



MedQuest™  
COLLEGE

## SCHOOL CATALOG

2016 - 2017

Volume 10

Effective Date July 1, 2016

400 Blankenbaker Parkway  
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Dear Students,

MedQuest College welcomes you! Our goal is to ensure that every student succeeds in their chosen field. We provide a modern, state-of-the-art learning environment to carry out those goals. By enrolling at MedQuest College, you are taking the first step toward a lifetime of success in growing industries. We are thrilled that you have chosen to take that step with us.



At MedQuest College, we pride ourselves on the quality of our facility, and the professionalism of our faculty and staff. Each student receives a hands-on education experience unlike anywhere else. We hope that you find success in the challenges that await you at MedQuest College as you become career ready.

On behalf of the faculty and administration of MedQuest College, I wish you the best in your program of choice during this important time in your life.

Kind regards,

Robin Boughey  
Executive Director

## HISTORY AND OWNERSHIP

Operations of the Academy of Dental Assisting began in Frankfort, Kentucky in 1999. The Louisville campus opened in 2001 and became our main campus. Subsequently, the Frankfort campus became our non-main campus (sometimes known as a branch campus). In 2010 the Academy of Dental Assisting expanded our Frankfort campus by opening a satellite classroom in Lawrenceburg, Kentucky. We formed a d/b/a as MedQuest College in April 2010 and the college continues to operate as such.

The college has been owned and operated by Dr. Robin Cropper since August 23, 2005. Her husband, Tom, joined her managing the school in 2009. In April 2012, Bruce Kepley, L.J. Zielke, Mike Howell and Brian Graham bought cumulatively 67% of the school from Dr. Cropper and began to diversify the program offerings.

Administrative offices, as well as student classrooms, labs and clinic areas are located at 400 Blankenbaker Parkway Suite 100, Louisville, Kentucky 40243 and 1575 Winchester Road Suite 110, Lexington, Kentucky 40505.

## ADMINISTRATION AND LEGAL STRUCTURE

The following is a list of the Administrative Staff and their respective titles:

- Bruce Kepley, Chief Executive Officer
- Robin Boughey, Executive Director
- Larisa Crawley, Director of Strategic Initiatives & Special Projects
- Tom Cropper, Lexington Campus Coordinator
- Brian D. Graham, Director of Admissions
- Lisa Wright, Director of Financial Aid
- Leslie Shoulders, Director of Placement, Accounting Specialist
- Melissa Campbell, Registrar/Bursar
- Amber Kavich, Marketing Manager
- Sarah Imhof, Admissions Manager
- Tyra Nunn, Admissions Manager
- Candace Adams, Admission Advisor

MedQuest College is owned by Dental Assisting Academy of Louisville, LLC, a Kentucky entity.

## PHILOSOPHY

MedQuest College recognizes that skillful healthcare will have a positive influence on one's overall well-being. Our goal, therefore, is to assist students achieve their potential in these career paths. The college, with modern classrooms and clinical practicum areas, provides

students with a professional environment for learning theory and techniques taught by faculty who have years of experience working in their career.

MedQuest College is committed to offering comprehensive programs that integrate with the personal maturation and intuitive development of its students. To achieve this, students have access to experienced and dedicated faculty, a knowledgeable administrative staff, and equipment and supplies found in a professional setting. We provide quality training, which relates to the individual needs of students, thereby enhancing their ability to comprehend and gain proficiency in their field of study.

## MISSION STATEMENT

Our mission is to:

- Promote excellence in teaching and learning;
- Increase student's access to learning through the use of technology;
- Provide repetitions through hands on instruction;
- Graduate highly skilled professionals who have the ability to obtain gainful employment

## OBJECTIVE

The career training programs offered by MedQuest College are designed to prepare students for successful careers in the healthcare fields. It is our goal that students develop strong study skills and a strong work ethic that prepares them for gainful employment.

## ACCREDITATION, LICENSE AND APPROVALS

MedQuest College is licensed by the Kentucky Commission on Proprietary Education. In addition, we are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accreditation commission recognized by the United States Department of Education, Washington D.C. Their contact information is as follows: Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043.

The institution is approved by the following:

- Workforce Innovation and Opportunity Act (WIOA)
- Vocational Rehabilitation
- Trade Adjustment Act (TAA)
- Kentucky State Board of Dentistry
- Kentucky Commission on Proprietary Education
- Indiana State Department of Health Medical Radiology Services
- Better Business Bureau of Louisville, KY
- Greater Louisville, Inc.
- Indiana Office for Career and Technical Schools (Louisville Campus)



The programs are approved by the following:

- Department of Veterans Affairs - Veterans Administration (VA)

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## FACILITIES

The main campus for MedQuest College is located in the heart of the Bluegrass State in Louisville, Kentucky. Located at 400 Blankenbaker Parkway, the campus is easily accessible from I-64, I-71 and the Louisville International Airport.

We offer an environment for both lecture and lab activities in our approximate six thousand (6,000) square feet facility. Equipment used is appropriate for professional training and consists of six dental operatories, dental labs, digital X-ray as well as film X-ray equipment and processors, a fourteen (14) station computer laboratory with EagleSoft dental software, and digital projectors. In addition to a full dental lab, we have lab and patient examination areas for use in the Comprehensive Medical Assisting program. Included in this area are: two phlebotomy chairs, patient examination table, EKG machine, phlebotomy supplies, microscopes, etc. We provide access to a variety of resources both on-campus and electronically. The [on-campus] Resource Center hosts a variety of topic specific reference books, periodicals and journals. Additionally, we subscribe to the health sciences library online through J-STOR. Dental and medical supplies, equipment, instruments, etc., are always available for student's use.

The non-main campus (sometimes known as a branch campus) is located in Lexington, Kentucky. It is approximately 67 miles from our main campus and easily accessible by I-64/I-75 at Exit 111. MedQuest College is located at 1575 Winchester Road and is comprised of approximately 8,000 square feet.

The Lexington campus contains a spacious public meeting room just off of the main entrance. In addition, a front desk area and five private offices are available for administrative staff use. There are also five classrooms, a full-scale dental clinic including a dental lab and sterilization area, and functional medical laboratory. A large break room for students and staff completes the space.

Classrooms are equipped with digital projectors and individual computers to maximize learning potential. The dental lab consists of six dental operatories, digital X-ray as well as film X-ray equipment and processors – all appropriate for professional training. The medical lab contains patient examination areas for use in the Comprehensive Medical Assisting program. Included in this area are: phlebotomy chairs, patient exam table, EKG machine, phlebotomy supplies, microscopes, etc.

The Lexington campus contains additional equipment, appropriate for use in the Diagnostic Medical Sonography program. Included are, two Philips IU22 units and two Siemens Acuson Sequoia 512 units. The exposure to two different machines will enhance the learning



environment for our students by preparing them to utilize a variety of equipment before entering the career field. Additionally, dimming switches are installed in this classroom to meet the lighting needs for operating the previously mentioned equipment.

Like the main campus, our Lexington branch offers electronic and on-site resource material such as extra equipment, J-STOR (online library), textbooks, and peer-reviewed publications. Both campuses maintain a strict zero-tolerance policy for tobacco products including, but not limited to, cigarettes, smokeless tobacco, and electronic cigarettes. MedQuest College utilizes a residential delivery mode for all of our training.

## PROGRAM CHAIRS

### **Dr. Robin M. Cropper, DMD – Director of Education**

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Born in Flemingsburg, Kentucky and reared in Lawrenceburg, Kentucky, Dr. Cropper completed her undergraduate studies at the University of Kentucky. She graduated from the University of Kentucky College of Dentistry in 1994. Dr. Cropper is a member of the American Dental Association, Kentucky Dental Association, American Orthodontic Society, and The Bluegrass Dental Society. She received advanced training in cosmetic dentistry from the Las Vegas Institute for Advanced Dental Studies, is a trained Invisalign provider as well as studied many specialties in dentistry outside of her college work, including advanced training in orthodontics, bringing additional skills to her patients in her general dentistry practice.

Dr. Robin Cropper began her dental practice in Lawrenceburg, Kentucky in 1994 and continues her private practice to this day. Finding it difficult to hire well trained Dental Assistants, in 1999 she developed the dental assisting curriculum for the Academy of Dental Assisting. Through her continuous training in dentistry specialties and continuous review of the curriculum, Dr. Cropper ensures our curriculum remains, up-to-date, relevant and incorporates up-coming changes in the dental profession before they occur. This ensures our graduates the highest level of technical training in the ever changing world of dentistry. The Academy of Dental Assisting changed our name to MedQuest College in 2012.

### **Nanette Mosser – Medical Assisting Program Chair**

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Nanette began teaching at MedQuest when the Medical Assisting Program was created. She taught the first class of Medical Assistants and has seen them through to their externship; "I'm proud I was able to see them change and work hard toward their goal to be a successful medical assistant." Nanette has been working with MedQuest College since October 2013. "My favorite thing about MedQuest College is the small class size. I like to know my students on a more personal level because it allows them to feel more comfortable asking for help; as a result, I have a better understanding of how to help them." She obtained a degree in Nursing from Spencerian College and a degree in Healthcare Management from Ottawa University. Before joining MedQuest College, Nanette was a full-time instructor at ATA College for 7 years. Prior to that, she was a nurse and Staff Development Manager for Signature Healthcare for 14 years. When she is not at work, Nanette enjoys going to the movies, shopping and spending time with her husband, Gerry, and children: Ethan (12) and Emily (8).

### **Carolyn Manley – Dental Assisting Program Chair**

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As an instructor, Carolyn takes a personal interest in each and every student's success here at MedQuest. "I tutor on days that I am not teaching in the classroom, I have picked students up for class, and even brought in food when I know that they are financially unable to buy food for themselves." Her favorite thing about MedQuest College is the students! "We are small, so it feels more like a family here than a school. The students build relationships with each other that last a life time! Some of our students have never felt the pride of accomplishment, so when they

get that first A, I love getting to see that satisfaction of all their hard work paying off! PRICELESS!!!" Carolyn has been working with MedQuest College since 2012. Carolyn spent 15 years gaining experience in dentistry and worked in all of the dental specialties. She received her EDDA Certification from the University of Louisville. When she is not working, Carolyn enjoys spending time with her family. She has twin daughters who are extremely active in sports and she is at every game!

## FULL-TIME FACULTY MEMBERS

### **Cynthia Brock**

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Cynthia bring over 25 years of experience in both the medical and dental fields. She has worked as a Dental Office Manager and Trainer as well as a Dental Insurance Credentialing Specialist. She graduated from the University of Louisville.

### **Kayla Heitzman**

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Kayla has worked at a nearby Pediatric Office as a Dental Assistant, Events Planner, and Front Office Assistant. She brings nearly 5 years of experience in her field. She graduated from MedQuest College with her Comprehensive Dental Assisting Diploma.

### **Melissa Jessie**

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Melissa has 8 years of experience working in oral surgery, endodontics, and orthodontics. She graduated the Academy of Dental Assisting with her Expanded Duties Dental Assisting certificate.

### **Erin Johnson**

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Erin has worked over 9 years of dental field experience in orthodontics, endodontics, and oral surgery. She graduated the Academy of Dental Assisting with her Expanded Duties Dental Assisting certificate.

### **Patti Landberg**

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Patti has over 10 years of experience in the dental field as a business office manager and dental assistant. She graduated the Academy of Dental Assisting with her Basic Dental Assisting Certificate.

### **Shannon Miller**

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Shannon has worked over 16 years of dental field experience in oral surgery, general dentistry, prosthodontics, and pediatrics. She attended Dr. Burton's Dental Auxiliary Course in Lexington, KY and later received additional certifications in coronal polishing and radiation.

### **Candace Owens**

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Candace has 11 years of experience as an Expanded Duties Dental Assistant. She received her Expanded Duties Dental Assistant training through the University of Louisville.

### **Kristen Sands – Externship Coordinator**

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Kristen has nearly 3 years of experience working in general family dentistry. She graduated from MedQuest College with her Comprehensive Dental Assisting diploma.

### **Kelli Tinsley**

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Kelli brings over 8 years of dental field experience. She received her Comprehensive Dental Assisting diploma from the Academy of Dental Assisting.

### **Sharon Thompson**

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Sharon brings over 15 years of experience in both medical and dental fields. She received her Dental Assisting training from Kentucky Vocational Technical school.

