary system, including the circulatory system, applied physiology of gas laws, physical principles of gases found in the respiratory system and how they relate to other systems in the body.

RT-102 Patient Management
2.5 Semester Credits
50 Clock Hours (30 Lecture, 20 Lab)
Prerequisite: ALH-100
This course is designed to teach the student different aspects of patient care. Topics covered will include the patient interview process (obtaining a pulmonary history), physical assessment of the patient, patterns of cardiopulmonary dysfunction, laboratory assessment techniques and values, ABG's and chest radiography assessment.

RT-103 Pharmacology
5.0 Semester Credits
80 Clock Hours (80 Lecture)
Prerequisite: ALH-100, RT-101
This course teaches general principles of pharmacology which includes the respiratory, cardiac, neurological, and renal systems. This course emphasizes on drug types, dispensing, dosing, mode of action, the effects, and the contraindications.

RT-104 Respiratory Therapy Equipment
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Lab)
Prerequisite: None
This course is designed to teach the students basic theory of respiratory equipment found in the clinical setting. The student will receive instruction in the production, storage and delivery of medical gasses, medical gas therapy, aerosol and humidity therapy, and hyperinflation lung therapy, and bronchial hygiene.

RT-105 Cardiopulmonary Resuscitation (CPR)
0.5 Semester Credits
20 Clock Hours (20 Lab)
Prerequisite: None
In this course, students are expected to learn to identify emergency situations and administer CPR essential to the patient's immediate needs. Certification in cardiopulmonary resuscitation for the adult, child and infant including obstructed airway is awarded upon successful completion. This is the American Heart Association BLS course.

RT-106 Cardiopulmonary Diseases
5.0 Semester Credits
75 Clock Hours (75 Lecture)
Prerequisite: RT-101
This course instructs the student on the etiology, pathophysiology, diagnostic interpretations and testing, symptoms, treatment, and prognosis of pulmonary, cardiovascular, and neurological diseases.

RT-107 EKG's
1.0 Semester Credit
25 Clock Hours (25 Lecture)
Prerequisite: RT-101
This course is designed to teach the student basic electrophysiology, telemetry and interpretation. The student will be required to interpret normal, junctional, atrial, ventricular, and heart block rhythms. The student will also demonstrate the proper technique of performing a 12 lead EKG on a patient.

RT-108 Introduction to Clinic
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: RT-102
This course is designed to prepare the student to function in the clinical environment. They will be instructed to perform basic respiratory care procedures such as charting, spontaneous aerosol therapy, oxygen set-ups, incentive spirometry, intermittent positive pressure breathing (IPPB) chest physiotherapy (CPT), and the use of flutter valves, oxygen analyzers, pressure manometers, respirometers and peak flow meters. This course will be integrated with respiratory care equipment to increase laboratory exposure. OSHA and HIPAA standards and guidelines will also be covered.

RT-109 Airway Management
0.5 Semester Credits
30 Clock Hours (30 Clinical)
Prerequisite: RT-104
This course instructs students on the equipment and care of artificial airways. Topics of discussion include endotracheal tubes, tracheostomy airways, care of artificial airways, specialty diagnostic testing, and removal of artificial airways. The student will perform intubation/extubation, trach insertion and decannulation, and care of the artificial airways in the laboratory setting.

RT-110 Clinical Education I
2.5 Semester Credits
128 Clock Hours (128 Clinical)
Prerequisites: RT-100, RT-101, RT-102, RT-103, RT-104, RT-105, RT-108
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general   care setting. The clinical training plans for this rotation will include caring for patients receiving drug aerosol treatments and/or oxygen therapy, chart review, chart documentation, and patient monitoring. The Clinical Coordinator, through site visitation, will supervise and evaluate clinical activity.

RT-111 Pulmonary Functions Testing
2.5 Semester Credits
60 Clock Hours (15 Lecture, 45 Lab)
Prerequisite: RT-101
In this course, the student will learn the assessment of bedside spirometry and detailed pulmonary function studies to include: lung volumes loops, maximum voluntary ventilation, FRC measurements and diffusion capacity. The student is expected to master the techniques of calculation and maintenance of pulmonary function equipment. Other diagnostic areas include bronchial challenge testing, exercise testing and arterial blood gas analysis.