## **ADJUNCT FACULTY MEMBERS**

### **Dana Newton**

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Dana brings over 6 years of experience as a Medical Assistant. She graduated from ATA College with her Associate's Degree in Medical Assisting.

### **Elizabeth Taylor**

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Elizabeth has over 18 years of experience in the medical and education fields. She received her Practical Nursing Diploma from Ivy Tech Community College and Associate's Degree of Science in Office Administration from Sullivan University.

## HOLIDAYS OBSERVED

### 2016

**Kentucky Oaks & Derby Day**

May 6-7, 2016

**Memorial Day**

May 28-30, 2016

**Independence Day**

July 2-4, 2016

**Labor Day**

September 3-5, 2016

**Thanksgiving**

November 24-26, 2016

**Christmas Eve**

December 24, 2016

**Christmas Day**

December 25, 2016

**New Year's Eve**

December 31, 2016

**New Year's Day**

January 1, 2017

### 2017

**Kentucky Oaks & Derby Day**

May 5-6, 2017

**Memorial Day**

May 27-29, 2017

**Independence Day**

July 3-4, 2017

**Labor Day**

September 2-4, 2016

**Thanksgiving**

November 23-25, 2017

**Christmas Eve**

December 24, 2017

**Christmas Day**

December 25, 2017

**New Year's Eve**

December 31, 2017

**New Year's Day**

January 1, 2018

**The school will close on Wednesday December 21, 2016 and will reopen Wednesday January 4, 2017.**

## ADMISSION REQUIREMENTS

MedQuest College continually strives to maintain a student body that is committed to higher learning and career development. We actively search for students who have a yearning for postsecondary education within the healthcare fields. Applicants who have attended another postsecondary institution must submit copies of all academic transcripts for consideration of previous credit prior to enrolling.

Admission to our career training programs is limited to ensure the quality of training. Our admission process also takes into consideration the professionalism required in the field of study the student is seeking to enter.

MedQuest College provides equal admissions opportunity to all applicants. Qualified persons are selected without prejudice or discrimination by reason of race, age, sex, sexual orientation, color, religious belief, national or ethnic origin, or disability. Our institution follows the tenets and spirit of the Americans with Disabilities Act. Otherwise qualified individuals with physical or mental disabilities are eligible for admission on an equal basis with non-disabled applicants, considering reasonable accommodations for their limitations.

All successful applicants are required to have a personal interview with an Admissions Advisor and have a tour of the facility prior to applying for admission into any program. Applicants are required to be in good health, free of communicable disease and have the ability to fully participate in the discipline they seek acceptance without risking injury to themselves or others. Admission to MedQuest College is at the discretion of the Executive Director.

Based on previous experiences, MedQuest College believes that a high school diploma or GED certificate indicates a reasonable expectation for academic success. The belief is based on our years of successful completion rates and placement rates. Therefore, all applicants must have earned either a high school diploma or a General Education Development (GED) Certificate prior to enrollment. As part of the admissions process, all applicants must complete an enrollment agreement. If acceptance cannot be determined while the student is on campus, notification will promptly be made by phone, email or mail. If additional information is required for the admission decision, the student will be promptly notified.

MedQuest College encourages early enrollment due to the limited space in our career training programs. Late enrollment requires permission from the Executive Director.

An Application Fee of \$100 is payable upon signing a Student Enrollment Agreement. MEDQUEST COLLEGE DOES NOT ACCEPT CASH. We gladly accept checks, credit cards, or money orders made payable to MedQuest College.

## FINANCIAL AID

Financial Aid funding is available to students who qualify. The Financial Aid Advisor is available to assist students in applying for Federal, State, and Private pay options. The Advisor also works closely with the student and the Bursar to overcome any gap funding issues.

## PRIVATE PAYMENTS

The Bursar at MedQuest College can offer private payment plans at 0% interest with a limit of up to five hundred dollars (\$500) while the student is enrolled. The payment plan options are discussed on an individual basis with the student, Bursar, and Financial Aid Advisor. This allows students to be active in the creation of the payment plan and to notify the school of the amount the student is comfortable to pay each month. The College requires an Auto-Draft Installment Note and Private Payment Acknowledgement to be completed and executed between the student and the Institution that outlines the full terms agreed upon.

## POLICY FOR CHANGE OF PROGRAMS

MedQuest College recognizes that from time-to-time students enroll in a program and later decide they would prefer to change to a different program offered by the College. The student must have a personal interview with the Executive Director and request a Change of Program form.

Upon approval, the student must take the approved Change of Program form to the Admissions Department to sign appropriate enrollment papers for the new program. After the appropriate paperwork is completed, the student will be transferred from one program to the other.

All grades earned in the original course will transfer to the new program for the courses that are a part of the new program of study. Financial credit is given for the course hours that are accepted toward the new program of study.

## RE-ADMISSION

The Executive Director will determine re-admission eligibility for any student having been dismissed for attendance, grades or disciplinary problems. The decision regarding re-admission will be based upon factors such as grades, attendance, conduct and student account balance and the evidence presented by the student who seeks to be re-admitted on how the previous problem has been solved. It is not our desire to have a student leave school and return to only to have the same problem cause interference with their academic success. The Executive Director must be convinced of the student's commitment to complete the program.

Dismissed students may not reapply for six (6) months from the date of their dismissal. Their application will be considered for acceptance along with all other applicants. Dismissed students who are re-admitted must sign a new Enrollment Agreement and will be charged current tuition and fees.

Students who have left their program of study for any reason prior to completion must see the Executive Director for re-admission. All successful applicants applying for re-entry must complete the Admissions process and will be considered along with all other applicants. There is no guarantee that a student that drops or is suspended during their training will be re-admitted.

MedQuest College students who return to complete their program more than one year after attending must perform and pass a hands-on demonstrative skill assessment before being placed in the remaining portion of their original attendance. The testing is designed to ensure

the applicant has retained the skills required to be successful in their career path. There is a fifty dollar (\$50) fee for the testing.

## TRANSFER OF CREDIT

In order to have any credits received at a previous institution to be considered for transfer, the applicant must submit an official transcript and a copy of the previous school's catalog. Syllabi and course outlines, though not required, are helpful in the determination process. An unofficial transcript may be used only for evaluation purposes. An official transcript must be sent directly to MedQuest College by the previous school for previous credit to be eligible for transfer if granted. For credit from another institution to be considered for acceptance by MedQuest College, a minimum grade of "C" must be achieved. MedQuest College will only accept previous credit from another institution accredited by an agency recognized by the Secretary of Education or the Council for Higher Education Accreditation (CHEA).

A determination will be made by MedQuest College as to the number of credits which can be transferred as credit toward our program requirements. This determination will be made in view of the course material previously taken and the length of time since the training was received. The final determination will be approved by the Executive Director and Program Chair.

After transfer hours have been established and a personal interview with the Admissions Advisor has been successfully completed, the applicant will be charged a pro-rated tuition amount. The applicant will also be responsible for the application fee, any required books, supplies, and fees.

## TRANSCRIPTS FROM FOREIGN SCHOOLS

Candidates whose transcripts are issued from schools located outside of the United States do not qualify for transfer of credit. Consequently, the candidate must attend their entire program of study.

## TRANSFER OF CREDIT TO A DIFFERENT INSTITUTION

Educational institutions vary greatly in their practice of accepting transfer credit for courses completed at other institutions. The acceptance of transfer credits is always at the discretion of the institution to which a student transfers. Students planning to transfer out of MedQuest College should verify with the receiving institution that hours will be accepted.

## EXPERIENTIAL LEARNING

At this time, MedQuest College does not accept experiential learning for previous training.



## 2016 – 2017 SCHOOL CALENDAR

### ***Dental Assisting<sup>1</sup>***

#### ***Louisville Campus***

August 8, 2016 – November 26, 2016 (Weekend – TThS)  
September 19, 2016 – January 20, 2017 (Day – MWF)  
September 19, 2016 – March 16, 2017 (Evening – MTWTh)  
October 17, 2016 – February 18, 2017 (Weekend – TThS)  
October 24, 2016 – February 24, 2017 (Day – MWF)  
November 14, 2016 – June 1, 2017 (Evening – MTWTh)

#### ***Frankfort Campus (Classes will be moving to Lexington pending approval)***

September 5, 2016 – January 6, 2017 (Day – MWF)  
September 26, 2016 – January 27, 2017 (Day – MWF)  
December 5, 2016 – June 1, 2017 (Evening – MTWTh)

#### ***Lexington Campus***

October 3, 2016 – Tentative; Pending Approval

### ***Medical Assisting***

#### ***Louisville Campus***

August 8, 2016 – May 26, 2017 (Afternoon M-F)  
August 22, 2016 – June 9, 2017 (Evening M-F)

#### ***Lexington Campus***

October 3, 2016 – Tentative; Pending Approval

### ***Diagnostic Medical Sonography***

October 3, 2016 – Tentative; Pending Approval

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<sup>1</sup> All dental assisting programs require a 300 hour externship after their on-campus portion of training has concluded

## KNOWLEDGE OF RULES AND REGULATIONS

MedQuest College reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to dismiss a student from the school for just cause, defined as any cause deemed detrimental to the school or other students, as determined by the Executive Director.

The Executive Director may suspend students violating the conduct standards. A suspended student may apply for reinstatement after a one-month separation. The decision of the director will be final.

## ATTENDANCE POLICY

Our programs are accelerated programs which allow students to receive training and be career ready in the least amount of time possible. Regular class attendance is essential to student success. Students must complete their program of study in a maximum one hundred fifty percent (150%) timeframe. Failure to maintain regular attendance can lead to a variety of consequences up to and including termination from the school. MedQuest College recognizes unforeseen circumstances occasionally arise that may result in a student being absent from class.

### ***On-Campus Course Attendance***

If a student has received the maximum number of attendance letters (3) prior to taking an approved Leave of Absence (LOA), he/she will be granted one (1) additional attendance jeopardy letter after returning from LOA before he/she may be reviewed for dismissal.

Students may make-up missed classwork for an excused absence or at the discretion of their instructor(s). Excused absence is considered a legitimate reason accepted by most employers, i.e., sickness of student or dependent (documented by a healthcare professional), court appearance (documented by court), jury duty (documented by court clerk), death of immediate family (documented by note from funeral home), or such type of situation. Students must contact their instructor before the class begins to let faculty know they will not be in attendance for that class period. An unexcused absence results in twenty percent (20%) reduction in all grades for that day.

Tardiness or early departure is excused only for mitigating reasons. If either is taken advantage of, it may count as an unexcused absence.

### ***Externship Course Attendance & Timesheets***

Students are expected to maintain professionalism at their externship location by attending the minimum amount of hours per week in accordance with their agreed upon externship schedule. Students are allowed two (2) excused occurrences<sup>2</sup> from their externship with documentation

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<sup>2</sup> An occurrence is defined as an absence or consecutive absences due to the same issue which causes a student to not reach the weekly minimum hours required for successful and timely externship completion.

provided to the Externship Coordinator. If a student has more than two (2) occurrences or an unexcused occurrence, an externship jeopardy letter will be sent with a one (1) week deadline to respond. If the student does not respond to the externship jeopardy letter within the deadline, the student will be reviewed for dismissal by the Program Chair, Externship Coordinator, and Executive Director.

Externship timesheets are required to be approved by the office manager or doctor using our externship software called CORE ELMS. It is the responsibility of the student to submit timesheets every week to the Externship Coordinator. These hours are recorded into MedQuest College's student information system and are reported weekly. The first (1st) occasion that a timesheet has not been turned in to MedQuest College the student will be contacted by the Externship Coordinator. The student will be given one (1) week to respond. The second (2nd) occasion that a timesheet has not been turned in the student will be sent an externship jeopardy letter with a one (1) week deadline to respond. If the student does not respond to the externship jeopardy letter within the deadline, the student will be reviewed for dismissal by the Program Chair, Externship Coordinator, and Executive Director.

## LEAVE OF ABSENCE

MedQuest College permits students to request a leave of absence (LOA) for up to one hundred eighty (180) consecutive days in any twelve (12) month period, provided students have legitimate extenuating circumstances that require the students to interrupt their education. Students may request an LOA for the following reasons: medical, academic, or military. All students will be required to provide appropriate documentation upon LOA approval. LOA requests for any other reason will be reviewed by the Executive Director and Program Chair on an individual basis and will be subject to approval.

Prior to a leave of absence being granted, students complete a Leave of Absence request form. This form is available from the Registrar. The completed request should be given to the Registrar to be approved by the Program Chair and Executive Director. The request must fully explain the reasons for the leave of absence and the date of the expected return to school. In a case of an emergency, the LOA may be granted by the school official by speaking with the student or their designated emergency contact over the phone. Documentation will be maintained by the school in the student's permanent academic record.

An approved leave of absence will prolong the student's program of study. However, no additional institutional charges are assessed for an approved leave of absence. Students on an approved leave of absence can receive their Pell Grant disbursement while on LOA, if they are eligible to receive the funds. Students are not able to receive any other form of financial aid during the LOA period.

Students on an approved leave of absence are not considered to be withdrawn and will not be subject to any increase in tuition or change in graduation requirements that may have occurred during their LOA. At the point the student is scheduled to return to class, the student must contact the Registrar to establish the exact date the student may return to class and pick up where their education dropped off prior to the leave. During the period of time the student is

waiting to be placed back in their course, the school continues the LOA and is subject to the one hundred eighty (180) consecutive day maximum LOA timeframe.

The student may request an extension of their original return date by submitting a written request. The written request must be submitted to the Registrar via postal mail or email. It must contain the new return date as well as sufficient evidence of legitimate extenuating circumstances preventing the return by the original date. A LOA may not exceed a maximum of one hundred eighty (180) consecutive days in any twelve (12) month period.

If a student has received the maximum number of attendance letters (3) prior to taking an approved Leave of Absence (LOA), he/she will be granted one (1) additional attendance jeopardy letter after returning from LOA before he/she may be reviewed for dismissal.

However, if a student does not return from an approved LOA on the date agreed upon, the student will be subject to the attendance policy (refer to page 18-19). If the student later returns to MedQuest College after being withdrawn, they will be considered a re-entering student and will be subject to increases in tuition or changes in their program of student as well as the policies for all re-entering students.

## DISMISSAL/TERMINATION

Since career preparation is the objective of MedQuest College programs, student conduct should be that which is normally required in the healthcare profession. MedQuest College reserves the right to dismiss or terminate any student prior to completion of their program. Reasons include but are not limited to the following: failure to show academic progress, failure to fulfill financial agreements, failure to attend class for ten (10) consecutive scheduled days without prior authorization from administration, having a weapon on campus, the unlawful possession, use or distribution of illicit drugs and/or alcohol on school property or as part of any school activity, tampering with attendance sheets, quiz/exam answer sheets or administrative records, not wearing official uniform in classroom or any behavior which may be detrimental to the reputation of MedQuest College. Harming one's self or another, displaying any inappropriate behavior in the classroom, displaying inappropriate behavior to any student, staff or faculty member, being disruptive to the learning environment, or being found in violation of local, state or federal law may also result in dismissal. In extreme cases, it may be necessary to take immediate disciplinary action. A dismissed student's tuition refund is calculated in accordance with the Return to Title IV policy (for Title IV students only) and the Institutional Refund policy.

## WITHDRAWAL

Official withdrawal from any program must be communicated in person, by email, or by certified mail to the Executive Director. The official withdrawal date is the date of receipt of notice. Tuition will be adjusted according to the refund policy dictated in this Catalog. If the student has already begun the program and an official withdrawal notice has not been received, MedQuest College has selected ten (10) consecutive scheduled class absences, without prior

administration approval, from the last date of attendance<sup>3</sup> as the unofficial date which a student is deemed to have withdrawn.

Students withdrawing during the last week of class will receive the grade the student has earned at the point of withdrawal. This grade will impact both the student's GPA and the student's rate of completion.

- The date of withdrawal will be considered to have occurred the earliest of the following:
- The last date of attendance if the student is terminated by the school; or,
- The date of receipt of written notice is given by certified or registered mail or email from the student if the withdrawal is not made in person; or,
- The day after the 10th consecutive scheduled class absence from the school without prior consent from administration.

## DRESS CODE

Students are expected to wear clothing that is not revealing or inappropriate for the school environment until MedQuest College scrubs are received. No tank tops are permitted. All shirts must have short or long sleeves. Students will then be required to wear scrubs to all classes—scrubs should be laundered regularly and absent of excessive wrinkles. Students must wear MedQuest College scrubs and appropriate personal protective equipment (PPE) during clinical and externship hours. This includes a lab coat, safety glasses, mask, gloves, and closed toe shoes. Students will be sent home if they come to class without scrubs, appropriate PPE equipment or if they are not wearing closed toed shoes. Failure to return to class after changing will result in an absence for the class.

Personal hygiene is expected to be exceptional. Students may wear no more than two earrings or gauges in each year. No tongue rings are permitted. Basic nose piercing with a simple stud will be allowed. Tattoos should be reasonably covered with clothing, make-up or bandages. Disciplinary actions will be taken against students who do not follow appropriate personal appearance and hygiene up to and including dismissal.

Some courses may require additional policies regarding attire and personal appearance. Please refer to the course syllabus for additional information.

## STUDENT SAFETY

We take safety very seriously and want to provide the safest environment for our students and faculty to operate in. Please report any unsafe condition or practice immediately to your instructor or director (i.e. broken instruments, equipment etc.). It is the responsibility of the student to have long hair pulled back during clinical activities as it may interfere with proper

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<sup>3</sup> Last date of attendance is defined as the last day a student had an academically related activity, which may include on-campus classes, assignments, advising or tutoring sessions, examinations, or clinical experiences.

usage of the dental equipment (i.e. operating handpieces, model trimmers etc.) It is also the responsibility of the student to wear appropriate personal protective equipment during all clinical and externship activities (safety glasses, gloves, masks, lab coats, closed toe shoes).

MedQuest College provides every student with liability insurance for any injuries or experiences with exposure to blood-borne pathogens so no medical costs are incurred by the student, externship site, or any patient effected. In the event that a student is injured or experiences an exposure to blood-borne pathogens while in externship, the student must report the incident to the Externship Coordinator immediately. If the incident occurs during externship, the student must also report to their office supervisor and follow any additional office protocol. If an exposure occurs and the patient can be identified then the patient should seek proper care and blood work as well. Next, the student must proceed to the nearest urgent treatment facility or emergency room for proper care and/or blood work to be completed.

## HAZARDOUS WEATHER

Inclement weather is a frequent concern, especially during winter months at MedQuest College. Forecasts are closely monitored and precautionary measures are taken to ensure that our students and staff members remain safe under potentially hazardous travel conditions. Preventative measures, such as salting the parking lots and sidewalks, are taken in advance of inclement weather.

- In the event that weather is so severe that it forces a campus closure, all students and staff members are notified individually through phone call/text message. Additionally, social media accounts, such as Facebook, are updated to reflect our current status. Media outlets, such as WAVE-3 (in Louisville) and LEX-18 (in Frankfort) are also notified to increase awareness.
- If isolated areas are affected, students and staff members are always instructed to use their best judgment before travelling. If they feel it is unsafe to drive, we do not expect them to attend class/work until driving conditions improve. These instances are handled on a case-by-case basis and accommodations (i.e. tutoring, alternative work schedules, etc.) are made when necessary.
- In the event that a tornado or similar weather condition should occur, students and staff members of the Louisville campus are directed to gather in the interior hallway of the school with all doors closed. Students and staff members in our Frankfort clinic are directed to the interior hallway and students and staff members in our Frankfort business classroom are instructed to go to the lowest level of the building and congregate in the interior hallway behind the stairs. All areas disclosed in this section are considered the designated safe zones for our institution in the event of a tornado or similar natural disaster.

## ACCIDENT / INCIDENT POLICY

All accidents are to be reported immediately to your instructor or supervisor. You should also fill out an accident report as soon as possible. Accident/Incident Reports are available upon request. All completed reports should be turned into the Executive Director for review.

## IMMUNIZATIONS

MedQuest College requires all students in all programs to receive the Hepatitis B series immunizations and TB testing for participation in externship. As long as a student has received their first (1<sup>st</sup>) Hepatitis B series immunization, the student is allowed to participate. Students are given documentation regarding their immunization history during the enrollment process and the benefits of the Hepatitis B series immunization during orientation.

MedQuest College Comprehensive Medical Assisting tuition, books, supplies, and fees cost includes Hepatitis B series immunizations and TB testing for externship. Any Medical Assisting student that requires the Hepatitis B series immunizations or TB testing needs to notify the Medical Assisting Externship Coordinator BEFORE receiving any medical treatment(s). The Medical Assisting Externship Coordinator will document in Diamond D the request made by the student and any additional relevant information (such as when or where the student will be receiving medical treatment(s)).

At this time, MedQuest College does not include Hepatitis B series immunization and TB testing costs within tuition, books, supplies, and fees for the Comprehensive Dental Assisting Program.

## CAMPUS CODE OF CONDUCT

Code of Conduct for Faculty, Staff and Students:

- MedQuest College is a SMOKE-FREE campus. Students, faculty and staff are not permitted to smoke inside or near the MedQuest campus or buildings including sidewalks, parking lots<sup>4</sup>, and grass areas.
- Student, faculty and staff behavior must be professional and courteous at all times.
- Faculty and student cell phones are to remain off (not on vibrate) during all instructional and laboratory classes. They are only permitted to be on during class breaks or between classes.
- Obscene or foul language will not be tolerated.
- All firearms and deadly weapons of all types are prohibited on the College's premises and parking areas.
- Drugs/alcohol is not permitted in any area of the facility, including parking lots. College sponsored activities are considered as part of the facility. Anyone under the influence of any controlled substance, without benefit of a doctor's prescription, will not be allowed

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<sup>4</sup> This includes sitting out in a vehicle in the parking lot.

to enter the facility. We will refer anyone with a suspected substance abuse problem to the appropriate local mental health agency for counseling.

- Faculty, staff and students are expected to uphold high standards of personal integrity. Any form of cheating or academic dishonesty is unacceptable and cause for immediate expulsion.
- Regular attendance and active participation in every class is essential.
- Faculty and students must be willing to explore different points of view.
- High standards of personal hygiene are essential.
- No fraternization between faculty, staff and students while enrolled in MedQuest College.
- Professional boundaries must be maintained with students, faculty and staff.
- Satisfactory progress must be maintained in class and lab.
- Financial obligation to the College must be met.

Anyone not in compliance with the Code of Conduct may be placed on warning, probation, dismissed or terminated from MedQuest College. The Executive Director makes the final decision regarding which action will be taken.

## DRUG AND ALCOHOL PREVENTION POLICY AND PROGRAM

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, MedQuest College will provide a drug and alcohol prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to demonstrate high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the MedQuest College community adversely affects the education environment. Therefore, MedQuest College is committed to having a drug-free campus.

All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at MedQuest College.

### **STUDENTS**

#### ***Alcohol, Drugs, and Tobacco***

MedQuest College is committed to maintaining a safe and healthy educational environment free from alcohol, drugs, and tobacco.

#### ***Health Risks***

The use of such products is known to be harmful to one's physical and psychological well-being. Their use is associated with a wide variety of health risks. Some of the most commonly known risks include severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, high blood pressure, stroke, heart problems, damage to the liver and/or lungs, and even death.



### ***Standards of Conduct***

The use, possession, or distribution of alcoholic beverages and illicit drugs, all forms of hallucinogenic drugs, or the abuse of legal substances, are prohibited on campus. Furthermore, MedQuest College prohibits smoking, including e-cigarettes/vapor cigarettes, and all forms of tobacco use everywhere on-campus. Campus visitors are expected to comply with these standards.

### ***College Sanctions***

Students violating this policy will be subject to the disciplinary procedures ranging from probation to dismissal as determined by the Executive Director.

Students who are found in violation of the institution's zero-tolerance drug and alcohol policy are subject to the loss of Federal Student Aid. In ordinance with HEA 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)); MedQuest College will notify such students, in writing, the conditions surrounding their loss of aid eligibility and allow students to regain access to Federal Student Aid when appropriate sanctions are met. A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if-

- The student satisfactorily completes a drug rehabilitation program that: includes at least two (2) unannounced drug tests, has received or is qualified to receive funds and insurance directly or indirectly under a Federal, State, or local government program, is administers or recognized by a Federal, State, or local government agency or court and by a Federally- or State-licensed hospital, health clinic, or medical doctor OR
- The conviction is reversed, set aside, or otherwise rendered nugatory.