RT-112 Neonatal/Pediatrics I
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Lab)
Prerequisite: None; Co-requisite: RT-113
This course is a study of the principles relative to the fetal and neonatal lung development, anatomical and physiological changes that occur with the fetal and neonatal transition, and physiological lab assessments of the newborn.

RT-113 Neonatal/Pediatrics Lab I
0.5 Semester Credits
15 Clock Hours (15 Lab)
Prerequisite: None; Co-requisite: RT-112
In this course, the student is expected to utilize the relevant laboratory equipment and concepts in support of course RT-112.

RT-114 Clinical Education II
2.5 Semester Credits
128 Clock Hours (128 Clinical)
Prerequisite:RT-110
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving bronchial hygiene therapy, tracheotomy care, suctioning, chart review, chart documentation, and patient monitoring. The Clinical Coordinator, through site visitation, will supervise and evaluate student clinical activity.

RT-200 Clinical Education III
2.5 Semester Credits
128 Clock Hours (128 Clinical)
Prerequisite: RT-114
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving ABG's and Hyperinflation Therapy (BiPAP/CPAP & IPPB) chart review, chart documentation, and patient monitoring. The Clinical Coordinator, through site visitation, will supervise and evaluate student clinical activity. The student will have the opportunity to rotate through specialty areas of respiratory therapy including Sleep Lab, PFT Lab, and Pulmonary Rehab.

RT-201 Neonatal/Pediatrics II
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Lab)
Prerequisite: RT-112; Co-requisite: RT-202
This course is a continuation of RT-112. Students will be instructed on disorders of the pulmonary and cardiovascular system for newborn, infants, and pediatrics. Instruction will focus on pathophysiology, diagnosing, monitoring, and treatment.

RT-202 Neonatal/Pediatrics Lab II
0.5 Semester Credits
15 Clock Hours (15 Lab)
Prerequisite: RT-113; Co-requisite: RT-201
In this course, the student is expected to utilize the relevant laboratory equipment and concepts in support of course RT-201.

RT-203 Mechanical Ventilation I
2.0 Semester Credits
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: None
This course contains an overview of mechanical ventilation that encompasses classification of ventilators and modes of ventilation. Students will be instructed on the indications, applications, physical effects and complications associated with mechanical ventilation. Students will be expected to complete competencies based on set up, testing, initiation, and discontinuation of mechanical ventilation.

RT-204 Critical Care Monitoring
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Lab)
Prerequisite: RT-107
This course includes a review of myocardial structure, function and patient assessment methods. The student is expected to learn the setup, maintenance and troubleshooting of pressure transducers. Discussion will include insertion, monitoring and maintenance of invasive catheters. Indications, uses and complication of each of the different catheters will be discussed. The focus of the class will be interpreting hemodynamic values and applications to cardiopulmonary disease.

RT-205 Clinical Education IV
4.0 Semester Credits
192 Clock Hours (192 Clinical)
Prerequisite: RT-200, RT-203
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes ventilator maintenance, chart review, chart documentation, and patient monitoring. The Clinical Coordinator, through site visitations, will supervise and evaluate student clinical activity.

RT-206 CRRT Preparation
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: RT-201, RT-202, RT-203, RT-204
This course will review theoretical material in prior coursework to assist the student in passing the TMC exam and obtaining their credentials post graduation.

RT-207 Mechanical Ventilation II
2.5 Semester Credits
60 Clock Hours (15 Lecture, 45 Lab)
Prerequisite: RT-203
This course is a continuation of Mechanical Ventilation I. Areas of discussion include review of modes of mechanical ventilation and graphics, effects and complications of mechanical ventilation, stabilization of the patient on mechanical ventilation, weaning the patient and other advanced forms of mechanical ventilation. Students will also be instructed on pharmacology associated with mechanical ventilation.

RT-208 Rehabilitation and Home Care
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: RT-103, RT-104
This course is designed to teach the student appropriate delivery of respiratory care in the home. The student will receive instruction on home care equipment, therapeutic modalities, patient selection, discharge and potential problems. The student will also receive instruction on the concept of developing a pulmonary rehabilitation program. This will include patient selection, content, program implementation and evaluation.