### ***Legal Sanctions***

In addition to MedQuest College sanctions, Kentucky and Federal law allows for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, the offenders past record for such offenses, and a number of additional factors.

### ***Support***

MedQuest College offers information regarding counseling, treatment, rehabilitation, or re-entry programs for those who need assistance. For those seeking help, please speak with our Administration for assistance.

## **EMPLOYEES**

### ***Alcohol, Drugs, and Tobacco***

MedQuest College is committed to maintaining a safe and healthy educational environment free from alcohol, drugs, and tobacco.

### ***Health Risks***

The use of such products is known to be harmful to one's physical and psychological well-being. Their use is associated with a wide variety of health risks. Some of the most commonly known risks include severe weight loss, malnutrition, physical and mental dependence, changes in the

reproductive system, high blood pressure, stroke, heart problems, damage to the liver and/or lungs, and even death.

### ***Standards of Conduct***

The use, possession, or distribution of alcoholic beverages and illicit drugs, all forms of hallucinogenic drugs, or the abuse of legal substances, are prohibited on campus. Furthermore, MedQuest College prohibits smoking, including e-cigarettes/vapor cigarettes, and all forms of tobacco use everywhere on-campus. Campus visitors are expected to comply with these standards.

### ***College Sanctions***

Employees violating this policy will be subject to the disciplinary procedures ranging from probation to dismissal as determined by the Executive Director.

Employees suspected of violating this policy should be reported to their supervisor or the Executive Director. Working with the appropriate channels, the Executive Director will assist, conduct or oversee an investigation of the alleged violation and recommend appropriate corrective action. Corrective action will be carried out immediately upon conclusion of such an investigation.

### ***Legal Sanctions***

In addition to MedQuest College sanctions, Kentucky and Federal law allows for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, the offenders past record for such offenses, and a number of additional factors.

Employees are required to report any drug- and alcohol-related convictions under a criminal drug status for violations occurring in the workplace or during the performance of work-related duties or activities within five (5) days after the conviction, as required by the Drug-Free Workplace Act.

### ***Support***

MedQuest College does not provide counseling, treatment, or rehabilitation services for employees. Employees who express need for help in dealing with drug or alcohol dependencies are encouraged to contact their supervisor or the Executive Director. They can provide contact information for off-campus agencies and programs.

### **ANNUAL DISSEMINATION**

All new students will review the Policy and Procedures during orientation. A link to the MedQuest College Catalog, which includes the Drug and Alcohol Awareness Program and Policy is available on the MedQuest College website.

The Executive Director will provide a written copy of the Drug and Alcohol Awareness Program and Policy to newly hired employees at the beginning of their employment and distribute an electronic copy annually to all MedQuest College employees.

### **ANNUAL AND BIENNIAL REVIEW**

The Drug and Alcohol Awareness Program and Policy will be reviewed annually by the Executive Director and the Strategic Initiatives Coordinator in preparation for the publication of the MedQuest College Catalog. Furthermore, in an effort to comply with Drug-Free Schools and Campuses Regulations a more detailed biennial review will be conducted by MedQuest College. The purpose of the review is to:

- Determine the effectiveness and implement changes to the program, if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced

The biennial review will include the Executive Director, Strategic Initiatives Coordinator, one (1) community representative, and two (2) MedQuest College alumni volunteers. Any substantive concerns or findings will be presented to the Board of Directors with suggestions for improvements and/or changes to the program.

## SEXUAL VIOLENCE AWARENESS POLICY AND PROGRAM

MedQuest College is committed to maintaining a learning environment which is fair and respectful. MedQuest College takes extreme measures to awareness programs designed to prevent sex offenses including dating violence, domestic violence, sexual assault, and stalking. Any reports of such behavior or action should be made to the Executive Director. A report of sexual harassment, assault, or violence will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the victim and the campus community are MedQuest College's primary concern. Appropriate action will be taken to discipline the offending party. MedQuest College maintains a sexual violence awareness policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, as well as a sexual violence awareness program initiative.

All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at MedQuest College.

### **Definition of Terms**

The FBI's National Incident-Based Reporting System (NIBRS) edition of the Uniform Crime Reporting (UCR) program defines a sex offense as *any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.*

Consent is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim;

- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Force may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation, or coercion. Another example of force is psychological pressuring or any attempt to take advantage sexually of an individual under duress or incapable of making a decision on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

Sexual assault is a sexual act committed or attempted against one's will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

Sexual Harassment can be defined as unwelcome gender-based conduct that is severe, persistent or pervasive and limits or denies the individual participation in or benefit from college programs or activities.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

### ***Reporting Procedures***

In the event that a sexual offense occurs, the following procedures will be carried out:

1. It is crucial to preserve evidence of the alleged criminal offense. Therefore, MedQuest College officials will immediately coordinate the transportation of victims to a local healthcare facility for examination. Law officials will also be contacted to complete the investigation.
2. Offenses can be reported directly or anonymously to the Executive Director. All reports will be fully investigated and local law officials will be contacted when deemed necessary.
3. If a student does not feel comfortable seeking assistance from campus officials, he/she is made aware of the option to notify appropriate law enforcement authorities. MedQuest College does not employ on-campus police officers therefore, the closest law enforcement dispatch service can be notified of the occurrence. In the event that a student prefer to notify law enforcement directly, MedQuest College will assist the student in notifying these authorities.
4. Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school

### ***Confidentiality***

Due to the private nature of sexual offenses, MedQuest College strives to protect the confidentiality of victims and other necessary parties in the following ways:

1. MedQuest College completes publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20))
2. MedQuest College maintains as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures

### ***Counseling Services***

MedQuest College contracts counseling services through a third party firm. All students are given information for this program during orientation and employees are provided with details at their date of hire. Individual counseling services can be arranged as needed. Should an on-campus threat occur, counselors will be brought in to meet with students and employees as needed. All services are offered on a confidential basis and require voluntary participation.

### ***Victim's Assistance***

Upon request, MedQuest College will take all necessary steps to change a victim's academic situation after an alleged sex offense including a written notification regarding to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. MedQuest College does not provide on-campus or off-campus housing for students and cannot facilitate alternative living arrangements. The options for academic changes if those changes are requested by the victim are reasonably available.

### ***Disciplinary Procedures***

In the event that an alleged sexual offense is reported, MedQuest College officials will investigate the incident and take full disciplinary action –up to and including immediate expulsion from school. Institutional procedures include the following:

1. The MedQuest College Disciplinary Review Board will evaluate the alleged occurrence reviewing the incident and surrounding factors/evidence. All meetings will be recorded for documentation.
2. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and
3. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of FERPA. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
4. Upon final determination of the institution disciplinary proceeding regarding alleged dating violence, domestic violence, sexual assault or stalking; MedQuest College will

enforce the maximum penalty up to and including, expulsion from school. Violators are also subject to state and federal sanctions pertaining to their offense.

### ***Explanation of Victim's Rights and Options***

- When a student or employee reports to MedQuest College that the student or the employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, MedQuest College will provide the student or employee a written explanation of the student's or employee's rights and options.

### ***Additional Law Enforcement Information***

MedQuest College makes readily available details regarding law enforcement agency information provided by a state concerning registered sex offenders. This information may be found by contacting the Louisville Metro Police Department 8<sup>th</sup> Division at (502) 574-2258 and Frankfort Police Department at 502-875-8523 or by reviewing the online registry at: <http://kspsor.state.ky.us/>.

MedQuest College places extreme importance on the safety and security of all students, employees and visitors. The institution enforces the aforementioned sanctions to promote safety and security and regularly evaluates these policies for improvement.

## **STUDENT COMPLAINTS/GRIEVANCE POLICY AND PROCEDURE**

MedQuest College offers a learning and working environment that is professional, safe and supportive of both students and staff in their respective endeavors. To help preserve this atmosphere, there is a specific, well-defined and effective process in place for handling and resolving complaints.

If a student has an academically related grievance regarding a faculty member, if possible, the student is asked to speak with the faculty member regarding the issue. If that step does not resolve the issue, the student is to see the Program Director or Executive Director in the absence of the Program Director, to discuss the grievance or file a formal complaint. If the complaint is regarding the Program Director and the student is unable to resolve the concern, the student is to bring the concern to the Executive Director.

If a student has a concern or grievance regarding anything other than academic, the issue should be addressed with the Executive Director.

A formal complaint/grievance must be put in writing to assure that the school official fully understands the complaint in its entirety. If the student believes help is needed in writing the complaint, the school official will help the student draft the complaint.

Within ten business days of the school's receipt of a written complaint, the Executive Director will appoint a review board consisting of the Executive Director, one instructor, and one student. The review board will meet within five business days of its appointment to review the written complaint as well as meet with the complainant. The review board will investigate the complaint and issue a decision within ten business days of the final hearing on a particular complaint. The decision of the review board will be final.

If a grievance is not settled to the student's satisfaction, as a final resort, the student may contact the following school governing bodies: The Kentucky Commission for Proprietary Education or the Accrediting Bureau of Health Education Schools. Contact information for both entities is found in this Catalog on page 6.

To file a complaint you should write a formal complaint including the following information:

- The nature of the complaint.
- The date(s) of the occurrence of the problem(s).
- The name(s) of the individual(s) involved in the problem(s), not hearsay.
- Evidence that the Institution's complaint procedure was followed prior to contacting the agency and the complaint should be signed and return address and telephone number provided.

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to 300 Sower Boulevard Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

Indiana students may file a complaint with the Office of Career and Technical Schools. The process and additional information may be found at <http://www.in.gov/dwd/2731.htm>.

## STUDENT TO TEACHER RATIO

MedQuest College offers an intimate educational environment that provides a professional, safe and supportive structure for its students. We would anticipate a student to teacher ratio for Dental Assisting of 7:1 and for Medical Assisting of 12:1.

## CONSUMER DISCLOSURES

MedQuest College maintains all required accreditation and federal consumer disclosures including information regarding our institution and financial aid on our website at <http://medquestcollege.edu/consumer-disclosures.html>. These disclosures are updated on a regular basis by the Strategic Initiatives Coordinator and the Executive Director. Paper copies are available by request from the Registrar office.

## COPYRIGHT INFRINGEMENT POLICY

Copyright Infringement is a serious matter, punishable by civil and criminal sanctions. MedQuest College upholds copyright law and takes the following steps when violations occur:

When a copyright violation is discovered, copyright holders or their agents may report the alleged infringement to the Internet Service Provider (ISP) where the IP address of the infringer is registered. MedQuest College is required to respond to complaints from copyright holders, and organizations representing copyright holders, regarding computers on campus that are illegally distributing copyrighted materials. Copyright holders or their agents will request that the institution identify the owner of the machine associated with the reported IP address and

relay the Takedown or Digital Millennium Copyright Act (DMCA) Notice to the alleged copyright infringer and/or coordinate the removal of access to the infringing content. To send a DMCA notice to the Web Administrator, please use the following address: MedQuest College; 400 Blankenbaker Parkway Suite 100; Louisville KY 40243 or fax to: (502) 245-4438 (on the cover sheet, please write: Attention: DMCA NOTICE).

Requests to remove, disable access to, or disable distribution of material allegedly involved in copyright infringement must include the following:

- A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
- Identification of the copyrighted work claimed to have been infringed, or, if multiple such works at a single online site are covered by a single notification, a representative list of such works at that site;
- Identification of the material that is claimed to be infringing or to be the subject of infringing activity that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material;
- Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available an electronic mail address at which the complaining party may be contacted;
- A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, or its agent, or the law; and
- A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party has the authority to enforce the owner's rights that are claimed to be infringed.

Upon receipt of a proper notification from a bona fide copyright holder, or agent for the copyright holder, alleging that a system connected to MedQuest's network is in violation of the provisions of the DMCA, access to MedQuest's network will be disabled. The system's network privileges will only be restored after the infringing materials are removed and the person or persons responsible for the system agree to comply with the institution's Copyright Infringement Policy.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. Penalties for infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see [www.copyright.gov](http://www.copyright.gov). For legal alternatives to illegal downloading, please see <http://www.educause.edu/legalcontent>.



## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law, requires that MedQuest College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from their educational records. However, MedQuest College may disclose appropriately designated directory information without written consent, unless you have advised the College to the contrary in accordance with College procedures. FERPA defines *directory information* as information that is generally not considered harmful or an invasion of privacy if released. MedQuest College defines *directory information* in accordance with the provisions of FERPA to include: student name, address, telephone number, date and place of birth, major field of student, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities.

Upon enrollment, students sign a form regarding disclosure of directory information. Students wishing to amend their request for disclosure of directory information may do so by filing a written request to the Registrar at any time. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing, except as authorized by law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, school officials with legitimate educational interest, financial aid to a student, and accrediting organizations.

FERPA indicates that students and former students should be granted the opportunity to change their names on education records upon the production of evidence showing that the name has changed. The following procedure applies to requests for changes to the name appearing on a student's education record:

- Provide a photocopy of a Social Security card that reflects the new name and a valid driver's license or other form of photo identification
- Provide a photocopy of a birth certificate, marriage certificate or license, divorce decree, court order, or naturalization papers including certificate number, petition number, and registration number

Please note that all documentation used in support of this request should reflect the name for which you are requesting the change.

### ***FERPA Disclosure***

Due to the laws covering confidentiality, it is illegal for anyone to release information (grades, course enrollment, class schedule, standing) about any student to anyone without permission from the student. The Family Educational Rights and Privacy Act (FERPA) requires the student to authorize the College prior to release of any academic record information to a third party. Completion of the Student Information Release Form allows the student to approve disclosure of his/her academic record information to any third-parties. The disclosure will remain valid until the student removes the authorization.

### ***MedQuest College Notification of Rights Under FERPA***

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment to the student's education record that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the records as requested, the College 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 hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. MedQuest College discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate education interests. A college official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent. A college 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 College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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 20202-5901  
Health or Safety Emergency

In the event of a health or safety emergency, FERPA allows college officials to disclose – without student consent – personally identifiable information to protect the health or safety of students or other individuals. FERPA also allows a postsecondary institution to disclose to an alleged

victim of any crime of violence or non-forcible sex offense, the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may also disclose to anyone the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

## TRANSFER OF EDUCATION RECORDS

FERPA permits college officials to disclose education records to another institution at which the student seeks or intends to enroll.

## STUDENT SERVICES & ACTIVITIES

Our students range from age 18 on up and they have come from a wide range of backgrounds. A partial list of occupations held by those who have attended our school include: registered nurses, nail technicians, business administrators, emergency medical technicians, engineers, educators, waiters and waitresses, retail clerks, construction workers and people newly entering the working world fresh out of high school. Despite their difference in age, experience, education, etc., the students bond together – often forming long-lasting friendships. Our students experience not only an academic growth, but also a personal one. The people in these programs develop substantial additional confidence in themselves as they learn to connect through others. Specific services are as follows:

### ***Student Advising***

Occasionally, students may encounter difficulty with their personal lives, academic or financial affairs. Students experiencing problems should contact their Instructor or the Program Director for direction. The College has the ability to make arrangements for student tutoring at no additional cost if needed. In the event financial impediments arise, students are asked to schedule an appointment with the Executive Director for a confidential referral to a professional in the local area. The Administration will also make available to students the names of local practitioners who offer counseling and other professional services for those needing occasional or on-going therapy and/or counseling. MedQuest College does not have any trained counselors on staff and only provides academic advising to students.

### ***Academic Advising***

MedQuest College provides academic advising as a part of the admission process by fully explaining the programs offered, type of activities and academic studies required as a part of the program, and the outcomes anticipated upon graduation. Once accepted in a program, additional academic advising may be obtained from the Program Director.

### ***Students Records***

Permanent student educational records are filed and maintained at the administrative office of MedQuest College for each individual student. Students are permitted to view their records, by

appointment during regular school hours. Student records are considered confidential and for the sole use of the College staff.

### ***Housing***

MedQuest College does not provide student housing. We will provide, upon request, extended stay hotel options, apartment information, publications and introductions to qualified local realtors. The school will also post requests for shared accommodations of “wanted to rent” notices.

### ***Community Service***

The College is committed to the community and expresses this through its on-going community involvement and participation. We participate in health related events. Our Instructors are found speaking to community service groups and others in an effort to establish liaisons between the community and the school.

### ***Insurance***

All students of MedQuest College are covered by the school’s liability policy. The coverage is paid for by students in their fees. Students, however, are responsible for their health insurance.

### ***Placement***

MedQuest College employs a full-time Director of Placement, commonly referred to as a Job Placement Director. This position’s primary responsibility is to provide career assistance services to graduating students and alumni. These services include instruction in resume writing, preparation of cover letters, interviewing techniques and networking skills. Special attention is given to developing professionalism in our graduates.

The Placement Office continually works with potential employers attempting to match their specific employment needs to the appropriate graduate. MedQuest College networks with a variety of healthcare practices and facilities. As a result of these well-tended lines of communication, we receive notices of a variety of available positions.

The College provides placement assistance for its graduates, but makes no promise or guarantee of employment. Graduates in good standing may continue to use any and all of our placement resources indefinitely at no charge.

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

## **TEXTBOOKS AND SUPPLIES INFORMATION**

MedQuest College provides a comprehensive and convenient book package that includes a student book bag and all books required for the entire course of all programs. Textbooks are given to student for first (1<sup>st</sup>) term classes during orientation and each following term. The book package is offered to all students during the enrollment process.

All courses have designated outside class work that must be completed with the correct textbook. All students are required to bring his/her textbook(s) to every class. However, it is not mandatory for students to take advantage of MedQuest College’s provided book package. All students are given the option to purchase books through any source. Textbooks are required on

the 1<sup>st</sup> day of class. All students are held to the same accountability standard. No student will be given additional consideration for delayed shipments of books, wrong books purchased, etc. If a student chooses to opt into the book package after the first (1<sup>st</sup>) term, the entire book package must be paid in full upon receipt of the books. Student's receiving financial aid but choosing to purchase books outside of MedQuest College's book package will be personally responsible for the cost of his/her textbooks. Once all financial aid disbursements have been received and the student's account reflects a credit, a refund notification will be sent to the student from the Financial Aid Office.

### ***Supplies Information***

MedQuest College provides all laboratory and clinical supplies and fees together in the pricing for supplies and fees listed on the enrollment agreement and in the Institutional Catalog. All laboratory and clinical supplies are not permitted to be purchased separately or from any other source. This is to protect our students' health and safety. Due to the hygienic nature of these supplies, student protection is our main concern. All supplies purchased by the school for student use are sealed, unused, and sanitized according to industry standards.

### ***Disclaimer***

MedQuest College is not held liable for books purchased outside of the MedQuest College book package. This includes but is not limited to any delays in shipping and processing, additional shipping and processing fees, availability of books, and wrong title(s) or wrong published date(s) purchased. Students are held fully and financially responsible for any textbooks purchased outside of the MedQuest College book package.

## GRADING POLICY

Definition of Grades:

- An "F" means the student has not satisfactorily met course requirements and must repeat the course.
- An "I" is assigned only when a small amount of work is not completed due to mitigating circumstances satisfactory to the instructor under the authorization of the Program Director. The student must complete all work within one (1) calendar week from the end of the term at which time the grade will be changed to the grade earned. For purposes of grade point and satisfactory progress, the "I" will be converted to a final grade and the GPA recalculated.
- An "LOA" is assigned when a student has been granted a Leave of Absence and does not affect the grade point average (GPA).
- A "W" is assigned for withdrawals. A grade of "W" will not be calculated in the cumulative grade point average (GPA).

- A "TR" is assigned when a student transfers credits from another institution. The transfer of credits does not affect the grade point average earned at MedQuest College. However, accepted transfer credit does affect the maximum timeframe a student must complete their program of study to remain in Satisfactory Academic Progress.

|                            |                    |
|----------------------------|--------------------|
| The grading scale follows: |                    |
| <b>A.....</b>              | <b>100 - 93</b>    |
| <b>B.....</b>              | <b>92 - 85</b>     |
| <b>C.....</b>              | <b>84 - 75</b>     |
| <b>D.....</b>              | <b>74 - 61</b>     |
| <b>F.....</b>              | <b>60 or Below</b> |

## GRADE REPORTS

Students are apprised of their grades throughout each course. Final grades are issued to students at the end of each course. Faculty meets with students that are not achieving satisfactory grades throughout the term to promote a successful completion.

## ACADEMIC UNITS OF CREDITS

Completed academic units of credits are issued in quarter credit hours. Ten clock hours of lecture or theory equal one quarter credit hour; twenty clock hours of laboratory equal one quarter credit hour; and thirty clock hours of externship equal one quarter credit hour. A clock hour is between 50 and 60 minutes of instruction.

## GRADE APPEAL

If a student has reason to believe that a grade received is incorrect, the student must first contact the instructor to resolve it. If satisfactory resolution is not reached, the student must contact the Executive Director to Petition the Grade Appeal. The appeal must be filed within the first week of the subsequent term. The appeal will be forwarded to the Director of Education for determination and reported back to the Executive Director.

Should the student not be satisfied, a letter must be written to the Executive Director asking for a review of the grade by an Academic Review Committee (ARC). The committee will convene and make a determination within seven (7) business days. The student has the right to be heard by the committee. The ARC determination is final and the student will be notified of the decision in writing within two (2) business days following the meeting.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The MedQuest College measures satisfactory academic progress (SAP) by considering student's quantitative (time) and qualitative (grades) components. The institution will measure both

components at specified time periods. It is imperative to realize that all students must complete their training within one hundred and fifty percent (150%) maximum timeframe of the expected time to complete their program of study.

All students in all programs must meet the following academic requirements to meet SAP:

1. Complete the program of study prior to attempting 1 ½ times the credit hours required for graduation from the program. Students must successfully complete 66.6% of the credit hours attempted each academic term and achieve a cumulative grade point average of 2.0.
2. Achieve a cumulative grade point average of 2.0 and successfully complete all required courses in the program with a grade of "C" or higher to qualify for graduation.
3. Students who have failed to complete the program successfully and have attempted 150% of the program credit hours will be dismissed from the institution.

In order to fulfill the quantitative component for meeting SAP, students must progress at a pace of successfully completing 66.6% of credit hours attempted during each academic term. This is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Students are notified of the results of their current SAP evaluation by report cards that are given to students after all grades have been submitted for each academic term. Students are required to sign their report card for inclusion in their permanent academic file and given a copy for their personal records. If a student has been not met all SAP requirements, he/she will be notified immediately by the Program Chair in an advising session to discuss an academic leave of absence. Please refer to the full Academic Leave of Absence policy on page 19-20.

The institution does not offer remedial courses. Non-punitive grades such as pass/fail do not affect the student GPA. Incompletes, grades of "I", are only given for a temporary grade. Outstanding work must be completed and submitted within one (1) calendar week from the end of the term at which time the grade will be changed to the grade earned. If the work is not finalized within the 1 calendar week, all outstanding work will convert to a zero (0) and will be averaged with all other coursework. The final grade is submitted to the Registrar and counts in the academic progress calculation. Course withdrawals are counted towards attempted credit hours but not completed credit hours.

The standards used to judge satisfactory academic progress includes all periods of a student's enrollment. However, MedQuest College has a policy for a student who changes program of study. It does not include in the calculation of a student's academic standing the credits and grades that do not count toward the student's new program of study. Similarly, we do count those transfer credits that apply toward the student's program of study as both attempted and completed hours.

### ***Academic Leave of Absence***

At the end of each academic term, the student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the SAP requirements.

Due to the nature of our accelerated programs<sup>5</sup>, students are not eligible to continue to move forward in their academic progress if they do not successfully achieve SAP standards upon evaluation of an academic term. The student will be required to take an academic Leave of Absence (LOA) in order to retake the failed academic term in its entirety. The student will be ineligible to receive Federal Title IV financial aid during the academic LOA period. The retake term does affect the maximum timeframe for completion because both term credits (original term and retake term) are counted towards SAP. The retake term is offered to the student with no additional financial charges.

Students who return from academic LOA will be re-evaluated at the end of their retake term. If a student raises their CGPA and rate of progress to meet or exceed the minimum requirements will be eligible for financial aid reinstatement for subsequent academic terms.

If a student has failed to meet the SAP guidelines at the end of their retake term, the student may be academically dismissed from MedQuest College. In the event that a student is academically dismissed, the student may reapply for admission after the six (6) month waiting period has ended according to the Re-Admission policy listed on page 15.