RT-209 Clinical Education V
4.0 Semester Credits
192 Clock Hours (192 Clinical)
Prerequisite: RT-201, RT-202, RT-205
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes ventilator weaning and discontinuation, chart review, chart documentation, and patient monitoring. The Clinical Coordinator through site visitation will supervise and evaluate student clinical activity.

RT-210 RRT Preparation
2.0 Semester Credits
30 Clock Hours (30 Lecture)
Prerequisite: RT-206
This course is a continuation of RT-206. This course will review theoretical material from prior coursework to assist the student in passing the TMC and Clinical Simulations in order obtain their credentials post graduation.

RT-211 Mechanical Ventilation III
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Lab)
Prerequisite: RT-207
This is a continuation of Mechanical Ventilation II. Advanced concepts of mechanical ventilation will be discussed including: high frequency ventilation, high frequency oscillatory ventilation, tracheal gas insufflation, extracorporeal gas exchange, nitric oxide, and noninvasive cardiac output assessment. The principles and techniques of neonatal and pediatric ventilation will also be discussed.

RT-212 ACLS/PALS
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Lab)
Prerequisite: RT-105, RT-107
This course will be taught in accordance with the American Heart Association guidelines for ACLS and PALS. The ACLS course will concentrate on the actions that take place during the first 10 minutes of a witnessed, adult, cardiac arrest. Subjects covered will be ACLS algorithms, pharmacology, EKG recognition, airway management, intravenous techniques, defibrillation, cardioversion and essentials of ACLS. The PALS course will concentrate on recognition of respiratory failure and shock, prevention of cardiopulmonary arrest, fluid therapy and mediations, BLS review, airway management, vascular access, EKG recognition, resuscitation outside the delivery room and newborn resuscitation.

RT-213 Clinical Education VI
4.0 Semester Credits
192 Clock Hours (192 Clinical)
Prerequisite: RT-209
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes hemodynamic profiles/assessment and transport of the ventilator patient, chart review, chart documentation, and patient monitoring. The Clinical Coordinator through site visitation will supervise and evaluate student clinical activity.

SOC-101 Introduction to Sociology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course involves the study of society, social behavior, human interaction, and cultural patterns. Topics include the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, and social stratification and diversity.

ST-100 Introduction to Surgical Technology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is designed to familiarize the student with basic surgical protocols and procedures. Course components include functions and responsibilities of the Surgical Technologist, historical development of the surgical technologist, surgical conscience and ethics in the operating room, structure and design of the operating room, and occupational hazards and safety methods, including the all-hazards approach for disaster preparedness.

ST-101 Fundamentals of Surgical Care
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Lab)
Prerequisite: ST-100
This course is designed to familiarize the student with the fundamental aspects of aseptic technique. It will focus on the principles and practices of aseptic technique and how to apply that technique to the surgical scrub, gowning and gloving. It will also include the aspects of decontamination, sterilization and disinfection, as well as the process of infection and the management of the surgical wound. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing the surgical hand scrub, gowning, and gloving themselves as well as others. They will also practice and demonstrate wrapping and preparing supplies for sterilization.

ST-102 Surgical Instruments
2.0 Semester Credits
40 Clock Hours (30 Lecture, 10 Lab)
Prerequisite: ST-100
This course is designed to introduce the student to common instruments found in each of the surgical specialties. Particular focus will be paid to the General Surgical Instruments that can be found among all specialties. The course includes hands-on practice handling instruments, passing instruments, loading scalpels, and loading suture.

ST-103 Surgical Equipment and Supplies
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Lab)
Prerequisite: ST-100
This course is designed to familiarize the student with the various types of equipment and supplies utilized in the Operating Room. Some topics include common equipment and supplies, drains, catheters, suture material and needles, endoscopic and robotic equipment, and other specialty equipment. This course includes hands-on practice handling the different types of supplies and equipment including the OR table, sponges, drains, pneumatic tourniquet, and suture material.