### ***Appeals of Failed SAP Determination and Academic Dismissal***

A student who has been determined to fail SAP by MedQuest College or been academically dismissed may appeal the determination if special or mitigating circumstances exist. Mitigating circumstances that may lead to a successful appeal may include: student illness or injury, death of a student's relative or other reason resulting in extreme hardship to the student.

Any appeal must be in writing and must be received by the Executive Director no later than five (5) business days after receiving notification of his/her dismissal from the school. The letter must include reasons why minimum academic requirements were not achieved and what corrections will be made to achieve minimum satisfactory academic progress standards the following term. Documentation to support the appeal letter is highly recommended. The student will be notified of the outcome of the appeal within five (5) business days of the receipt of the appeal letter. The decision of the Executive Director is final and may not be further appealed.

## GRADUATION REQUIREMENTS

In order to participate in MedQuest College's graduation ceremony, students must meet all the following eligibility requirements:

- Student must achieve a minimum overall grade point average (GPA) of 2.0
- All externship hours and documentation must be completed and received by the school
- All financial obligations to the school must be fulfilled

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<sup>5</sup> MedQuest College courses for all programs are designed to be completed in a designated order due to the building nature of our curriculum. For example, students must successfully pass their 1<sup>st</sup> term to be able to move forward to their 2<sup>nd</sup> term and so on.



Academic Honor awards will be presented during graduation for eligible graduates. Summa Cum Laude Honors will be given to students who maintain a 3.9 – 4.0 cumulative GPA throughout their program. Magna Cum Laude Honors will be given to students who maintain a 3.70 – 3.89 cumulative GPA throughout their program. Students with perfect attendance will be recognized as such upon graduation.

## TRANSCRIPTS

Transcripts are provided to graduates in good standing. No transcript of grades will be released to a third party without the student's prior written approval. Graduates are provided with one official transcript. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a ten dollar (\$10) service fee. Two weeks' notice is required.

## CANCELLATION AND REFUND POLICY

### ***Cancellation by School***

The institution may cancel the start date of a program due to the insufficient number of students' enrolled, emergency situation or act of god. All funds collected by the school in advance of a start date of a program and the school cancels the class will be one hundred percent (100%) refunded. The refund will be made within forty-five (45) days of the planned start date.

Any student who violates the school's rules and regulations as set forth in the school catalog, including attendance policies, or who fails to meet all financial obligations to the school may be terminated by the Executive Director. Should the student be terminated, any refund due, will be made according to the Institutional Refund policy and Return to Title IV Policy listed below.

### ***Cancellation by the Student***

Any student wishing to terminate their enrollment should notify the school in writing. Withdrawal or cancellation must be made in person, by email, or by certified mail to the Executive Director.

### ***Refunds***

If a student terminates or cancels for any reason, refunds will be made as follows:

- Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days of signing the enrollment agreement and making initial payment. Subsequent to this three-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less an Application Fee of one hundred dollars (\$100).

- Cancellation after attendance has begun, but prior to forty percent (40%) completion of the program, will result in a Pro-Rata refund. This refund is computed by subtracting the one hundred dollar (\$100) Application Fee and the cost of any books/fees from the total paid. Upon completion of the refund calculation, the student will be notified if they will be eligible for a refund or tuition adjustment. Funds will be awarded accordingly. Please see below for the breakdown of the refund calculation.
  - a. After the first day of the program class start through ten percent (10%) of the program credit hours, MedQuest College will refund ninety percent (90%) of the tuition.
  - b. After ten percent (10%) of the program credit hours through twenty five percent (25%) of the program credit hours, MedQuest College will refund fifty percent (50%) of the tuition.
  - c. After twenty five (25%) of the program credit hours through forty percent (40%) of the program credit hours, MedQuest College will refund twenty five percent (25%) of the tuition.
  - d. Cancellation after completing forty percent (40%) of the program credit hours will result in no tuition refund.
- The termination date, for refund computation purposes, is the last date of actual attendance or academically related activity if the termination is initiated by the student. If the school determines the student is terminated, the refund calculation utilizes the date of determination made by the school.
- Refunds will be made in forty-five (45) days of termination, notification of cancellation, withdrawal or dismissal.

## INSTITUTIONAL REFUND POLICY

The school shall refund tuition, based on the percentage of the program remaining after the date of withdraw, up until the student has attended forty percent (40%) of the term. The percentage will be calculated based on the number of credit hours scheduled in relation to the total program credit hours and the difference is refunded to the student. After forty percent (40%) of the program has passed, there will be no refund. Please refer to the Cancellation/Refund Policy #3 section D on page 34.

## INDIANA OFFICE FOR CAREER AND TECHNICAL SCHOOLS RESIDENT REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

- 1.** A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - a.** The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - b.** The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - c.** The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - d.** If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- 2.** A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- 3.** A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- 4.** A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- 5.** A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- 6.** A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

## RETURN TO TITLE IV, TITLE IV STUDENTS ONLY

In order to be eligible for Return to Title IV procedures, a Title IV eligible student must begin attendance and completely withdraw, or otherwise cease attending. If a Title IV eligible student enrolled but never attended any classes, then the student did not establish eligibility for any funds and all Title IV aid disbursed must be returned. Information regarding the Return to Title IV policies and procedures is located on the Enrollment Agreement signed during the student admission process and, in further detail, below.

Students who receive financial assistance from Title IV Programs (Federal Pell Grant and Direct Loans including subsidized, unsubsidized and PLUS loans) earn Title IV aid through attendance. After a Title IV eligible student completes more than sixty percent (60%) of the scheduled hours in a payment period, they have earned one hundred (100%) percent of scheduled Title IV funds for that specific period. If a Title IV eligible student withdraws from school prior to completing more than sixty percent (60%) of the scheduled hours in the payment period he/she is subject to the Return of Title IV Funds requirements established by the U.S. Department of Education.

The Return of Title IV Funds procedure is as follows:

- *Determine the percentage of the payment period or period of enrollment completed.*

To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total clock hours in the payment period or period of enrollment.

  - a. If this percentage is greater than sixty percent (60%), one hundred percent (100%) is used in Step 3 below.
  - b. If this percentage is less than or equal to sixty percent (60%), multiply the percentage of the Title IV aid disbursed plus the title IV aid that could have been disbursed for the payment period or period of enrollment as of the date the student withdrew.
- *Calculate days in payment period or period of enrollment.*
  - a. For every academic year, MedQuest College has two equal payment periods relative to Title IV funding. Payment period start and end dates are calculated based on program length and student enrollment status.
  - b. When a student is no longer enrolled, the amount of Title IV funds to be returned is determined by the payment period he/she is currently in. If a student has attended 60% or more days in the current payment period, he/she is responsible for 100% of the Title IV aid received during that period. If a student attends less than 60% of days in the payment period, the amount of Title IV aid to be returned to the Federal Student Aid program is prorated based on the student's attendance.
  - c. The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. The total number of calendar

days in a payment period or period of enrollment does not include days in which the student was on approved leave of absence.

- *Compare the amount earned to the amount disbursed.*

If less aid was disbursed than was earned, the student if they have met the conditions, may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.

- *Receive post withdrawal disbursements.*

When Title IV aid disbursed is less than Title IV aid earned, a Post-Withdrawal disbursement will be requested. The disbursement will be made from available grant funds before available loan funds. The school will provide written notification within thirty (30) days of the date of determination of withdrawal. This notification will include the type and amount of funds, explain the option to accept or decline some or all of the funds, explain obligation to repay any loan funds disbursed, and provide at least a fourteen (14) calendar day response deadline. The school must receive confirmation from the student (or in some cases, a parent borrower) prior to the disbursement.

- *Allocate responsibility for returning unearned aid between the school and the student.*

- a. *Return of unearned aid, responsibility of the institution*

MedQuest College will return the lesser of the total amount of unearned title IV assistance to be returned as calculated according to step 2b or a amount equal to the total institutional charges<sup>6</sup> incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV grant or loan assistance that has not been earned by the student.

- b. *Return of unearned aid, responsibility of the student*

Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by fifty percent (50%).

- *Distribute the unearned aid of the payment period back to the Title IV Programs.*

Refunds will be returned in the following order:

- a. Unsubsidized William Ford Direct Loans
  - b. Subsidized William Ford Direct Loans
  - c. Direct PLUS Loans
  - d. Federal Pell Grant Program

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<sup>6</sup> Institutional charges are defined as tuition, fees, and other educationally-related expenses assessed by MedQuest College.

e. Other Federal, State, private or institutional assistance.

f. The Student

▪ *Timeframe for Return of Title IV funds.*

All returns of Title IV program funds will be made as soon as possible but no later than forty-five (45) days of termination, notification of cancellation, withdrawal or dismissal.

▪ *Refund Requirements*

A student will become eligible for a refund or return of title IV funds once all tuition, books, and supplies & fees have been paid in full to MedQuest College. Any funds received after full payment is made will become a credit balance on the student's account. Students are notified by email from the Financial Aid department as soon as possible but no later than seven (7) days once their student account shows an available credit balance. Students are given forty-eight (48) hours to respond with confirmation to receive the credit balance in the form of a refund check or as an application towards title IV loans. Any application of credit balance to title IV funds will be made in the same order as outlined in step 4.

▪ *Student Notification*

Students are notified of the outcome of all financial calculations (Institutional Refund policy calculations and Return to Title IV Refund policy calculations) and student account balance by official letter from the Bursar as soon as possible but no later than forty-five (45) days of termination, notification of cancellation, withdrawal, or dismissal.

Be advised that this is only the Return to Title IV refund. Once MedQuest College determines the amount of Title IV aid that we may retain, the institution will then calculate the Institutional Refund policy, located on the Enrollment Agreement signed during the student admission process and on page 35 of this catalog. It is possible that a student may owe a balance to the school once the Title IV refund policy has been applied.

## Comprehensive Dental Assisting

### Program Objective

The Comprehensive Dental Assisting program is designed to prepare the student to become a multi-skilled Dental Assistant in the front office or working with the dentist. Students completing the programs are expected to display diverse skills allowing them to work in any dental office or specialty office including General Dentistry, Endodontic, Orthodontics, Oral Surgery, Pedodontics, Periodontics, Prosthodontics, or in a Dental Lab. The program includes a balance of classroom, clinical, and laboratory experiences. Upon completion of the program and meeting all of the course requirements, students will receive a Comprehensive Dental Assisting diploma, Radiation Safety and Technique certificate, and Expanded Duties Dental Assistant certificate.

### Course Requirements

|              |                                    |                 |                        |
|--------------|------------------------------------|-----------------|------------------------|
| <b>DA201</b> | Clinical Procedures                | 48 clock hours  | 4.0 qtr. credit hours  |
| <b>DA202</b> | Dental Radiography                 | 48 clock hours  | 3.5 qtr. credit hours  |
| <b>DA203</b> | Dental Specialties                 | 48 clock hours  | 4.0 qtr. credit hours  |
| <b>DA204</b> | Expanded Duties Dental Assistant   | 48 clock hours  | 4.0 qtr. credit hours  |
| <b>DA205</b> | Dental Basic Sciences              | 48 clock hours  | 4.5 qtr. credit hours  |
| <b>DA206</b> | Communications and Scheduling      | 48 clock hours  | 4.0 qtr. credit hours  |
| <b>DA207</b> | Insurance Billing and Coding       | 48 clock hours  | 4.0 qtr. credit hours  |
| <b>DA208</b> | Recall Systems and Treatment Plans | 48 clock hours  | 4.0 qtr. credit hours  |
| <b>DA209</b> | Externship                         | 300 clock hours | 10.0 qtr. credit hours |

### Program Totals

**684 Clock Hours      42 Qtr. Credit Hours**

*The Diploma program is offered at our Louisville and Lexington locations.*

Your externship can be completed full-time up to 40 hours per week or part-time, however best suits your schedule and the practice schedule. If you have any questions, our Externship Site Coordinator will be glad to help you. We anticipate you to complete your externship over 20 weeks, which is about 15 hours per week.

### Tuition and Fees

|   |                            |
|---|----------------------------|
| <b>Comprehensive Dental Assistant Diploma Program</b> | <b>\$13,500 Tuition</b>    |
| <b>16 or 24 weeks on campus plus externship</b>       | <b>\$640 Books</b>         |
|   | <b>\$860 Supplies/Fees</b> |

*Fees include typodonts, dental lab materials, safety equipment, three sets of uniforms, lab jacket,, student liability policy, dental supplies and CPR certification.*

### Gainful Employment Program Disclosures

**Louisville Campus and Frankfort 2015-2016** (To be released January 2017)

## Comprehensive Medical Assisting

### Program Objective

The Comprehensive Medical Assisting Program is designed to prepare students for successful careers as Medical Assistants with knowledge in pertinent aspects of the healthcare field. Students will learn skills that prepare them to perform administrative and clinical duties required in the daily operation of a healthcare facility. Upon completion of the program and meeting all of the course requirements, students will receive a Comprehensive Medical Assisting diploma and will be prepared and eligible to submit their diploma and transcript to apply to take the national certification examination through The American Medical Technologists (AMT). Upon successful completion of the national examination, students will obtain the credential RMA (AMT).

### Course Requirements

|                   |  |                 |                       |
|-------------------|--|-----------------|-----------------------|
| <b>A&amp;P125</b> | Anatomy & Physiology I                 | 40 clock hours  | 4.0 qtr. credit hours |
| <b>BUS110</b>     | Keyboarding                            | 70 clock hours  | 5.0 qtr. credit hours |
| <b>BUS115</b>     | Career Development                     | 40 clock hours  | 4.0 qtr. credit hours |
| <b>BUS130</b>     | College Success Skills                 | 20 clock hours  | 2.0 qtr. credit hours |
| <b>MED100</b>     | Medical Terminology                    | 40 clock hours  | 4.0 qtr. credit hours |
| <b>MED110</b>     | Medical Math                           | 20 clock hours  | 2.0 qtr. credit hours |
| <b>MED202</b>     | Medical Billing & Insurance Procedures | 60 clock hours  | 4.0 qtr. credit hours |
| <b>MED215</b>     | Medical Records Management             | 60 clock hours  | 4.0 qtr. credit hours |
| <b>MED220</b>     | Medical Administrative Procedures      | 60 clock hours  | 4.5 qtr. credit hours |
| <b>MED230</b>     | Clinical Procedures I                  | 60 clock hours  | 4.5 qtr. credit hours |
| <b>MED235</b>     | Clinical Procedures II                 | 60 clock hours  | 4.0 qtr. credit hours |
| <b>MED240</b>     | Laboratory Procedures                  | 60 clock hours  | 4.0 qtr. credit hours |
| <b>MED250</b>     | Pharmacology                           | 40 clock hours  | 4.0 qtr. credit hours |
| <b>MED260</b>     | Healthcare Law & Ethics                | 40 clock hours  | 4.0 qtr. credit hours |
| <b>MED270</b>     | Medical Assistant Certification Review | 60 clock hours  | 4.5 qtr. credit hours |
| <b>MED295</b>     | Externship                             | 170 clock hours | 6.0 qtr. credit hours |

### Program Totals

**900 clock hours**

**64.5 qtr. credit hours**

*The Diploma Program is offered at our Louisville and Lexington Campus.*

### Tuition and Fees

**Medical Assistant Diploma Program**

**\$10,500 Tuition**

**40 weeks on campus including externship**

**\$1,000 Books**

**\$1,000 Supplies/Fees**

*Fees include Hepatitis B series immunizations, TB testing, background check, one-year AMT membership, RMA certification exam, medical lab materials, safety equipment, three sets of uniforms, lab jacket, student liability policy, and CPR certification.*

### Gainful Employment Program Disclosures

**Louisville Campus 2015-2016**

(To be released January 2017)



## Diagnostic Medical Sonography

### Program Objective

The Diagnostic Medical Sonography Associate's Degree of Applied Science 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 MedQuest College 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. Upon completion of the program and meeting all of the course requirements, students will receive a Diagnostic Medical Sonography Associate of Applied Science degree and will be prepared and eligible to submit their degree and transcript to apply to take the primary pathway certification and registry through The American Registry of Radiologic Technologists (ARRT). Upon successful completion of the national examination, students will obtain the credential Registered Technologist with the abbreviation R.T. (ARRT).in connection with his/her name.

### Course Requirements

|                   |  |                 |                        |
|-------------------|--|-----------------|------------------------|
| <b>A&amp;P125</b> | Anatomy & Physiology I                 | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>A&amp;P225</b> | Anatomy & Physiology II                | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>BUS115</b>     | Career Development                     | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>ENC100</b>     | Interpersonal Communications           | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>MAT108</b>     | College Algebra                        | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>MED100</b>     | Medical Terminology                    | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>MED260</b>     | Healthcare Law and Ethics              | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>PAT105</b>     | Intro to Patient Care & Sonography     | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>PHY100</b>     | General Physics                        | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>SON100</b>     | Essentials of Sonography               | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>SON100L</b>    | Essentials of Sonography Lab           | 40 clock hours  | 2.0 qtr. credit hours  |
| <b>SON101</b>     | Sonography Physics                     | 80 clock hours  | 8.0 qtr. credit hours  |
| <b>SON110</b>     | Abdominal Sonography                   | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>SON110L</b>    | Abdominal Sonography Lab               | 40 clock hours  | 2.0 qtr. credit hours  |
| <b>SON111</b>     | Sonography Clinical I                  | 330 clock hours | 11.0 qtr. credit hours |
| <b>SON120</b>     | Small Parts/Specialized Sonography     | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>SON120L</b>    | Small Parts/Specialized Sonography Lab | 40 clock hours  | 2.0 qtr. credit hours  |
| <b>SON121</b>     | Sonography Clinical II                 | 330 clock hours | 11.0 qtr. credit hours |
| <b>SON130</b>     | OBGYN Sonography                       | 40 clock hours  | 4.0 qtr. credit hours  |
| <b>SON130L</b>    | OBGYN Sonography Lab                   | 40 clock hours  | 2.0 qtr. credit hours  |
| <b>SON131</b>     | Sonography Clinical III                | 330 clock hours | 11.0 qtr. credit hours |
| <b>SON140</b>     | Ultrasound Seminar                     | 40 clock hours  | 4.0 qtr. credit hours  |

|                       |                        |                         |                              |
|-----------------------|------------------------|-------------------------|------------------------------|
| <b>SON141</b>         | Sonography Clinical IV | 330 clock hours         | 11.0 qtr. credit hours       |
| <b>Program Totals</b> |                        | <b>2120 clock hours</b> | <b>116 qtr. credit hours</b> |

*The Associates of Applied Science Degree Program is only offered at our Lexington Campus.*

### **Tuition and Fees**

|  |                              |
|--|------------------------------|
| <b>Diagnostic Medical Sonography Diploma Program</b> | <b>\$29,000 Tuition</b>      |
| <b>80 weeks on campus including externships</b>      | <b>\$2,150 Books</b>         |
|  | <b>\$1,500 Supplies/Fees</b> |

*Fees include Hepatitis B series immunizations, TB testing, background check, one-year AMT membership, RMA certification exam, medical lab materials, safety equipment, three sets of uniforms, lab jacket, student liability policy, and CPR certification.*

### **Gainful Employment Program Disclosures**

Information regarding students enrolled in the MedQuest College Diagnostic Medical Sonography Program during the 2015-2016 academic year is not available. Retention and placement rates are currently not available and will be updated once released.

## Course Descriptions

**A&P125      Anatomy & Physiology I      4 quarter credits      40 clock hours**

The course covers the study of the organization, structure and function of the human body. Cells, tissues, organs and an overview of all body systems are included with emphasis on the interaction of the body systems in maintaining homeostasis. Pathological conditions, causes, and treatments that affect the body are discussed. **Students should anticipate 25 or more hours of outside preparation for this class.**

**A&P225      Anatomy & Physiology II      4 quarter credits      40 clock hours**  
**Prerequisites: A&P125**

This course is a continuation of Anatomy and Physiology I. It will study the structure and the function of the human body including the skeletal, endocrine, muscular, gastrointestinal, nervous, circulatory, respiratory, urinary, and lymphatic systems. Basic chemistry of the cells and their structure will be studied as well as the disease processes as they relate to the disruption of the normal body homeostasis. **Students should anticipate 20 or more hours of outside preparation for this class.**

**BUS110      Keyboarding      5 quarter credits      70 clock hours**

This course is laboratory in nature. Student complete lessons that allow practice on keyboarding skills and basic word processing. **Students should anticipate 20 or more hours of outside preparation for this class.**

**BUS115      Career Development      4 quarter credits      40 clock hours**

This course teaches students to design and produce an individual career action plan through self-assessment, career planning and academic work. Emphasis is placed on assisting students on identifying their individual marketable skills, venues on locating available job positions, writing resumes, correspondence, and interviewing skills. **Students should anticipate 20 or more hours of outside preparation for this class.**

**BUS130      College Success Skills      2 quarter credits      20 clock hours**

This course teaches the student how to develop a mission statement and tolls that will form the cornerstone of their personal foundation for college success. Students will identify both the positive and challenging changes that come with the transition to college and learn how to manage these changes. Methods will be discussed on how to be better equipped to incorporate school responsibilities into a busy life. **Students should anticipate 15 or more hours of outside preparation for this class.**

**DA201      Clinical Procedures      4 quarter credits      48 clock hours**

This course covers infection control, management of hazardous materials, and preparation for patient care, emergency management, introduction to the dental office, basic chair side assisting, instrument transfer, maintaining the operating field, anesthesia and sedation, dental cements, bases, liners and bonding agents, restorative materials, dental dam, matrix and wedges. **Students should anticipate 36 or more hours of outside preparation for this class.**

**DA202            Dental Radiography            3.5 quarter credits            48 clock hours**  
**Prerequisites: DA201**

This course will cover Introduction to Dental Radiography and Equipment, Production and Evaluation of Dental Radiographs, Extraoral and Digital Radiography and Laboratory Material & Techniques. **Students should anticipate 36 hours or more outside preparation for this class.**

**DA203            Dental Specialties            4 quarter credits            48 clock hours**  
**Prerequisites: DA202**

This course will cover dental specialties that students may encounter in their careers. Some topics covered are: Endodontic, Oral and Maxillofacial Surgery, Oral Pathology, Orthodontics, Pediatric Dentistry, Periodontics, and Fixed Prosthodontics. **Students should anticipate 36 hours or more outside preparation for this class.**

**DA204            Expanded Duties Dental Assisting            4 quarter credits            48 clock hours**  
**Prerequisites: DA203**

The EDDA course involves four weeks of "hands on" instruction where students have an opportunity to practice the various procedures of the Expanded Duties Dental Assistant. Topics included are as follows: Principles of Bonding, Occlusion, Placement of Composite Restorations, Dental Amalgam, Finishing and Polishing, and Provisional Restorations. A minimum grade of a C is required to successfully complete this course. **Students should expect 10 hours or more outside preparation time for this course.**

**DA205            Dental Basic Sciences            4.5 quarter credits            48 clock hours**

This course will cover the History of Dentistry and Progress of Dentistry in the U.S., Education, the ADA, the Dental Team, Preventative Dentistry, Oral Hygiene Aids, Tooth brushing Techniques, Dental Flossing, Oral Hygiene for Patients with Special Needs, Fluoride, The Dental Arches and Quadrants, Types of Teeth and their Functions, Eruption Schedule, Divisions of the Tooth, Tooth Surfaces, Anatomical Structures, Permanent Teeth Descriptions, Deciduous Teeth, Dental Charts, Numbering Systems, Cavity Classifications, Abbreviations of Tooth Surfaces, Basic Charting Terms, Charting Color Indications and Symbols, Drug Names, Prescriptions, Drug Laws, Drug Administration Routes, Drugs, Herbal and other Alternative Medications, Electronic Business Equipment, Telecommunication, Intraoffice Communications, Office Machines, Dental Practice Management Software (Eaglesoft), Basic Operation of a Software Package, Daily Procedures with a Computerized System, Letter Writing Styles, Types of Correspondence used in Dentistry, Mail, Filing Methods, Types of Information, Filing Equipment, Filing Supplies, Preparing a Clinical Record, Preparing Business Documents, Career Opportunities For Administrative Dental Assistants, Steps for Developing Employment Strategies, and Developing a Resume. **Students should expect 48 hours of outside preparation.**

**DA206            Communications and Scheduling            4 quarter credits            48 clock hours**  
**Prerequisites: DA205**