ST-104 Preparation for Surgery
1.0 Semester Credit
30 Clock Hours (10 Lecture, 20 Lab)
Prerequisite: ST-100
This course is designed to familiarize the student with procedures for preparing the patient for surgery. It will include preparation of the surgical site, surgical draping, diagnostic and assessment procedures, anesthesia and physiological monitoring, as well as specific physical and psychological concerns for the patient. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing vital sign assessments, urinary catheterization, and procedures for prepping and draping a patient. The student will also have opportunities to role-play patient interactions.

ST-105 Process of Surgery
2.5 Semester Credits
50 Clock Hours (30 Lecture, 20 Lab)
Prerequisites: ST-101, ST-103, ST-104
This course is designed to familiarize the student with the daily processes and procedures of the intraoperative routine. The course focuses on case planning, including surgeon's preference cards and the practice of pulling supplies and setting up for surgical procedures. The course will also cover moving, handling and transporting patients, the PACU recovery process, and death and dying. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing creating and setting up a sterile field, as well as first counts. They will review the basics of aseptic technique by going over scrubbing, gowning, and gloving.

ST-106 Surgical Procedures I
2.5 Semester Credits (version PCIST0620)
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisites: ST-100
This is the first in a series of five surgical procedure courses that are designed to familiarize the student with the various surgical specialties. For each specialty, the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This first course covers surgical procedures in the General and Minimally Invasive specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-200 Surgical Procedures II
2.5 Semester Credits (version PCIST0620)
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: ST-100
This course is designed to familiarize the student with the various surgical specialties. For each specialty, the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This course covers surgical procedures in the Gynecology, Urology, and Plastic surgery specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-201 Surgical Procedures III
2.5 Semester Credits (version PCIST0620)
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: ST-100
This course is designed to familiarize the student with the various surgical specialties. For each specialty, the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This course covers surgical procedures in the Ophthalmic, Otorhinolaryngology, and Oral maxillary surgical specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-202 Surgical Procedures IV
2.5 Semester Credits (version PCIST0620)
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: ST-100
This course is designed to familiarize the student with the various surgical specialties. For each specialty, the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This course covers surgical procedures in the Cardiac, Thoracic, and Peripheral Vascular surgical specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-203 Surgical Procedures V
2.5 Semester Credits (version PCIST0620)
60 Clock Hours (20 Lecture, 40 Lab)
Prerequisite: ST-100
This course is designed to familiarize the student with the various surgical specialties. For each specialty, the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This course covers surgical procedures in the Orthopedic and Neurosurgical specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-204 Pharmacology for Surgical Technologists
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course introduces the student to various types of drugs used during the pre-, post- and intraoperative phases. Particular attention is paid to how to receive, handle, and label drugs on the back table. They will focus primarily on the drugs they will receive onto the back table and surgical field.

ST-205 Clinical Operation Room Rotation
5.0 Semester Credits (version PCIST0620)
225 Clock Hours (225 Clinical)
Prerequisite: all ST coded courses with the exception of ST-206 and ST-207
The clinical experience provides the student with the opportunity to perform within an operating room at a clinical affiliate hospital. The student will experience an array of operating room situations. The student will be called upon to incorporate the didactic and laboratory principles taught in class to an actual setting. Exposure to a variety of surgical procedures will provide the student with an opportunity to work with specialized equipment. Students are evaluated daily by hospital staff and weekly by the clinical instructor.

ST-206 Foundations for Assessment
1.0 Semester Credit (version PCIST0620)
20 Clock Hours (20 Lecture)
Prerequisite: ST-205
This course is designed to prepare the student for the certification exam, as well as, entry-level employment as a Surgical Technologist. The student will review all course material and complete assessments designed to evaluate their knowledge in each individual area. They will have an opportunity to identify and develop any trouble areas.

ST-207 Surgical Technology Externship
6.5 Semester Credits (version PCIST0620)
300 Clock Hours (300 Externship)
Prerequisites: ST-205
Co-requisite: ST-206
The externship experience allows the student to continue performing in the operating room with an affiliate hospital. Continued exposure to a variety of surgical procedures and situations will allow the student to continue growing their surgical skills in anticipation for employment. Students are evaluated daily by hospital staff and weekly by the clinical coordinator.