This course will cover the different types and your role as a Administrative Dental Assistant, Members of the Dental Healthcare Team, HIPAA, OSHA, Professional Ethics, Legal Standards, Patient's Rights, Professional Organizations, Elements of the Communication Process, Interpersonal Communications, Barriers of Effective Communication and Improving Communication, Telephone Techniques, Basic Office Designs, Dental Procedures, Components of a Clinical Record, Collecting Patient Information, Clinical Records Risk Management, Computerized Management of Clinical Records, Mechanics of Scheduling, Making Appointments, Time-Saving Techniques. **Students should expect 48 hours or more of outside preparation time.**

**DA207 Insurance Billing and Coding 4 quarter credits 48 clock hours**  
**Prerequisites: DA206**

This course will cover Types of Dental Insurance, Insurance Coding, Organizing Insurance Coverage for Each Patient, Types of Insurance Information Required, Methods of Filing Insurance Claims, Insurance Payments, Insurance Tracking Systems, Other Types of Insurance Coverage, Completing a Dental Claim Form, Sections of the ADA Claim Form, What is a Financial Policy and Designing One, Financial Policy Communications, Managing Accounts Receivable, Components of Financial Records Organization, Billing, Daily Routine for Managing Patient Transactions, Account Receivable Reports, Completing a Deposit Slip. **Students can expect 24 hours of outside preparation time for this course.**

**DA208 Recall Systems and Treatment Planning 4 quarter credits 48 clock hours**  
**Prerequisites: DA207**

This course will cover Preventative Dentistry and Why it is important, Periodontal Disease, Different Types of Recall Appointments, Preventative and Diagnostic CDT Coding, Recall Scheduling, Recall Reports, Overdue Patients, Customer Service, Review Communication Skills, Business Etiquette, Enhancing Customer Service Skills, Restorative and Endodontic CDT Coding, Restorative and Endodontic Treatment Planning and Scheduling, Restorative and Endodontic Billing Procedures, Prosthetic CDT Coding, Prosthetic Treatment Planning and Scheduling, Prosthetic Billing Procedures, Lab cases, Preparing and Explaining a Detailed Treatment Plan for Different Dental Procedures. **Students can expect 24 hours of outside preparation time for this course.**

**DA 209- Externship 10 quarter credits 300 clock hours**  
**Prerequisites: DA204, DA208**

The externship experience allows students to practice the skills learned in class in a dental practice. The training will vary day by day according to patient needs and the needs of the dental practice. There may be some training provided in the externship that the students was not exposed to on campus. This will give the students first-hand knowledge working with dental patients and gaining experience in the real job world.

**ENC101 Interpersonal Communications 4 quarter credits 40 clock hours**

This course will define the difference between communication skills and interpersonal skills. The course will introduce the practices and principles of interpersonal communication in a small or large group

setting. It will study the communication with others by examining skills such as effective listening, reading, writing, speaking, and nonverbal communication. Upon completion of this course, the student will be able to utilize the skills learned to create good interpersonal communication between businesses, employees, and the general public. **Students can expect 20 hours of outside preparation time for this course.**

**MAT108      College Algebra      4 quarter credits      40 clock hours**

This course will incorporate arithmetic processes by computing fractions, decimals, percentages and proportions to solve equations. The student will perform conversions between the metric and English systems of measurement. Emphasis will be placed on algebraic functions including graphs, linear inequalities, quadratic, polynomials, exponential and logarithmic functions. **Students should anticipate 20 or more hours of outside preparation for this class.**

**MED100      Medical Terminology      4 quarter credits      40 clock hours**

This course provides the student with the study and practical application of the medical language in the healthcare files while incorporating body structure and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive, genitourinary, and integumentary systems. **Students should anticipate 25 or more hours of outside preparation for this class.**

**MED110      Medical Math      2 quarter credits      20 clock hours**

This course is designed to teach the students fundamental mathematical concepts. These fundamental concepts will be the building blocks for calculation of adult and child drug dosage calculations. **Students should anticipate 15 or more hours of outside preparation for this class.**

**MED202      Medical Billing & Insurance Procedures      4 quarter credits      60 clock hours**

This course introduces students to the fundamentals of billing, insurance and coding in an outpatient healthcare facility. The role and responsibilities of a medical biller will be discussed. Students will be taught the basics of health insurance, including patient and third-party payer billing. Emphasis is placed on learning accounts receivable management techniques and collection strategies. Students will be introduced to coding sets including ICD-9-CM, ICD-10-CM, CPT-4 and HCPCS. **Students should anticipate 30 or more hours of outside preparation for this class.**

**MED215      Medical Records Management      4 quarter credits      60 clock hours**

**Prerequisites: MED100, A&P125, BUS130**

This course will introduce students to the administrative and clinical electronic health record using MedTrak Systems Software. Transitioning from paper charts to electronic health records will be covered. Emphasis will be placed on privacy, confidentiality, and security of the electronic record. **Students should anticipate 20 or more hours of outside preparation for this class.**

**MED220      Medical Administrative Procedures      4.5 quarter credits      60 clock hours**



This course introduces students to the foundations of law & ethics in a healthcare setting. Topics covered include medical records, informed consent, HIPAA, professional liability, and medical malpractice. Students will review workplace legalities, death and dying, and healthcare trends and forecasts. **Students should anticipate 30 or more hours of outside preparation for this class.**

**MED270      MA Certification Review      4.5 quarter credits      60 clock hours**  
**Prerequisites: MED100, A&P125, MED230, MED235, MED240**

This course is designed to review all aspects of the medical assistant curriculum. Emphasis is given to preparing the student to perform well on the Medical Assistant Certification Exam. The principle guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content outline. There are four major areas of comprehensive review: General Information, Administrative Procedures, Clinical Procedures and a Practice Exam. **Students should anticipate 30 or more hours of outside preparation for this class**

**MED295      Externship      6 quarter credits      170 clock hours**  
**Prerequisites: BUS110, BUS212, MED215, MED220, MED230, MED235, MED240, MED250, MED260**

Externship will be at a practicing healthcare facility. Student will need to demonstrate thorough understanding of skills that have been taught throughout the curriculum. Additionally, student will be required to participate in business office duties under supervision by physician and/or appointed qualified staff. Specific duties will be based on patient and practice needs. This will give students firsthand knowledge working with medical patients and gaining experience in a real world job.

**PAT105      Intro to Patient Care & Sonography      4 quarter credits      40 clock hours**

This course was designed to provide, through lecture and lab instruction, the theoretical basis for patient care techniques. Didactic lectures cover the caregiver's role, anatomy and communication as well as roles of various clinical personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, positioning, transferring patients, dressing and undressing patients, feeding, oral and denture care. Students will become BLS CPR certified and learn how to assess vital signs, use personal protective equipment, isolation procedures, sterile techniques, and good body mechanics. **Students should anticipate 20 or more hours of outside preparation for this class.**

**PHY100      General Physics      4 quarter credits      40 clock hours**  
**Prerequisites: MAT108**

This course introduces the fundamental concepts that describe the physical world. It incorporates algebra and trigonometry mathematical models while focusing on mechanics, heat, waves, sound, light waves, electricity and magnetism. This course will also study the structure of an atom and examine the quantum principles to predict behavior. **Students should anticipate 20 or more hours of outside preparation for this class.**

**SON100      Essentials of Sonography      4 quarter credits      40 clock hours**  
**Prerequisites: ANP101, MAT108, MED100, PAT105**



This course introduces the student to diagnostic medical sonography, sonographer safety, ultrasound terminology, basic imaging production, scanning planes and transducers. During the course, the student will have an introduction to normal ultrasound anatomy of the abdomen, vascular, cardiac, female and male pelvis, obstetrics/gynecology and small parts. Also professional organizations, certifications, licensure, and the accreditation process will be presented. **Students should anticipate 20 or more hours of outside preparation for this class.**

**SON100L      Essentials of Sonography Lab                      2 quarter credits                      40 clock hours**  
**Prerequisites: ANP101, MAT108, MED100, PAT105**

During this course the student will be introduced to the ultrasound lab and all of the components that are utilized in the lab, including transducers, the machine and the instrumentation controls to provide optimum operation. The student will also be introduced to imaging of anatomy. **Students should anticipate 10 or more hours of outside preparation for this class.**

**SON101      Sonography Physics                                      8 quarter credits                      80 clock hours**  
**Prerequisites: ANP102, PHY100, SON100, SON100L**

This course is a detailed study of the physical principles of ultrasound and instrumentation. How ultrasound is produced and how it interacts with tissue is examined along with ultrasound physics, intensity, attenuation, resolution, transducers, Doppler principles, common artifacts and quality assurance. **Students should anticipate 40 or more hours of outside preparation for this class.**

**SON110      Abdominal Sonography                                      4 quarter credits                      40 clock hours**  
**Prerequisites: ANP102, PHY100, SON100, SON100L**

This ten week course will explore the scanning procedures, patient preparation, scanning protocols and techniques of abdominal sonography. It will study the anatomy and disease processes of the liver, gallbladder, pancreas, kidneys, urinary bladder, spleen and abdominal vasculature. **Students should anticipate 20 or more hours of outside preparation for this class.**

**SON110L      Abdominal Sonography Lab                                      2 quarter credits                      40 clock hours**  
**Prerequisites: ANP102, PHY100, SON100, SON100L**

This lab is associated with the SON110 course. Students will have the ability to practice scanning procedures, learning protocols and ultrasound techniques. Students will perform liver, gallbladder, pancreas, kidneys, urinary bladder, spleen and abdominal vascular sonography. **Students should anticipate 10 or more hours of outside preparation for this class.**

**SON111      Sonography Clinical I                                      11 quarter credits                      330 clock hours**  
**Prerequisites: SON120, SON120L, SON130, SON130L**

These sessions involve rotations in a hospital, imaging center or gynecology/obstetrics office under the supervision of a registered sonographer. These off-site campus courses are to build upon the student's knowledge received from the didactic and lab courses. During their clinical rotations, the students will be

able to observe and perform, if authorized by the sonographer, ultrasounds of the abdomen, GYN/OB, small parts and specialized procedures as well as moving and positioning patients.

**SON120      Small Parts/Specialized Sonography      4 quarter credits      40 clock hours**  
**Prerequisites: SON101, SON110, SON110L**

This course will explore scanning procedures, patient preparation, scanning protocols and techniques of small parts and specialized sonography. It will study the anatomy and disease processes of the breast, thyroid, parathyroid, submandibular gland, parotid gland, scrotum and testis, musculoskeletal system and biopsy procedures. **Students should anticipate 20 or more hours of outside preparation for this class.**

**SON120L      Small Parts/Specialized Sonography Lab      2 quarter credits      40 clock hours**  
**Prerequisites: SON101, SON110, SON110L**

This lab is associated with the SON120 course. Students will have the ability to practice scanning procedures, learning protocols and ultrasound techniques. Students will perform thyroid, parathyroid, submandibular gland, parotid gland, musculoskeletal system sonography. The student will practice setting up biopsy procedures with sterile technique. **Students should anticipate 10 or more hours of outside preparation for this class.**

**SON121      Sonography Clinical II      11 quarter credits      330 clock hours**  
**Prerequisites: SON111**

These sessions involve rotations in a hospital, imaging center or gynecology/obstetrics office under the supervision of a registered sonographer. These off-site campus courses are to build upon the student's knowledge received from the didactic and lab courses. During their clinical rotations, the students will be able to observe and perform, if authorized by the sonographer, ultrasounds of the abdomen, GYN/OB, small parts and specialized procedures as well as moving and positioning patients.

**SON130      OBGYN Sonography      4 quarter credits      40 clock hours**  
**Prerequisites: SON101, SON110, SON110L**

This course will examine the female pelvic cavity in the non-gravid and gravid form. It will discuss normal and abnormal anatomy of the pelvic organs as well as pathological conditions. The course will examine the normal fetus in the first, second and third trimesters along with fetal anomalies. **Students should anticipate 20 or more hours of outside preparation for this class.**

**SON130L      OBGYN Sonography Lab      2 quarter credits      40 clock hours**  
**Prerequisites: SON101, SON110, SON110L**

This lab is related to the SON130 course. The student will have the opportunity to scan female pelvic organs in the non-gravid and gravid condition. An emphasis will be learning protocols, procedures, recognizing normal anatomy, documentation and measurements of the fetus in utero. **Students should anticipate 10 or more hours of outside preparation for this class.**

**SON131      Sonography Clinical III      11 quarter credits      330 clock hours**