ST-305 Surgical Procedures I
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Lab)
Prerequisites: ST-101, ST-102, ST-103, ST-104, ST-105, ALH-100, ALH-102, ALH-103
This is the first in a series of five surgical procedure courses that are designed to familiarize the student with the various surgical specialties. For each specialty the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This first course covers surgical procedures in the General and Minimally Invasive specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-320 Surgical Procedures II
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 lab)
Prerequisite: ST-101, ST-102, ST-103, ST-104, ST-105, ALH-100, ALH-102, ALH-103
This course is designed to familiarize the student with the various surgical specialties. For each specialty the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This course covers surgical procedures in the Gynecology, Urology and Plastic surgery specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-400 Surgical Procedures III
4.0 Semester Credits
85 Clock Hours (35 Lecture, 50 Lab)
Prerequisite: ST-101, ST-102, ST-103, ST-104, ST-105, ALH-100, ALH-102, ALH-103
This course is designed to familiarize the student with the various surgical specialties. For each specialty the course will cover the medical terminology and surgical anatomy involved. The course will also cover specific incisions, instruments, suture materials, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical equipment, procedure description, and pathology that prompts surgical intervention. This course covers surgical procedures in the Ophthalmic, Otorhinolaryngology, and Oral-maxillary surgical specialties. Laboratory exercises are an integral part of instruction and provide the student with hands-on experience performing basic operating room tasks, as well as following the steps of a procedure from beginning to end.

ST-500 Surgical Procedures IV
3.5 Semester Credit
85 Clock Hours (35 Lecture, 50 Lab)
Prerequisite: ST-101, ST-102, ST-103, ST-104, ST-105, ALH-100, ALH-102, ALH-103
This course covers ENT surgery, eye, dental, oral and maxillofacial surgery and pediatric surgery. Laboratory exercises are an integral part of instruction to provide the student with hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end.

ST-511 Clinical Operation Room Rotation
5.0 Semester Credits
225 Clock Hours (225 Clinical)
Prerequisite: all ST coded courses with the exception of ST-206 and ST-207
The clinical experience provides the student with the opportunity to perform within an operating room at a clinical affiliate hospital. The student will experience an array of operating room situations. The student will be called upon to incorporate the didactic and laboratory principles taught in class to an actual setting. Exposure to a variety of surgical procedures will provide the student with an opportunity to work with specialized equipment. Students are evaluated daily by hospital staff and weekly by the clinical instructor.

ST-905 Surgical Technology Externship
6.5 Semester Credits
300 Clock Hours (300 Externship)
Prerequisites: ST-205
Co-requisite: ST-206
The externship experience allows the student to continue performing in the operating room with an affiliate hospital. Continued exposure to a variety of surgical procedures and situations will allow the student to continue growing their surgical skills in anticipation for employment. Students are evaluated daily by hospital staff and weekly by the clinical coordinator.

VT-100 Introduction to Veterinary Science
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: None
This course is an orientation to the field of Veterinary Technology. Students are introduced to the role of the veterinary technician in the field of veterinary medicine, professional attitudes, and ethical responsibilities of veterinary personnel, employment opportunities, and potential job duties. Additional topics will include the study of normal behavioral characteristics of domestic animals, acronyms related to veterinary medical associations, safety in the work place, human-animal bonds, and pet loss.

VT-101 Veterinary Medical Terminology
2.0 Semester Credits
30 Clock Hours (30 Lecture)
Prerequisites: None
This course is designed to provide the student with basic functional and practical use of medical vocabulary. Students will understand word parts that compose a medical term and define prefixes, roots, and suffixes utilized in medical language. Emphasis is placed on definition of whole terms by breaking down to their parts and introduction to terms associated with body systems, as well as, common abbreviations used in medical record charting.

VT-102 Veterinary Nursing Procedures I
2.5 Semester Credits
60 Clock Hours (25 Lecture, 35 Lab)
Prerequisites: None
This course will introduce concepts of patient record maintenance, history taking, animal restraint, syringe/needle identification, handling, and uses. Skills emphasized will include initial physical examinations, therapeutic bathing and grooming, application of medications to eyes, ears, and skin, injection techniques, venipuncture of limbs, and traditional restraint methods along with fear-free handling techniques.

VT-103 Kennel Management and Nutrition
2.0 Semester Credits
30 Clock Hours (30 Lecture)
Prerequisites: None
This course will introduce concepts of the necessary care of kennel animals. Husbandry techniques, kennel management, and sanitation of animal facilities will be emphasized for dogs and cats, along with regulations that affect animal care in the veterinary workplace. Students will engage in learning nutrition concepts including nutrient components, energy calculations, and interpreting pet food label information. Nutrient and energy needs for adult canine and feline maintenance are emphasized.

VT-104 External Parasitology
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Lab)
Prerequisites: None
This course will introduce the student to common clinical laboratory equipment and basic laboratory procedures. Use and care of equipment and maintenance of the clinical laboratory records will be discussed and implemented. Various external parasites along with their life cycles and pathophysiology will be discussed. Identification of external parasites of domestic animals is emphasized along with diagnostic techniques used for collection of samples.

VT-106 Veterinary Anatomy and Physiology I
4.5 Semester Credits
80 Clock Hours (60 Lecture, 20 Lab)
Prerequisites: GS-110
This course is designed to prepare the student to be able to compare and identify anatomical structures of domestic animals. Body systems discussed will include: skeletal, muscular, respiratory, cardiovascular, urinary, reproductive, and digestive. A virtual dissection lab will be completed utilizing veterinary specific software.

VT-107 Pharmacology and Disease Procedures I
4.5 Semester Credits
70 Clock Hours (70 Lecture)
Prerequisites: GS-112, VT-106
This course introduces basic pharmacological concepts including the procedures used for choosing pharmaceutical treatments and how drugs work in the animal body. Additional topics involve the regulations controlling the use of pharmaceuticals, guidelines of administration, labeling, packing, and dispensing of veterinary products. Classification of pharmaceuticals with examples of each and dosage calculations will be emphasized.

VT-108 Specialized Nutrition
2.0 Semester Credits
30 Clock Hours (30 Lecture)
Prerequisites: VT-103
This course builds on nutrition principles introduced in Kennel Management and Nutrition. Emphasis will be placed on varying nutritional needs of different life stages of small animal patients. Nutritional management of disease states and associated prescription diets will be introduced along with farm animal nutrition basics.

VT-109 Veterinary Nursing Procedures II
2.5 Semester Credits
60 Clock Hours (25 Lecture, 35 Lab)
Prerequisites: VT-102
This course is a continuation of the nursing skills and techniques begun in Veterinary Nursing Procedures I. A review of techniques and skills learned in the previous nursing course will be completed and assessed. Wound management and nursing care procedures for small animals will be introduced along with venipuncture of additional sites. Emphasis will be placed on jugular venipuncture, blood vessel catheterization, fluid therapy concepts, and bandaging techniques. Introduced topics will include first aid, CPR, EKGs, toxicology, and oncology

VT-110 Internal Parasitology
2.0 Semester Credits
50 Clock Hours (20 Lecture, 30 Lab)
Prerequisites: VT-104
In this course, students will review equipment and study techniques used in testing for internal parasites. Internal parasite types and life cycles will be covered along with their pathophysiology. Emphasis will be placed on proper collection and handling of samples for testing. Various methods of testing are introduced and practiced including serological testing for blood parasites.

VT-112 Hematology and Urinalysis Techniques
2.0 Semester Credits
50 Clock Hours (20 Lecture, 30 Lab)
Prerequisites: VT-104, VT-200
Students in this course will review equipment utilized in clinical laboratories related to the study of blood and urine. Techniques emphasized include complete urinalysis, complete blood count, blood chemistries, and principles of blood typing and cross-match.

VT-200 Veterinary Anatomy and Physiology II
4.0 Semester Credits
60 Clock Hours (60 Lecture)
Prerequisites: VT-106
This course is designed to prepare the student to be able to compare and identify anatomical structures and basic physiological body functions of domestic animals. Emphasis is placed on the physiologic functions of cells, as well as, the tissues and organs of body systems. Physiology of urinary, reproductive, endocrine, nervous, respiratory, muscles, cardiovascular, digestive, immune, skeletal, integumentary, and special sense organs will be discussed.

VT-201 Radiographic and Imaging
3.5 Semester Credits
80 Clock Hours (40 Lecture, 40 Lab)
Prerequisites: VT-102, VT-106
This course introduces principles of X-ray production, use of radiographic equipment and accessories, processing, identification, and storage of radiographic images. Patient positioning, machine settings, and the practice of radiation safety are emphasized. Ultrasound modalities are introduced and practiced; additional diagnostic imaging methods are discussed. Multiple techniques for capturing images are utilized.

VT-202 Microbiology Techniques
2.5 Semester Credits
50 Clock Hours (30 Lecture, 20 Lab)
Prerequisites: VT-104
In this course, students are introduced to applications of microbiological techniques utilized in veterinary practice. Common bacterial organisms and their importance in veterinary medicine are discussed. Skills emphasized include inoculation of a variety of culture media, incubation principles, and identification methods. Additional topics and skills include common cytology preparation techniques.

VT-203 Avian and Exotic Care
3.5 Semester Credits
80 Clock Hours (40 Lecture, 40 Lab)
Prerequisites: None
This course engages students in principles and practices of laboratory animal care, as well as, the care and management of common species of birds, reptiles, and exotic pets. Discussion will include common diseases, nursing procedures, and preventative health care and handling techniques. The student will have the opportunity to care for laboratory animals and some exotics on campus. Students will also tour a local zoo and avian facility.

VT-204 Pharmacology and Disease Procedures II
4.5 Semester Credits
70 Clock Hours (70 Lecture)
Prerequisites: VT-107, VT-200
This course builds on basic concepts introduced in Pharmacology and Disease Procedures I. Topics will include additional classifications of pharmaceuticals, rationale and precautions for therapeutic use, organization of the veterinary pharmacy, inventory control, and more dosage calculations. Diseases discussed will emphasize the awareness of the disease, the effects of disease on the body, as well as, pharmaceutical control and non-pharmaceutical management procedures. Dose calculation methods will be reinforced.

VT-206 Veterinary Nursing Procedures III/Internship
6.0 Semester Credits
150 Clock Hours (45 Lecture, 60 Lab, 45 Clinical)
Prerequisites: VT-102, VT-200
This course covers nursing skills for large animal species including bovine, caprine, equine, ovine, porcine, poultry, and swine. Techniques studied include restraint, behavior, and nursing care. Emphasis will include preventive medicine, large animal nutrition and feedstuffs, large animal medical and surgical procedures, large animal breeds, lameness examinations and conditions, and necropsy procedures. The student will visit large animal affiliates and have the opportunity to handle poultry birds on campus.

VT-207 Veterinary Surgical Nursing
6.0 Semester Credits
150 Clock Hours (50 Lecture, 100 Lab)
Prerequisites: VT-109, VT-107, VT-200
This course will cover anesthesia principles, procedures, systems, classifications of anesthetics drugs, use of anesthesia equipment, and maintenance of patients undergoing anesthesia. Skills explored will be pre-surgical preparation and postsurgical care of small animals, principles of surgery and sterilization, surgical assisting, and identification, and care of surgical equipment. Dental prophylaxis procedures will be completed in this class.

VT-208 Registry Preparation Seminar
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: VT-200, VT-107; Students must also have previously successfully completed VT-204 and VT-207, or must be taking them concurrently.
This course is designed to provide students with a comprehensive review of the Veterinary Technology Program content in preparation for completion of national board examination, professional employment, and continuing education opportunities.

VT-209 Breeds/Preventative Medicine
2.5 Semester Credits
50 Clock Hours (30 Lecture, 20 Lab)
Prerequisites: VT-102
This course introduces mentoring techniques, teamwork, and communication. Preventive healthcare with emphasis on vaccination protocols will be discussed, along with health problem assessment. Common canine and feline breeds will be identified and studied.

VT-210 Veterinary Technology Externship
6.5 Semester Credits
300 Clock Hours (300 Clinical)
Prerequisites: Successful completion of all didactic, laboratory, and clinical coursework
This course is conducted in a facility where there is an opportunity to observe, assist, learn, and perform in a veterinary clinical setting. Externship is mandatory and must be completed satisfactorily before a student is issued a degree. Review of program content will also continue in this course.